

Harrisburg F.I.T. Kids



2014-2015

After School Program Rules & Regulations

Welcome to HES F.I.T. Kids. It is our pleasure to offer a safe, fun, and nurturing after-school program for students in Kindergarten through 5th grade. The program will operate daily during the school year from the time students are released from class until 6:00 pm. The daily schedule at F.I.T. Kids includes a snack, homework assistance, structured physical activity time, and other various activities. Please review the following guidelines:

Payments:

- \$25 registration fee due at the time of registration.
- The cost of F.I.T kids is \$60 per week. Cash and checks payable to HES F.I.T. Kids will be accepted.
- Payments are due by 6:00pm on Tuesday of each week.
- Late payments will be assessed a \$5 late fee per week.
- If a check is returned unpaid from the bank, the Lancaster County School District may be in contact with you. As mandated by the Lancaster County School District, a \$30 returned check fee will be automatically assessed to your bank account. After two returned checks, only cash or money orders will be accepted for the remainder of the school year.
- If your account becomes delinquent, you will have 1 week to bring the account current. Failure to do so will result in your child being removed from the program.
- If you have any questions regarding your account, please contact Mr. Rhodes.

Program Hours:

- F.I.T Kids will operate on normal operating school days from the time of dismissal until 6:00pm.
- Students may be picked up early, but must be picked up by 6:00pm. Parents arriving after 6:00pm must pay a fine of \$1 per minute due with your next weekly payment. Please be mindful that our staff has family, work, and educational commitments.
- Students may be removed from the program due to repeated late pick-ups or non-payment of late fees.
- If you know in advance you will be delayed in picking up your child, please notify Mr. Rhodes.

Behavior Expectations

- We believe all students are capable of behaving properly and following the school-wide behavior guidelines during F.I.T. Kids hours. Therefore, to guarantee your child, and all the students who participate in our program, an excellent learning and social environment, we will enforce our discipline policy.
- Inappropriate behavior may result in your child's suspension or removal from the F.I.T. Kids program.

Dismissal Procedures

- If school closes due to inclement weather or any other reason, the program will close also. In this case, the instructions given to your child's homeroom teacher on the inclement weather guidelines will be followed.
- For the protection of your child, only people designated on the registration form will be allowed to pick up your child. If at any time that information needs to be updated, please contact Mr. Rhodes.

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Registration

\$25 non-refundable registration fee due with registration form to hold a spot for your child.

Student's Name: _____ DOB: _____ Grade: _____

Address: _____

Child lives with: _____ T-shirt Size: _____

Mother's Name: _____

Phone: _____

E-mail: _____

Work Phone: _____

Father's Name: _____

Phone: _____

E-mail: _____

Work Phone: _____

Emergency Contact: _____

Phone: _____

Emergency Contact: _____

Phone: _____

Please read and initial the following:

- I understand F.I.T. Kids payments of \$60.00 are due by Tuesday each week and if not paid by Tuesday I will be responsible for a \$5 late fee. _____ (Initial)
- I understand my child may be suspended, or removed from the program without prior notice if his/her behavior interferes with the learning or safety of others. If this happens, I understand I will not receive a refund for any fees paid. _____ (Initial)
- I understand that my child is to be picked up by 6:00pm daily and that I will pay a fee of \$1.00 for each minute my child is picked up after 6:00pm each day. _____ (Initial)

I am registering my child in the HES F.I.T. Kids after-school program. I confirm that I have read, understand, and will comply with the rules and regulations outlined in the HES F.I.T. Kids contract.

Signature: _____ **Date:** _____

If you are not able to be reached at the time of an emergency, and if immediate observation or treatment is urgent in the judgment of F.I.T. Kids staff, do you authorize and direct F.I.T. Kids staff to send the child (properly accompanied) to the hospital or doctor most easily accessible?

_____Yes _____No

Does your child have any medical condition or allergies of any kind which F.I.T. Kids staff needs to be made aware?

_____Yes _____No

If yes, please describe:

Please list below the persons who are allowed to pick up your child from F.I.T. Kids. Anyone who is not listed will not be allowed to pick up your child without notification in writing or by phone.

I give permission for my child, _____, to be picked up by the following people:

Name

Phone

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

F.I.T. Kids staff will require picture identification from any unknown person before allowing your child to leave.

Signature: _____

Date: _____