

# YOUNG EAGLES CHILD CARE PROGRAM

## 2015-2016

### WEST DEPTFORD TOWNSHIP SCHOOLS



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## Young Eagles Child Care Program

West Deptford Township Young Eagles Program is an extended day childcare program providing children with an environment that is safe, friendly and stimulating. The program includes time for rest, snacks, play and homework as well as an opportunity for children to interact with adults and peers through a variety of activities. This program is a separate business enterprise that has no direct connection with West Deptford Township Schools. This program is for children who mix well with other children and are respectful to the adults in charge.

### ELIGIBILITY

Open to residents of West Deptford Township, the program is for children who will attend grades Kindergarten through 6th Grade in September 2015. Children who attend Kindergarten in the morning will only be able to attend the AM Child Care Program; children in the afternoon Kindergarten session will only be able to attend the PM Child Care Program.

Location assignment is based upon an individual child's *home* school. *However, if older siblings are also enrolled, the youngest child dictates the location that children of the same family will attend.* Young Eagles will provide courtesy busing between schools for these students so that parents only need to drop off or pick up at one building (except for Drop-In Service program, see page 3).

Non-public school children (K-6) that reside in West Deptford are also eligible to attend the Young Eagles Program. Please note, however, that transportation to and from the non-public school as well as to and from the Young Eagles Program will be the responsibility of the parent.

### DAYS & HOURS OF OPERATION

The Young Eagles Program will follow the West Deptford Township Schools student calendar. Days of operation will be during scheduled full-day sessions and scheduled half-day sessions. The Young Eagles Program will not be available on school holidays or administrative school closings.

<b>OAKVIEW SCHOOL HOURS 8:55-3:10</b>	<b>RED BANK SCHOOL HOURS 9:00-3:15</b>	<b>GREEN-FIELDS SCHOOL HOURS 9:10-3:25</b>
<b>YEP - AM HOURS 6:55-8:55 AM</b>	<b>YEP - AM HOURS 7:00-9:00 AM</b>	<b>YEP - AM HOURS 7:00-9:10 AM</b>
<b>YEP - HALF DAY HOURS 12:55-3:10 PM</b>	<b>YEP - HALF DAY HOURS 1:00-3:15PM</b>	<b>YEP - HALF DAY HOURS 1:10-3:25PM</b>
<b>YEP - PM HOURS 3:10-6:10 PM</b>	<b>YEP - PM HOURS 3:15-6:15 PM</b>	<b>YEP - PM HOURS 3:25-6:25 PM</b>

## REGISTRATION FEE

All children must be pre-registered. **A \$50.00 non-refundable registration fee per family must accompany the registration form.** Please keep in mind space is limited!

Children may not start the program without completion of a registration form and until the registration fee is received. **Parents are required to keep their children's forms up to date by promptly reporting any changes of information.** To update these forms anytime during the year, call the Young Eagles Office at 848-4300 extension 3218.

## PROGRAM OPTIONS & FEES

The Young Eagles Program offers parents a wide variety of sessions to better accommodate the need of each family. Parents can choose to enroll their child in the AM session, the PM session, *both* AM and PM sessions (FULL program), Drop-In Service or Half Day Only sessions.

### REGISTRATION FEE: \$50.00 PER FAMILY (NON-REFUNDABLE)

<b>AM ONLY</b> (2 hours BEFORE school) <b>\$36.00</b> per child per week	<b>PM ONLY</b> (3 hours AFTER school) <b>\$46.00</b> per child per week	<b>FULL PROGRAM</b> (BOTH AM & PM hours) <b>\$80.00</b> per child per week
<b>PLUS HALF DAY</b> (2 ADDITIONAL PM hours) <b>\$10.00 additional</b> per child per half day	<b>PLUS HALF DAY</b> (2 ADDITIONAL PM hours) <b>\$10.00 additional</b> per child per half day	<b>PLUS HALF DAY</b> (2 ADDITIONAL PM hours) <b>\$10.00 additional</b> per child per half day

**HALF DAY ONLY**  
**\$15.00** per Half Day per student

The 2015-2016 school calendar has 17 half day sessions for elementary students (15 half days for Middle School grade students). Young Eagles offers an option for enrollment known as "Half Day Only Option". This program enables parents to enroll their child in the program for just those 17 half day sessions. *On half days, your child will attend the Young Eagles Program for 2.25 hours only until the regular school dismissal time.*

**DROP-IN SERVICE**  
**\$80.00** per booklet (containing 5 vouchers)

The Young Eagles "Drop-In Service" program allows parents to utilize child care *on an occasional basis* by providing a coupon booklet for use at each visit. Each booklet is one per child and contains 5 pre-numbered coupons (in duplicate-white & yellow). **Booklets are NON-REFUNDABLE and NON-TRANSFERRABLE.** 48 hours advanced notice is required, via the pre-purchased coupons, when drop in service is needed. For each visit (AM=1 visit, PM=1 visit), a coupon will be signed, dated, and both copies labeled *Return to school/YEP* sent with your child to present to his/her teacher for notification. If Drop-In Service is used for a HALF DAY, two (2) separate coupons need to be signed, dated and returned following the same procedure outlined above. All students participating in the Drop-In Program will remain at their home school. *We will not offer the sibling courtesy busing between schools for these students.* **Due to the complexity of middle school busing and after school activity schedules, Young Eagles CANNOT offer Drop-In Service to Middle School students.**

## PAYMENT PROCEDURE

The Young Eagles Program is self-supporting and will require payment prior to attendance in advance. Acceptable methods of payment include cash, credit card via *PayFort.net*, money order or check payable to "Young Eagles Program". **Billing will be on a bi-weekly schedule** (except for HALF DAY ONLY option) **with payments *beginning the first day of school continuing bi-weekly through June***. Payments will be expected on the Friday before the new billing cycle. If school is closed on Friday, payment will be expected on Thursday.

**If payment is late, a \$5.00 per day late fee will be assessed, and it will be the parent's responsibility to provide alternative child care until payment is received.** *After ten (10) days of no payment, your child will be automatically removed from our rosters.*

There is no payment for days when school is not in session, such as fall, winter and spring breaks, holidays or snow days. If a parent/guardian has already paid for a day on which the program is closed due to inclement weather, a credit will be applied to a future payment. The Young Eagles Program is only open on days when regular school is in session.

Parents are responsible to pay for days when school is in session. **Young Eagles does not give credit for sick days, family vacations, days a child may go to a friend's/grandparents' home or if child is not attending because of late payment.** Children are not permitted to attend any session they are not registered to attend. *If your child is registered to be at Young Eagles, and for any reason cannot be there due to illness, an appointment, club, etc., please notify BOTH the main office of the school and the Site Leader of the building where your child attends.* We account for every child daily, morning and afternoon.

A written withdrawal notice is requested two-weeks in advance, if a child is to be withdrawn from the program prior to the end of the school year. Should a need arise for your child to return during the same school year, Young Eagles will determine if space is still available and a new registration fee may be required.

## YOUNG EAGLES SITE & OFFICE PHONE NUMBERS

**Green-Fields:** 845-7929 ext. 6214

**Red Bank:** 845-2727 ext. 5222

**Oakview:** 845-1856 ext. 4015

**YEP Office:** 848-4300 ext. 3218

## RETURNED CHECK FEES

A \$12.00 fee will be charged for a returned check. A \$24.00 fee will be charged for a second returned check, and thereafter, *payment will only be accepted in cash or money order.*

PLEASE NOTE: YOUNG EAGLES DOES NOT PROVIDE ITEMIZED TAX STATEMENTS. The Young Eagles Program **Tax I.D. is 21-6000349**. Parents are expected to keep their own records using the Young Eagles Tuition Payment Record.

## CHECK IN and SIGN OUT

For the safety of the children, parents are responsible for escorting their child to the AM Program in person. The parent (or an authorized adult) must accompany the child into the building and sign him/her in or remain until the child signs in him or herself.

**This procedure is necessary to assure accountability and safety of your child. If this procedure is not followed, your child will be removed from the program.**

Parents, or authorized adults (18 years of age or older), are responsible for picking up their children at the designated time for the afternoon session. **The adult must sign the child out before leaving.** Children will not be released to an unauthorized person.

The Young Eagles personnel reserve the right to request photo ID whenever the identity of the adult picking up the child is in question. Remember, by registering your child with the Young Eagles Program, you have asked us to be responsible for her/him.

A **LATE PICK UP FEE** WILL BE ASSESSED, IF A PARENT ARRIVES AFTER PROGRAM HOURS:

1-30 minutes late = \$12.00 fee

30-60 minutes late= \$24.00 fee

*Young Eagles staff will start calling emergency phone numbers ten (10) minutes after the program closes.*

Parents that receive *three (3)* late pick up charges for the PM session will be asked to find alternative child care for their children for two (2) school days.

## QUALITY CARE (QCRRS)

Young Eagles is a QCRRS participating provider equipped with onsite phones directly linking payment to our program. **Participants MUST comply with time and attendance policies allotting enough time for DAILY check in/out verifying that the child in care attends the program as required by Quality Care – NO EXCEPTIONS!**

Failure to comply could result in suspension or termination by Quality Care services. **Should that occur, payment for child care provided is still expected to avoid your child being removed from Young Eagles.** Tuition co-payments, to be paid in advance bi-weekly, will be determined and required if your amount of benefit falls short of our daily rate.

If you experience technical issues attempting to check in/out, you must immediately notify the Site Leader and your Quality Care case worker at the time of the issue.

## EMERGENCY CLOSING / DELAYED OPENING / EARLY DISMISSAL

### Emergency Closing / Delayed Opening:

When school is cancelled for the entire day due to bad weather or other emergencies, the Young Eagles Program will also be closed. If a Delayed Opening is called for any emergency reason, Young Eagles will also be delayed. *For example, if school is delayed two (2) hours starting at 11:00 a.m. instead of 9:00 a.m., Young Eagles will open at 9:00 a.m. instead of 7:00 a.m.* The District's Emergency Phone System will notify you if there is a delayed opening. Information regarding closings is posted on our Web Site: [www.wdeptford.k12.nj.us](http://www.wdeptford.k12.nj.us).

### Early Dismissal

If it becomes necessary to close school early due to inclement weather, an emergency or after school activities are cancelled once the school day has begun, **the Young Eagles Program will also be cancelled and children will be sent home.** The Superintendent will issue a School Messenger call to all parents. In addition, the school phone chains will be activated, and the site leaders will attempt to call YEP parents directly.

### Parents are required to:

- 1) **Make provisions for emergency dismissals or delayed openings.**
- 2) **Instruct their children about these emergency arrangements.**
- 3) **Have these arrangements in place at the beginning of the school year to be prepared for any emergency situations.**
- 4) **Listen to radio announcements; check our Web Site, view local/cable television during questionable weather conditions.**
- 5) **Keep emergency telephone numbers current; the emergency contact people must be available during school hours, reliable, and from the local area.**

## ACTIVITIES

- Homework time - students have the opportunity each day to work quietly while completing daily homework assignments
- Art Club - may be offered dependent upon level of interest and availability of an instructor
- Gym activities – organized games both inside and out
- Free playtime – this includes blocks, Legos, board games, dolls and role playing
- Outside playtime – on one of the school's playgrounds
- Quiet playtime- opportunities to write, draw or do crafts
- Each morning, a breakfast is offered as part of the AM Program. In the afternoon, snacks will be provided during the PM program.

## PERSONAL PROPERTY

The Young Eagles Program will not be responsible for personal property that it either lost, stolen or damaged. All of your child's personal items/property should be individually labeled to avoid confusion of ownership.

## DISCIPLINE

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically abusing staff or is otherwise unable to conform to the rules and guidelines of the Young Eagles Program.

It is the goal of the Young Eagles Program to guide children to be happy, cooperative participants in the program, to become responsible for their own actions, and to grow in their respect for the rights and feelings of other people.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listen to what each has to say and help resolve the conflict through effective communication.

### **IF A CONFLICT CONTINUES TO EXIST:**

1. A child may not be allowed to participate in the particular activity where conflict exists for a period of time. ("Time Out")
2. If there is still an unresolved conflict, parents will be asked for ideas on solving the conflict.
3. If a problem still exists, a written Incident Report will be presented to the parents for a signature and parents may be asked to keep the child at home for a few days until he/she is ready to cooperate.
4. In severe cases where a child poses a serious threat to the safety of the other children or a severe disruption in the program, the child will be removed immediately from the program.

Young Eagles Child Care supervisors will inform parents at the time of pickup if a child has used inappropriate behavior that day.

**It is our policy never to use methods of resolving conflict by using physical force. Similarly, we cannot allow others (including children) to do so within the confines of our program.**

In cases involving physical contact between the child and another child or the child and a staff member, a written Physical Contact Report will be provided requiring the parent's signature. ***If three (3) Physical Contact incidents occur within the same school year, the child will no longer be permitted to attend the Young Eagles Program.***

## MISCELLANEOUS INFORMATION

Children will be expected to go directly to the Young Eagles Program at dismissal time even when planning to participate in another after school activity.

Children are expected to clean up and put away games and other materials they have used before leaving.

We encourage sharing of materials as well as the responsibility of caring for these supplies. The rules of the school also apply to the Young Eagles Program.



# WEST DEPTFORD TOWNSHIP – 2015-2016 SCHOOL CALENDAR

<b>JULY 2015</b>					<b>JANUARY 2016</b> DAYS: S=19/T=19					
M	T	W	T	F	3-Independence Day (observed)	M	T	W	T	F
		1	2	3						1
6	7	8	9	10		4	5	6	7	8
13	14	15	16	17		11	12	13	14	▲15
20	21	22	23	24		18	19	20	21	22
27	28	29	30	31		25	26	*27	*28	*29
<b>AUGUST 2015</b>					<b>FEBRUARY 2016</b> DAYS: S=19/T=19					
M	T	W	T	F	1 – ½ Day HS Only 12-15-Presidents Day 19-1/2 Day Inservice	M	T	W	T	F
3	4	5	6	7		*1	2	3	4	5
10	11	12	13	14		8	9	10	11	12
17	18	19	20	21		15	16	17	18	▲19
24	25	26	27	28		22	23	24	25	26
31						29				
<b>SEPTEMBER 2015</b> DAYS: S=17/T=19					<b>MARCH 2016</b> DAYS: S=20/T=20					
M	T	W	T	F	2-3-Inservice Days 4-7-Labor Day (Observed) 8-School Opens	M	T	W	T	F
	1	◆2	◆3	4			1	2	3	4
7	□8	9	10	11		7	8	9	10	11
14	15	16	17	18		14	15	▲16	▲17	▲18
21	22	23	24	25		21	22	23	24	25
28	29	30				28	29	30	31	
<b>OCTOBER 2015</b> DAYS: S=21/T=21					<b>APRIL 2016</b> DAYS: S=21/T=21					
M	T	W	T	F	9-½ Day Inservice 12-Columbus Day	M	T	W	T	F
			1	2						1
5	6	7	8	▲9		4	5	6	7	8
12	13	14	15	16		11	12	13	14	▲15
19	20	21	22	23		18	19	20	21	22
26	27	28	29	30		25	26	27	28	29
<b>NOVEMBER 2015</b> DAYS: S=14/T=19					<b>MAY 2016</b> DAYS: S=21/T=21					
M	T	W	T	F	2-3 – Inservice Days 4 – County-wide Inservice 5-6-NJEA CONV.  25- ½ DAY-HS, MS & Elem. 26-27-Thanksgiving Holiday	M	T	W	T	F
◆2	◆3	◆4	◆5	◆6		2	3	4	5	6
9	10	11	12	13		9	10	11	12	▲13
16	17	18	19	20		16	17	18	19	20
23	24	▲25	26	27		23	24	25	26	27
30						30	31			
<b>DECEMBER 2015</b> DAYS: S=17/T=17					<b>JUNE 2016</b> DAYS: S=11/T=12					
M	T	W	T	F	7, 8, 9, 10 ½ Days MS & Elem. CONFERENCES 11-1/2 Day Inservice 23-½ DAY-HS, MS & Elem 24-31 Winter Break	M	T	W	T	F
	1	2	3	4				1	2	3
▲7	▲8	▲9	▲10	▲11		6	7	8	*9	*10
14	15	16	17	18		*13	▲14	□15	◆16	17
21	22	▲23	24	25		20	21	22	23	24
28	29	30	31			27	28	29	30	

Students: 180      Teachers: 188

- 1 day missed - June 16 becomes a school day
- 2 days missed - June 16 and 17 become school days
- 3 days missed - June 16, 17 & 20 become school days
- 4 days missed - June 16, 17, 20 & Feb. 12 become school days
- 5 days missed - June 16, 17, 20 Feb. 12 & Mar. 29 become school days
- 6 days missed - June 16, 17, 20, 21, Feb. 12 & Mar. 29 become school days

■ SCHOOLS/OFFICES CLOSED      □ FIRST/LAST DAY FOR STUDENTS      ▲ 1/2 DAYS FOR CONFERENCES      \* 1/2 DAYS FOR EXAMS HS ONLY  
 ◆ FULL DAY INSERVICE      ◆ ½ DAYS-EARLY DISMISSAL      ◆ LAST DAY FOR TEACHERS      B.O.E. Approved: 3/9/2015 Rev: 4/27/15

# YOUNG EAGLES - REGISTRATION FORM

## SCHOOL YEAR: 2015-2016

TODAY'S DATE: \_\_\_\_\_

CHILD'S FULL NAME	AGE	DATE OF BIRTH	SCHOOL	GRADE	TEACHER

**CHILD LIVES WITH:** \_\_\_ BOTH Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Other (\_\_\_\_\_)

### PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN'S NAME:	ADDRESS	PHONE
<b>Mother:</b> _____	<b>Mother:</b> _____	<b>Mother:</b> _____
<b>Father:</b> _____	<b>Father:</b> _____	<b>Father:</b> _____
<b>Mother's Place of Business:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____
<b>Father's Place of Business:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____

**EMERGENCY PHONE CONTACTS:** List individuals **OTHER** than the child's parents available **DURING PROGRAM HOURS**. Parents will always be contacted first.

NAME	PHONE(S)

**PARENT EMAILS:**

**THE FOLLOWING ADULTS HAVE PERMISSION TO PICK UP MY CHILD FROM YOUNG EAGLES (include parents' names):**

NAME	PHONE

The below individuals are **NOT** permitted to pick up my child (*court documents must be on file with the school's main office*)

NAME	RELATIONSHIP

**YOUNG EAGLES PROGRAM  
FINANCIAL OBLIGATION STATEMENT**

By signing below, I accept full responsibility for all scheduled payments and fees incurred during participation in the Young Eagles Program.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*If parents divide financial obligations for the enrolled child, the person signing above accepts responsibility for all fees and payments *in total*.

# YOUNG EAGLES - PROGRAM SELECTION FORM

**Registration Fee: \$50.00 (per family; non-refundable)**

**List below each child's FULL NAME and check the appropriate box for the program(s) your child is to be enrolled in.**

Child's FULL NAME	AM Only (2 hours/daily)	PM Only (3 hours/daily)	FULL Program (5 hours/daily)	HALF DAYS Only (2.25 hours)	DROP-IN SERVICE (Voucher Req.)
	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/> <input type="checkbox"/> + Half Days	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If your child enrolls in the AM, PM or FULL Program but needs additional child care on HALF DAYS (2.25 hours), check the appropriate box above labeled "+ Half Days".

## E-CHILD CARE/QUALITY CARE R&R SERVICES, INC. PROVIDER - PARTICIPANT AGREEMENT

If you will be filing for child care subsidy assistance, your signature below authorizes Young Eagles to provide Quality Care R&R Services, Inc. with the necessary information for benefit amount determination. **Also, you agree to comply with mandatory DAILY attendance procedures and be responsible for ALL scheduled tuition co-payments (if applicable) to the Young Eagles Program.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forms and handbooks are also available online at <http://wdeptford.k12.nj.us/yeps>**

Completed registration forms, along with a \$50.00 registration fee, can be submitted via mail or in person to:

Mr. Tom Tucci  
Young Eagles Program  
West Deptford Township Public Schools  
675 Grove Road, Suite 804  
West Deptford, NJ 08066-1999

**(CONFIDENTIAL MEDICAL INFORMATION)**

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE: \_\_\_\_\_ SEX: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

A. Medical History (check ALL that apply to your child):

<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Pneumonia	<input type="checkbox"/>	Frequent Nose Bleeds
<input type="checkbox"/>	Hay Fever	<input type="checkbox"/>	Tonsillitis	<input type="checkbox"/>	Tubes in Ears
<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Frequent Sore Throats	<input type="checkbox"/>	Rheumatic Fever
<input type="checkbox"/>	Bleeder	<input type="checkbox"/>	Frequent Ear Aches	<input type="checkbox"/>	Tires Easily
<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>	Frequent Colds	<input type="checkbox"/>	Frequent Headaches
<input type="checkbox"/>	Seizure or Spells	<input type="checkbox"/>	Hoarseness	<input type="checkbox"/>	Frequent Stomach Aches
<input type="checkbox"/>	Bone Disease	<input type="checkbox"/>	Mouth breather	<input type="checkbox"/>	Poor Appetite
<input type="checkbox"/>	Vision Problems	<input type="checkbox"/>	Speech Difficulty	<input type="checkbox"/>	Frequent Urination
<input type="checkbox"/>	Skin Problems	<input type="checkbox"/>	Convulsions w/high fever	<input type="checkbox"/>	Clumsiness
<input type="checkbox"/>	Eczema	<input type="checkbox"/>	Fainting Spells	<input type="checkbox"/>	Dental Problems
<input type="checkbox"/>	Hearing Problem	<input type="checkbox"/>	Physical Handicap	<input type="checkbox"/>	Color Blindness

B. Insect sting allergy \_\_\_\_\_ YES \_\_\_\_\_ NO

C. Food allergy \_\_\_\_\_ YES \_\_\_\_\_ NO \*If YES, what food(s)? \_\_\_\_\_

Please describe the allergic reaction \_\_\_\_\_

1. \_\_\_\_\_ Allergic reaction is a local one with swelling, requiring the application of ice.
2. \_\_\_\_\_ Allergic reaction is a severe local one with swelling requiring medical attention (In this case parent/guardian will be contacted).
3. \_\_\_\_\_ Allergic reaction is a life-threatening systemic reaction requiring immediate medical attention (In this case emergency care will be summoned, parent and guardian contacted.) Epi-pen will be administered if an anaphylactic reaction occurs, providing an Epi-pen and letter of permission to administer is provided by parents, along with a physician's order to administer the Epi-pen.

I hereby give permission for my child to be taken to \_\_\_\_\_ hospital in case of emergency when unable to contact an authorized person or guardian.

Signature \_\_\_\_\_

## EARLY DISMISSAL PROCEDURE FORM

*If it becomes necessary to close school early or cancel after school activities after the school day has begun, Young Eagles will also be cancelled. The district emergency phone system will be activated. This form will help the school staff to dismiss your child in the appropriate manner to which you have requested.*

**In the event of an early school closing, my child, \_\_\_\_\_ will:**

\_\_\_\_\_ Take their regular bus home

\_\_\_\_\_ Be picked up at the school by an authorized person

Anyone picking up from school must enter the building to sign the child out **and must also be listed with the school as an authorized escort**. If you are late, the emergency contact numbers will be called.

*The information provided will be kept on file at your school's main office and at the Young Eagles Office. Please notify the Young Eagles Site leader of any changes as soon as possible.*

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## SIBLING TRANSPORT PROCEDURE FORM

(Complete this form only if siblings attend school at different locations)

I, \_\_\_\_\_, give permission for \_\_\_\_\_,  
(Parent's name) (Child's name)

to be transported via district buses to the Young Eagles Site at which his/her younger sibling attends. I understand that this arrangement will be permanent for the 2015-2016 school year and may only be altered by written notification and approval from the Program Director.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For safety reasons, Young Eagles will only provide transportation of older siblings to the younger sibling's location.*