

# LIBERTY PINES ACADEMY

## Extended Day Program 2017-2018

Rec#	_____
Ck#	_____
Amt\$	_____

Registration Fee: (All registration fees are non-refundable)  
\$50.00 per child pre-registration from May 1 - May 12, 2017 (Returning students only)  
\$50.00 per child pre-registration from May 15- May 31, 2017 (New students and returning students)  
\$75.00 per child for childcare program starting June 1, 2017  
\$25.00 Afterschool Enrichment Activities

Please be sure to fill out all of your preferred options below: All checks payable to Liberty Pines Academy.

Payment Plan: \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Monthly  
Program Needed: \_\_\_\_\_ Before Only \_\_\_\_\_ After Only \_\_\_\_\_ Both \_\_\_\_\_ Wed Only

Child's Name \_\_\_\_\_  
(Last) (First) (MI) (Nickname)

Start Date: \_\_\_/\_\_\_/\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Grade : \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Mother's Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Child resides with: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Other (Ext Family)

### PARENTS EMPLOYERS:

Mother's \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell/Beeper# \_\_\_\_\_

Father's \_\_\_\_\_ Wk Phone \_\_\_\_\_ Cell/Beeper# \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MEDICAL CONTACT: Child's Physician \_\_\_\_\_ Phone # \_\_\_\_\_

May LPA call another physician if unable to contact the above? \_\_\_\_\_ Yes \_\_\_\_\_ No

### CUSTODIAL RIGHTS: (Parents permitted to remove the child.)

Father: \_\_\_\_\_ Yes \_\_\_\_\_ No Mother: \_\_\_\_\_ Yes \_\_\_\_\_ No Step-Parent: \_\_\_\_\_ Yes \_\_\_\_\_ No

If "No" is answered to the above on the natural parents, custody papers must be on file in the school office to legally enforce.

ALTERNATIVE CHILD PICK-UP/EMERGENCY CONTACT APPROVED LIST: I hereby give LPA Enrichment Services

Program permission to release my child to one or more of the following persons:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### SPECIAL INSTRUCTIONS AND/OR MEDICAL CONCERNS:

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Today's Date

Signature of Parent or Guardian

# AUTHORIZATION FOR EMERGENCY CARE

In case of accident or serious illness and Liberty Pines Academy Before & After School Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated and follow his instructions. However, Liberty Pines Academy Before & After School Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child.

In the case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain at the school, Liberty Pines Academy Before & After School Extended Day Program will contact me to arrange transportation for my child. If Liberty Pines Academy Before & After School Extended Day Program is unable to reach me, I authorize them to contact one of the persons listed and request them to come to the school and transport my child home.

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

# GENERAL RELEASE OF LIABILITY

The undersigned agrees to release and forever discharge Liberty Pines Academy Before & After School Extended Day Program and the St. John's County School Board, their officers, servants, agents, and employees, from all claims and demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of or in any way arising from personal injuries and/or property damage known or unknown to the undersigned at the present time that results from any occurrence which may happen to the below stated child during time spent in the Liberty Pines Academy Before & After School Extended Day Program, barring proven supervisory neglect.

\_\_\_\_\_ Date \_\_\_\_\_  
Child's Name

\_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian Signature

# DISCIPLINE POLICY

**PLEASE READ OVER THESE POLICIES WITH YOUR CHILD! Making you aware of the policies may prevent problems before they occur. Please note that after a 4th reprimand, a child may be permanently expelled from the program. This is a policy we hope we do not have to enforce, but it is necessary to ensure a smooth running program to all children attending.**

It is a privilege, not a right, to attend the Before & After School Extended Day Program. **GOOD BEHAVIOR IS A MUST!!**

## **CITIZENSHIP RULES AND WARNINGS**

1. Children are required to remain with their counselors during the designated time and/or are responsible for informing their counselors of their whereabouts by reporting in for ROLL CALL during the designated time.
2. Good sportsmanship and fair play must be displayed at all times.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abuse of school property, materials or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking, or other abusive behavior towards fellow students or counselors.
8. Counselors are to be shown respect and be obeyed at all times.
9. No chewing gum.
10. All injuries, conflicts or mishaps, no matter how small, must be reported to the counselors immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items should be checked in to the Extended Day Program office; however the Extended Day Program will not be responsible for their care. Bring at your own risk!
13. Items such as: Legos, Trading Cards, Game Boys, Ipods, Cell phones, Footballs, Tennis balls, Soccer balls or any item from home are not permitted.

Warnings will be given to children who do not follow the instructions of the St. Johns County Code of Student Conduct as well as Liberty Pines Academy and the Before & After School Extended Day Program's guidelines. Informal warnings will be issued between the student and the Before & After School Extended Day Program Coordinator. Formal warnings will follow the informal warning and be issued with a parent conference. All reprimands will be written up, signed by the parent and retained in the child's folder for documentation as outlined below:

**INFORMAL WARNING:** First office offense: conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Informal warnings will be removed from the child's record if he/she exhibits acceptable corrected behavior for a nine week period. Parent is not asked in for a conference with an Informal Warning.

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| <b>1<sup>ST</sup> FORMAL WARNING:</b>   | Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.   |
| <b>2<sup>ND</sup> INFORMAL WARNING:</b> | Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning. |
| <b>2<sup>ND</sup> FORMAL WARNING:</b>   | Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.   |
| <b>3<sup>RD</sup> INFORMAL WARNING:</b> | Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning. |
| <b>3<sup>RD</sup> FORMAL WARNING:</b>   | Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.   |
| <b>4<sup>TH</sup> INFORMAL WARNING:</b> | Conference with the child in Director's office. After the child promises to correct his/her behavior, he/she may be given methods and/or time to prove and redeem himself/herself. Parent is not asked in for a conference with an Informal Warning. |
| <b>4<sup>TH</sup> FORMAL WARNING:</b>   | Parents will be notified of any warning offenses by way of parent conference. Record of offense remains on file.   |

**Any additional offenses will result in the CHILD BEING EXPELLED from the Before & After School Extended Day Program.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# IMPORTANT INFORMATION

The Liberty Pines Academy Before & After School Extended Day Program remains committed to the safety, security, and well being of each and every child in our care. Our staff is dedicated to this mission. However, the following important policies are conditional to us having the ability to provide that care to each of our families. We are in danger of losing the privilege to provide care within our school unless we do not consistently enforce all of the policies emphasized below. **Exceptions to these rules can no longer be tolerated.** It is very important you become very familiar with the expectations of our program to avoid any inconvenient suspension of our provided services.

## PROGRAM REQUIREMENTS

- \_\_\_ \* **Prepayment of services**-The State of Florida requires that all services we provide must be paid for in advance of any service provided. **Paying over 7 days late would result in suspension of services.** It is absolutely necessary to sign up for the proper pay plan for your budget.
- \_\_\_ \* **Student pick-up**-All Students must **be signed out and picked up by someone whose name is listed in their file** for this purpose. Please inform all responsible parties they will need to provide a picture ID until we become familiar with them. **Students may not ride their bikes or walk home from the Extended Day Program without supervision from the person who has checked the student out.**
- \_\_\_ \* **Dismissal Changes**-When enrolled in our program it is the parent's responsibility to send in a note to the child's classroom teacher to inform him/her that your child will be participating in the Before & After Extended Day Program and should be dismissed to them appropriately. The same would apply if those arrangements should change for any reason, (i.e.-bus, parent pick up or going home with a friend.) **SEND IT IN WRITING!**
- \_\_\_ \* **All children are provided a snack.**
- \_\_\_ \* **Contracted activities must also be paid in advance of the services. Each child participating has a one-month trial period to decide if they want to continue classes. After the one-month trial period he/she must decide to either drop out or commit for the entire school year.** If you choose to allow your child to drop out after the one-month trial period has expired, you will still be responsible to pay for those classes for the entire school year. **Checks for these activities are made payable directly to the Vendor, not LPA.**
- \_\_\_ \* **Late Pick-up of student/s**-There is a charge of **\$1.00 per minute per child** for any late pick-ups after 6:00pm, according to the **school clocks**. Payment is required at the time of pick up.
- \_\_\_ \* **Discipline policy**-Please read it over carefully with your student. The Before & After Extended Day Program is a **PRIVILEGE NOT A RIGHT**. If a child's behavior is out of control, he/she may be temporarily expelled, due to the safety factor of caring for that child. Students with repeated reprimands may be suspended for a week after 3 reprimands and expelled indefinitely after 4 reprimands.

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Parent's Signature

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Date

## VERIFICATION OF UNDERSTANDING POLICIES

THIS SHEET MUST BE SIGNED AND RETURNED WITH YOUR ENROLLMENT FORMS TO ENROLL YOUR CHILD INTO THE BEFORE & AFTER EXTENDED DAY PROGRAM AT LIBERTY PINES ACADEMY.

I, \_\_\_\_\_, HAVE READ ALL THE POLICIES OF THE BEFORE & AFTER EXTENDED DAY PROGRAM AT LIBERTY PINES ACADEMY AND UNDERSTAND THAT ANY REPEATED VIOLATIONS OF THESE POLICIES CAN RESULT IN THE REMOVAL OF MY CHILD, \_\_\_\_\_, FROM THE PROGRAM.

I DO HEREBY AGREE TO UPHOLD AND ABIDE BY ALL RULES SET ASIDE HEREIN IN CONNECTION WITH MY CHILD'S CARE RECEIVED WITHIN THIS PROGRAM.

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_