

**Berkeley Unified School District
Berkeley LEARNS After School Programs
Enrollment Packet 2012-13**

For Office Use Only:
Start Date: _____
Monthly Fee \$ _____
Amount Received _____

Student's Name _____ Grade _____

2nd Student's Name _____ Grade _____

3rd Student's Name _____ Grade _____

Parent/Guardian Name _____

Address _____ City _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

Parent/Guardian Name _____

Address _____ City _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

My Child/Children will attend: Full Time (5 days a wk.) Part Time (2-3 days a wk.)
Days: _____

Does your child receive additional services from BUSD? _____

Emergency Contact

Health Plan _____ Policy # _____

Family Doctor's Name _____ Phone Number _____

Please list allergies _____

List three local emergency guardians who have agreed to take temporary care of your child/children if a parent/guardian cannot be reached.

Name	Relationship w/ Family	Home #	Work #	Cell #

Dismissal/Sign Out

1) In addition to the people listed above my child/children may be picked up by the following people (include siblings):

Name	Phone #

2) If your child is in 4th grade or higher (4th-12th grade) they may leave the program without an adult, please request a waiver which must be signed and remain on file.

3) All elementary and middle school students are required to attend the program at least 3 hours a day. If at any time you will be picking your child up early please fill out the attached "Early Release" form.

4) The Late Pick-Up Policy is attached and included in the Parent Handbook.

BUSD Berkeley LEARNS After School Programs Consent Form

Release of Liability, Waiver and Indemnification Agreement

I _____, the undersigned, hereby authorize my child/children, _____, to participate in Berkeley LEARNS After School Programs. In consideration for permission to participate, I do hereby, for myself, my heirs and assigns, and on behalf of my child/ward, and for his or her heirs and assigns, release and agree to indemnify and hold harmless Berkeley Unified School District, the BUSD Berkeley LEARNS After School Programs, their officers, staff, agents, employees and volunteers from any and all liability, loss, claim, demand, action, or cause of action which arises or may arise or be occasioned in any way by such participation.

For Emergency Treatment

I authorize the Berkeley LEARNS After School Program to arrange for transportation in case of accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me. This authorization and consent for treatment is given to Berkeley LEARNS After School Program with any authorized event.

Permission to Review School Data

I give permission for Berkeley LEARNS After School Program to review my child/children's school data (test scores, report cards, Special Education IEP or 504 Rehabilitation Plan and other measures for the 2010-11 school year) for the purposes of 1) developing and providing effective academic support and enrichment for my child/children; and 2) assessing the effectiveness of extended day academic intervention. I understand that under no circumstances will the data be shared or reported in a manner that will or could reveal the identity of my child/children.

Community Field Trips _____ (Initial)

Berkeley LEARNS After School Programs will take short field trips on occasion that are within the school community. We will always return by normal dismissal time, unless we notify you in advance. In consideration for permission to participate on the walking field trip, I do hereby, for myself and my heirs and assigns, and on behalf of my child/ward, and for his or her heirs and assigns, release and agree to identify and hold harmless BUSD Berkeley LEARNS After School Programs and any of the participating staff, their officers, agents, and employees from any and all liability, loss, claim, demand, action, or cause of action which arises or may arise or be occasioned in any way by such participation during the walking field trip.

Media Release _____ (Initial)

I hereby consent to the use of my child's name, likeness and speech in any audio tape, video tape, film or photograph made in the Berkeley LEARNS After School Program activity for the business or publicity purposes of the Berkeley LEARNS After School Program and its partners. I understand that any participation offers no remuneration and that my child's name, likeness and speech may be edited, produced, recorded for duplication and distribution throughout the United States and abroad.

I expressly release Berkeley LEARNS After School Program its licensees, assignees, affiliates and successors from any privacy, defamation, or other claims have arising out of broadcast, exhibition, publication, or promotion of this program.

I have read the above information and I understand and agree to its content. I am fully aware of the legal consequences of signing this agreement and do so voluntarily.

Parent/ Legal Guardian Signature

Date

Berkeley LEARNS Afterschool Programs
Early Release

Berkeley LEARNS After School Programs operates Monday through Friday, end of school until 6:00 PM. **Parents/Caregivers** must complete an Early Release Form in order for a student to be released early from the program. This completed form must remain on file at the Berkeley LEARNS After School Program.

**BERKELEY UNIFIED SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT**

BERKELEY LEARNS AFTER SCHOOL PROGRAM EARLY RELEASE POLICY

Students enrolled in Berkeley LEARNS After School Programs at BUSD elementary and middle schools shall attend the program at least three (3) hours on each regularly scheduled school day, and shall attend the program until 6:00pm, except:

- ◆ When participating in district-sponsored transportation, which schedule requires departure from said program fewer than three hours participation and/or before 6pm; or
- ◆ When the student's family schedule and/or transportation resources makes a 6pm pick-up a hardship for the student's family; or
- ◆ When a student must leave the program fewer than three hours of participation and/or before 6:00pm in order to honor other non-program obligations; or
- ◆ When a student had been absent from the regular school day due to illness or another excusable cause.

On any given day, a student leaving prior to 6:00pm according to this policy shall be counted in that day's Attendance only if the student had been present in the program for a period of at least two (2) hours on that day.

If your child/children will no longer be participating in the Berkeley LEARNS Afterschool Program please inform the Program Coordinator within ten (10) school days. If the Program Coordinator does not hear from you within that time frame s/he will assume your child/children will no longer partake in the afterschool program and will potentially fill your space.

I, _____, understand and agree to the above policy.

Parent/ Legal Guardian Signature

Date

Berkeley LEARNS Afterschool Programs
Parent/Guardian Volunteer Agreement

I, _____ understand that I am required to volunteer a minimum of 10 hours this school year. I understand that volunteer time includes but is not limited to: serving food and participating in family pot-lucks, attending evening meetings, tutoring during homework/academic hour, offering classes, assisting in enrichment classes, helping out on the yard, helping to clean-up at the end of the day, making reminder phone calls to parents/guardians, and/or making donations of healthy snacks, games etc.

I also understand that the success of Berkeley Afterschool Programs is based on the community coming together to support our students in order for them to reach their full potential. I agree to fulfill my part as a community member to the best of my abilities.

Parent/ Legal Guardian Signature

Date

Berkeley LEARNS Afterschool Programs
Health and Allergy Awareness Form



Name of Child:
Date of Birth:
Grade:
Health Concerns: <input type="checkbox"/> asthma <input type="checkbox"/> diabetes <input type="checkbox"/> seizures <input type="checkbox"/> severe allergies - please list: <input type="checkbox"/> other(s) - please list:
Medication to be taken at school (list all, including emergency medications):

Symptoms that have occurred due to allergy:
(circle all that apply)

1. Mouth- itching, tingling, or swelling of lips, tongue, mouth
2. Skin-hives, itchy rash, swelling of the face or extremities
3. Gut-nausea, abdominal cramps, vomiting, diarrhea
4. Throat-tightening of throat, hoarseness, hacking cough
5. Lung-shortness of breath, repetitive coughing, wheezing
6. Rapid pulse, low blood pressure, fainting, pale, blueness
7. Other

Berkeley LEARNS Afterschool Programs Late Pick-Up Policy

Berkeley LEARNS After School Programs operate Monday through Friday, from the time school is released until 6:00 PM. All students must be picked up no later than 6:00 PM.

After the first late pick-up you will receive a verbal and written warning.

Each subsequent late pick-up will result in a written warning and a \$10 fine per child. If your child/children remain at the school after 6:15 p.m., there is an additional charge of \$1 per child, per minute. The fine is due upon pick-up.

After four (4) late pick-ups have occurred, the parent/guardian will be informed that their child can no longer participate in the Berkeley LEARNS After School Program.

This policy will be posted and included in the Parent/Guardian Handbook.

The Late Warning Form is below:

<p>LATE WARNING # _____</p> <p>As stated in the Late Pick-Up Policy, parent/guardian will be given a warning when the student is picked up from the Berkeley LEARNS After School Program later than 6:00 PM. This is your official written notice that a late pick-up has occurred.</p> <p>Your child/children, _____, were picked up late from the Berkeley LEARNS After School Program on _____. Please remember that the program ends promptly at 6:00 PM. If your child is picked up late four (4) times, s/he will not be able to participate in the Berkeley LEARNS Afterschool Program.</p> <p style="text-align: center;">Thank you for your continued help, understanding, and support!</p>
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I, _____, understand and agree to the above policy.

Parent/Legal Guardian Signature

Date