

# ENROLLMENT Parent/Student Handbook

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**ASP2 STEAM Academy Inc**

**K-3**

**424 Lebanon Avenue  
Belleville, Il 62220  
(618) 416-5442  
asp2steam.com**

Revised January 2025



## Our Mission

At ASP2 STEAM Academy Inc. (nfp), our mission is to set ourselves apart by building a solid academic foundation for our scholars. We have created a challenging learning environment that encourages extraordinary expectations for academic success. The journey begins with our preschoolers and continues through grade 3. At ASP2, we promote a safe, well-structured environment where each scholar's self-esteem is fostered by positive relationships between students and staff. We have incorporated early introduction to the elements of Science, Technology, Engineering, Arts and Math. By including community members, parents, and staff in our mission, academic success becomes infinite for our scholars.

## Admission Agreement

ASP2 STEAM Academy Inc, (nfp) provides quality K -3 education to families in Belleville and the surrounding areas. The hours of operation are from 7:00am to 6:30pm Monday through Friday, except for the non-operating days listed on the "Program Operating Dates and Closures" schedule. This schedule will be included in your **Welcome Packet** provided by your scholar's teacher, posted on our information board, and may be accessed via our website at [asp2steam.com](http://asp2steam.com) for your convenience.

A pre-enrollment interview and tour of our facility is required before the acceptance of any scholar. Upon acceptance, you and the Director will sign and date this Admission Agreement page acknowledging the understanding of the requirements of ASP2 STEAM Academy Inc. (nfp).

# Enrollment Information

- ❖ Total Capacity: 40 Children (Open to the Community)
- ❖ Enrollment: August 1st begins for new enrollers.
- ❖ Waiting list will be maintained & notified upon availability.
- ❖ Teacher to Child ratio: (1:10 - 1:15) Depends on Grade Level
- ❖ Grade Levels are as follows:
  - Kindergarten
  - Grade 1
  - Grade 2 and 3 – Integrated according to total enrolled.
- ❖ Hours of Operation: 7am to 6:30pm (*Daily Agenda pg. 5*)
- ❖ Academic Hours are from 8am to 3pm (Monday - Friday)
- ❖ After School Hours are 4pm to 6pm (Scheduled Activities)
- ❖ Initial Registration fee of \$150.00 (*pg. 6*)
- ❖ Tuition is invoiced monthly via Brightwheel. The amounts are as follows: \$900 7am-4pm (Autopay 10% Discount)  
\$100 4pm-6pm (Scheduled Activities)  
(*See page 7 for key details regarding tuition.*)
- ❖ Discounts Available: Sibling – Quarterly – Annual
- ❖ Brightpoint – (*See page 8 for acceptance details.*)
- ❖ Communication: Brightwheel-Website-Posted Flyers-FB
- ❖ Dress-Code (**Black and White ONLY**) Required to be followed by all students. (*See page 11 for details.*)

# Acknowledgement of Admission Agreement

I understand and agree to:

- ❖ pay the Registration Fee of \$150.00 before start-date.
- ❖ Tuition Cost (Including Brightpoint).
- ❖ use the Brightwheel Platform when communicating with the Academy.
- ❖ provide a birth certificate and up-to-date immunization record.
- ❖ adhere to the ASP2 Dress-Code (Black and White ONLY).
- ❖ ASP2 Redirection Policy.
- ❖ our responsibilities as Mandated Reporters.

Please sign and date that you have acknowledged, understood, and agreed to the above statements required by ASP2 STEAM Academy Inc. (nfp)

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Parent/Guardian Signature

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Date

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Director's Signature

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Date



*\* Daily agenda are subject to adjustments to meet the needs of our scholars.*

## **Daily Agenda**

- ❖ 7:00 ASP2 Arrival – (Side Entrance) Sign-In  
[All ASP2 Scholars CAFÉ Area Breakfast 7-7:30]
- ❖ 7:50 Clean-Up & Commence to Classrooms
- ❖ 8:00 Curriculum Academics and/or STEAM
- ❖ 12:00 Lunch
- ❖ 12:00 Recess
- ❖ 1:00 Curriculum Academics and/or STEAM
- ❖ 2:45 Clean Up
- ❖ 3:00 1<sup>st</sup> Departures
- ❖ 4:00 Scheduled After-School Activities
- ❖ 4:30 Snack (provided by ASP2)
- ❖ 6:30 2<sup>nd</sup> Departures

# Student Enrollment Form

Welcome to ASP2 STEAM Academy Inc. (nfp). Now that your enrollment has been established for your scholar(s) by our ASP2 Director, you may proceed with our ASP2 Enrollment Packet that includes a one-time non-refundable registration fee of \$150.00 per child. ALL forms included within the Enrollment Packet and fee must be completed prior to your child's attendance.

Complete and return or email form to [education@asp2steamacademy.org](mailto:education@asp2steamacademy.org) Upon completion, our HR department sets up your account and will email your invitation to Brightwheel.

## **Applicants Information**

Name of Child(ren) \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

\_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

## **Parent or Guardian Placing the Child**

Mothers Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Address \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Tuition

*Please read the following information carefully before completing and signing the “Financial Service Agreement.”*

Tuition is \$900.00 with available discounts and subsidiary assistance with Brightpoint, for those families that may qualify.

Monday – Friday 7am -4pm Includes Lunch/Snack and Scheduled Activities

Parents may pay the full annual tuition or 3 months in advance and receive the 10 % discount. Monthly tuition is due by the 15<sup>th</sup> of each month, after which a late fee is applied. **A *daily* late fee of \$5 will be applied to the account for all payments past due beginning the 16<sup>th</sup> day of the month. (Maximum \$50.00)**

All account balances must be kept current for scholars to participate in all academy activities, including extra-curricular activities, athletics, graduation, assemblies, concerts, end of year program, field day, etc.

*Your commitment is to the entire academy year. (September 1<sup>st</sup> – May 31<sup>st</sup>)*

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➤ After-School Tuition is an additional \$100.00 Mon-Fri 4pm-6pm

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Failure to meet the tuition agreement results in our inability to meet our financial goals for our teaching team and our scholars. Therefore, legal action may be taken against those who do not fulfill their obligation. Legal expenses for remediation will be borne by the defendant.

Thank you for your support.

# Financial Service Agreement

I \_\_\_\_\_, parent of \_\_\_\_\_:  
Parent Name Student Name

- Understand it is my responsibility to read and comply with the requirements outlined in this agreement. I will be invoiced as *full-time* unless an approved amended service agreement has been established in writing. Medical conditions are the only exception excused and must include a physicians' statements to be excluded from full tuition invoices. Eight or more unexcused absences result in a service review. It is my responsibility to notify the Academy via Brightwheel or my scholars' teacher if my child will be absent or late on any given day. Please **circle** all that apply. I understand and agree that my child will be enrolled in the program below:

Kindergarten      Grade 1      After-School      Interest in Integrated Grades 2-3

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_

- Understand the Academy monthly tuition is \$900.00 and Brightpoint (State Subsidy) only **assist** with tuition, and I am responsible for any amount **not** covered by them.

## **Scholars receiving state assistance must select one of the following prior to starting:**

\_\_\_\_\_ I agree to pay 1/2 the regular ASP2 monthly tuition for my scholar(s). I agree to submit my Brightpoint application, with the understanding that the remaining balance must be paid within 30 days if my application is not approved. I agree to continue this process until my application has been approved.

\_\_\_\_\_ I will provide ASP2 with my Brightpoint approval letter. I will pay the established co-pay plus any amount of monthly tuition not covered by Brightpoint before starting. I understand that this payment will be due on the 1<sup>st</sup> of each month.



**Parents/Legal Guardians:**

- Agree to notify the Academy of my child’s withdrawal **within 2 weeks** of this service agreement or **forfeit** any refunds of fees and payments made on my child’s behalf.
- Understand that a \$5 daily late fee is assessed to unpaid monthly tuition after the 15<sup>th</sup> of each month. (Maximum of \$50)
- Understand that after 10 days of nonpayment my scholar will be suspended for nonpayment and may NOT return until your account is paid in full for that month. Failure to bring your account current may result in termination of the agreement. This arrangement will only be extended once per quarter. A second occurrence will be considered as a breach of agreement and result in the termination of the agreement.
- Understand when my payment is declined and/or insufficient payments are made, at the discretion of the Director, the account becomes **cash-only**.
- Understand that I am invoiced as a full-time student.

**Responsible Parent:**

Please indicate which person will be solely responsible for the communication of this financial agreement.

*It is acceptable, in the case of co-parenting families for example, to have monthly tuition payments received from multiple sources, however only one person may be designated as the party responsible for any communication of tuition fees.*

This person is the one that will be notified if any source of monthly fees is late, and they would be responsible for paying all portions of the fees to continue enrollment.

\_\_\_\_\_  
Responsible Parent Signature

\_\_\_\_\_  
Date

## STEAM Summer Program

STEAM Summer Program Services are offered for attending scholars. Scholars who enroll in our Academy programs are not automatically enrolled for the Summer Programs unless you complete the “**STEAM Summer Program Form**” provided at the end of each academic calendar year. Scholars not attending the STEAM Summer Program will be required to provide updated information prior to the return of the upcoming school year. This may include but is not limited to; an updated medical or physical record, changes to contact information, and changes to child pick-up list. *Failure to provide information may result in the inability to maintain the space.*

## Inclement Weather

In the event of inclement weather or emergency situations regarding ASP2 closures, ASP2 will likely follow the Belleville District 118 notification of closings, delayed openings, and/or early dismissals. However, the final decision will be decided by the Director and will be communicated via:

- ❖ Fox 2 News
- ❖ Our website at [www.asp2steam.com](http://www.asp2steam.com)
- ❖ Our ASP2 Facebook Page
- ❖ Brightwheel

## **Dress Code Policy**

ASP2 STEAM Academy Inc. (nfp) believes that appropriate dress and grooming contribute to a productive learning environment. We expect our scholars to respect and adhere to all ASP2 policies. Parents must respectfully take the lead in following the “**Dress Code Policy**”. Scholars' clothing should not present a health or safety hazard or a distraction which would interfere with their academics. Any parent who violates these standards shall be subject to appropriate action outlined below. The Director has established a reasonable dress code that prohibits students from wearing inappropriate apparel that disrupts or threatens to disrupt the school's activities.

### **ASP2 DRESS CODE POLICY**

**Scholars are required to wear any combination of clothing with the colors Black and/or White only. This includes socks, jackets, and sweaters that will be worn in class. Scholars must wear black and/or white shoes. Additional uniform apparel specific to activities such as dance/gymnastics unitards, lab coats, smocks, safety goggles, will be provided by ASP2.**

**Any portion of the scholar uniform not in compliance will be required to change into the approved uniform attire readily available in our ASP Store.**

**1<sup>st</sup> – Parents will be notified and given 30 minutes to bring a change of clothes in which during that time your scholar will be excluded from all academy activities.**

**2<sup>nd</sup> – After 30 minutes – Scholar will be changed into approved attire supplied of ASP Store, and parents will be invoiced for reimbursement.**

**Payment may be made via CASHAPP \$*liaceps***

**Thank You**

## Curriculum Enrichment Activities

It is the desire of ASP2 STEAM Academy Inc. (nfp) to provide our scholars with a challenging curriculum, STEAM activities, and enrichment field trips. In addition to common core learning, our ASP2 scholars become published authors, learn to write in cursive, and conduct hands-on science experiments. This is all made possible with a progressive curriculum program that begins in Pre-K and continues through Grade 3. It enhances their phonemic awareness so that they become confident spellers and fluent readers. It teaches D'Nealian letter formation for remarkable penmanship, and math concepts for problem solving. To achieve the full experience, scholars are required to follow the daily lesson plan that includes homework every Tuesday and Thursday, and participate in ASP2 STEAM projects or activities.

***Parents are encouraged to make every effort to participate with their scholars whenever possible.***

**Field Trips** are defined as a visit to a location beyond academy grounds that has a direct relationship to a curricular field. Enrichment field trips serve as an extension of the classroom experience to expand and reinforce concepts learned in the classroom. These trips provide new and unique experiences not available in the classroom setting. All scholars participating in field trips must have a signed permission slip. Occasionally field trips may require parents to attend for supervision purposes. The cost of any scheduled field trips will be established in advance, affordable and accessible to all qualified and interested scholars.

## Continued

If a scholar is unable to attend the academy's field trip, an educational alternative may be assigned.

***Parents may be required to make alternative arrangements for their scholars when choosing not to participate in an academy sponsored trip or activity.***

**Extracurricular Activities** such as dance, gymnastics, martial arts, and music are offered during the academic year pending enrollment. Professional Instructors are hired for extracurricular activities to ensure the safety of our scholars and may require additional documentation or specifics for participating. These activities help round out our curriculum and are enjoyed by our scholars. Scholars' participation will not be determined by talent or ability. Each scholar's expected to have a positive attitude when participating, and dress in proper academy attire (provided by ASP2) on the scheduled days. **Academy Events** provide opportunities for families to meet other families, get better acquainted, socialize, and just have fun. ***Scholars and Parents are asked but not required to participate in reasonable group fundraising efforts to defray the cost of field trips, activities, and events.***

**Be sure to pay attention to our FB reminder post, ASP2 website, Brightwheel messages, Posted Information Flyers, Monthly Newsletters, and YOUR scholars HOMEWORK folder, which is sent home weekly (TUESDAY & THURSDAY).**

# Permission to Participate

**Child(ren)** \_\_\_\_\_ - \_\_\_\_\_

I hereby give consent for my child(ren) to use all the play equipment and to participate in all the activities sponsored on behalf of ASP2 STEAM Academy Inc. (nfp)

I hereby give consent for my child to be included in evaluations and assessments connected with ASP2 STEAM Academy Inc. (nfp)

I am aware that NO MEDICAL INSURANCE IS PROVIDED by A Special Place Pre-K Academy LLC or ASP2 STEAM Academy Inc.

I am aware that activities and field trips may require additional written permission.

I hereby understand that I am responsible for my child whenever applicable.

*Consent forms will be provided prior to each scheduled activity.*

Mother/Co-Parent/Legal Guardian

Date

\_\_\_\_\_

Father/Co-Parent/Legal Guardian

Date

\_\_\_\_\_

Director

Date

\_\_\_\_\_

## **Computer - Electronic Devices - Internet**

ASP2 STEAM Academy Inc (nfp) has provided scholars with a computer lab and Internet services to enhance their educational experience. Scholars must follow the guidelines listed below to have the privilege to utilize electronic devices and internet. Scholars are prohibited from bringing their personal laptops, tablets, or cell phones to the academy without permission. The academy WILL NOT be responsible for any lost or damaged electronic devices under any circumstances.

1. The Computer Lab/Library and use of the internet must be in support of education and research and must be consistent with the educational standards and objectives.
2. Scholars may not visit sites that violate the moral standards and philosophy of the academy.
3. Scholars may not utilize academy computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.
4. Scholar's misusing, or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.
5. Scholars utilizing the internet must always have supervision.
6. Scholars may not download, alter or manipulate software or operating systems.
7. Scholars may not attempt to break into restricted files or private files or attempt to introduce any virus into the system.

8. Scholars may not attempt to log on as another scholar.
9. Scholars may not visit chat rooms and/or bulletin board sites.
10. Scholars may not load, launch, or play any new games or programs.

In order to protect the minds and safety of our scholars and at any time deemed necessary, the Director of School Affairs reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange, or communication device, which is owned, operated by, or in the possession of A Special Place Pre-K Academy LLC and ASP2 STEAM Academy Inc.

The Director maintains the right to search any scholar at any time, or to search a scholar's technology device(s), book bag, desk, locker, etc. or any item brought on the academy premises. Suspension is used as a last resort and will be considered an unexcused absence.

***Please go over all 12 of the specifically outlined promises of the Computer- Electronic- Devices- Internet Policy with your scholar and have them print their own name and age on the following page to indicate their acknowledgement and understanding.***

**Thank You**



## Use of ASP2 Electronic Devices

ASP2 gives me the use of their electronic devices for my work. I promise the following:

1. I will use ASP2 electronic devices only when permitted.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else or use anyone else's password.
4. I will not put my address, telephone number, any other personal information about myself or anyone else on ASP2 electronic devices.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the device; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion, or sex.
9. I will not damage ASP2 electronic devices or anyone else's work.
10. If I have or see a problem, I will not try to fix it myself, but I will tell the teacher.
11. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
12. I know that conduct that is forbidden at ASP2, is also forbidden when I use computers outside of school, and if I break the rules, or the device, there will be consequences.

Student Prints Name: \_\_\_\_\_ Age: \_\_\_\_\_

**Parents:** *I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised when using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials may consider inappropriate or not of educational value.*

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

**STUDENTS MAY NOT USE COMPUTERS UNLESS THIS AGREEMENT IS  
SIGNED AND RETURNED TO THE ACADEMY**

# Permission to Photograph

I,

\_\_\_\_\_

(parent's or guardian's name)

give permission for

**ASP2 STEAM Academy Inc. (nfp)**

to photograph my child,

\_\_\_\_\_

(child's name)

for the following purposes:

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
<b>Photographs:</b>		
Display in provider's & teacher's personal scrapbook	<input type="checkbox"/>	<input type="checkbox"/>
Display in ASP2 scrapbook or bulletin boards, shown to current and prospective clients	<input type="checkbox"/>	<input type="checkbox"/>
Display still photos on ASP2 website, Social Media Platforms and shared networks.	<input type="checkbox"/>	<input type="checkbox"/>
Use still photos in ASP2 promotional materials	<input type="checkbox"/>	<input type="checkbox"/>
<b>Videos:</b>		
Give video to current parents.	<input type="checkbox"/>	<input type="checkbox"/>
Display video on ASP2 website, Social Media Platforms and shared networks.	<input type="checkbox"/>	<input type="checkbox"/>
Use videos in ASP2 promotional materials	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other (please list):</b>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

\* Only first names and last initials (in the event of two or more children with the same first name) will be displayed on the ASP2 website, social media pages, and promotional materials.

I understand that it is my responsibility to update this form if I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment and beyond. Any removal of pre-existing posting must be done in writing and will be considered at the discretion of the Director and the expense of the parent/guardian.

Signed:

\_\_\_\_\_

*(parent or guardian signature, and date)*

## **ASP2 Bullying Policy**

Bullying occurs when a student or group of students engages in written or verbal expressions, expression through electronic methods, or physical conduct against another student on academy property, at an academy-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property.
- Places a student in fear of physical harm or damage to the student's property
- Is so severe that it creates an intimidating educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or disrupts the operation of the academy. Bullying is prohibited at ASP2 STEAM Academy Inc. (nfp) and could include threats, taunting, teasing, confinement, assault, demands, destruction of property, theft of personal possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, staff member, director, or another employee as soon as possible to obtain assistance and intervention. The Director will investigate allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the Director will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The Director will also contact the

parents of the victim and of the student who was found to have engaged in the bullying. Any retaliation against a scholar who reports an incident of bullying is prohibited. Upon the recommendation of the Director, the board may, in response to an identified case of bullying, decide to expel a scholar for such behavior.

## **DISCIPLINE**

Children need certain rules and limitations established for them, but good discipline is more than simply strict control. It is based on mutual respect and high expectations for responsible behavior. Scholar behavior can best be managed through cooperation and communication between parents and the academy. All instructors are required to follow the *ASP2 Redirection Policy*. It is the policy of the academy not to use corporal punishment as a disciplinary measure. Scholars involved in any of the behaviors listed below will be subject to disciplinary action including expulsion based on the seriousness of the offense as determined by the Director. These behaviors include:

- Creating an unsafe environment for other scholars
- Vandalizing academy or personal property of others
- Using profanity
- Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury.
- Inappropriate use of technology
- Cheating and/or plagiarism

*Any suspension or expulsion will be at the discretion of the Director.*



## ASP2 REDIRECTION POLICY

ASP2 STEAM Academy Inc. (nfp) goal is to prepare scholars for their future in every way possible, even as far as our disciplinary procedures. Each child enrolled deserves the best opportunity for a positive learning experience and positive redirection. We do not have *Corporal Punishment*; however, we will work together to redirect unacceptable behavior.

Our redirection policy is explained below:

The policy will allow your child to be given *5 chances each day*.

- The first time your child is redirected for unacceptable behavior, he/she will be given a verbal warning by his/her teacher.
- The second time your child will be placed in the appropriate age "Time Out," which will involve writing.
- The third time your child may write again and/or lose a privilege or may be excused from a specific activity for that day.
- The fourth time the director will be notified of your child's behavior and sent to SMART. (Skills Mastered And Redirection Training)
- The fifth time, at the director's discretion, necessary redirection action will be taken, resulting in a note sent home to explain the behavior and the actions taken. This may consist of in-school detention or suspension depending on the circumstances.

*(A parent/provider conference may be requested, and your child may not be able to attend the academy.)*

This is to certify that my child \_\_\_\_\_ has been  
(Print Name)  
informed of the expectations and understands the redirection consequences  
above.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
Date

# Child Abuse and Other Maltreatment

## (All Grade Levels)

ASP2 STEAM Academy Inc. (nfp) has a responsibility of addressing and reporting child sexual abuse and other maltreatment of children. This information can be found at <https://www.rainn.org/pdf-files-and-other-documents/Public-Policy/Legal-resources/2009-Mandatory-Report/Illinois09C.pdf>

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. All ASP2 staff are trained and are mandated reporters. **WE** have legal responsibility, under state law, to report suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and complaints of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.

Emotional warning signs may include but are limited to withdrawal, depression, sleeping and eating disorders, and behavior problems while attending the academy. If any student in our academy confides in us, we will reassure the child, be calm and comforting, and inform them that they did the right thing by telling. As a parent, if your child is a victim of sexual abuse or other maltreatment, the Director will provide information regarding counseling options for you and your child available in your area.

# IMMUNIZATION WAIVER

You are required to provide a certified copy of your child's birth certificate and up-to-date immunization records. Please attach a copy of those required documents with this application for enrollment.

These requirements may be waived only if a properly signed health, religious or personal conviction waiver is filed with the academy.

This form is for \_\_\_\_\_  
Child's Name

Completed By \_\_\_\_\_

WAIVERS: For health reasons this student should not receive the following immunizations:

\_\_\_\_\_

*(Please list above any immunizations already received).*

\_\_\_\_\_  
Physician Signature

For religious reasons, this student should not be immunized. For personal reasons, this student should not be immunized. This form is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

# Emergency Contact Information

Child's Name:	
Home Address:	
City, State, Zip Code:	

Sibling(s) Name:	Birth date:	Living in a Child's Home? (Y/N):

Mother's (Guardian's) Name:	
Home Phone:	

Father's (Guardian's) Name:	
Home Phone:	

Please list alternate to be contacted in an emergency if the parent(s) or guardian(s) cannot be reached:

Alternate Contact:	
Relationship to child:	
Home street address:	
City, State, Zip Code:	
Home Phone:	
Is this person authorized to make medical decisions for your child if you cannot be reached? Yes, _____ No _____	



Child's Doctor (or name of clinic):	
Preferred Practitioner:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	

Child's Dentist (or name of clinic):	
Preferred Practitioner:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	

This is a legally binding form. By signing below, you state that all the information contained on this form is correct to the best of your knowledge. Giving false information would be grounds for termination of childcare services, forfeiture of retainers, or both.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Provider Signature	Date

# Child Pick up List

**Child's Name:** \_\_\_\_\_

Please list all the people who have permission to pick up your child/children from ASP2 STEAM Academy Inc., other than parents or legal guardians. Only those individuals listed on this form will have permission to pick up your child/children and will be required to show a form of legal picture ID. It is your responsibility as parent/guardian to update ASP2 if changes need to be made. If you need to amend this form, please inform the Director or Teacher as soon as possible before any pick-up changes are to take place. ***Only a parent/guardian may amend this form.***

<u>NAME</u>	<u>RELATIONSHIP TO CHILD</u>	<u>PHONE NUMBER</u>

\_\_\_\_\_  
**SIGNATURE PARENT/GUARDIAN**

\_\_\_\_\_  
**DATE**

# All About Me!



Child Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Medical Problems

\_\_\_\_\_  
\_\_\_\_\_

Regular Medication \_\_\_\_\_  
(Requires Statement from Physician)

Physical Concerns

\_\_\_\_\_  
\_\_\_\_\_

Restrictions for play

Outdoors \_\_\_\_\_

Indoors \_\_\_\_\_

Allergies

\_\_\_\_\_  
\_\_\_\_\_

Food Likes \_\_\_\_\_

Food Dislikes \_\_\_\_\_

Fears \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_

**All Information Shall Be Perceived and Managed Confidentially**

\_\_\_\_\_