

CHARACTER CLUB
Application for enrollment – Policies and Procedures

School / Campus: _____

Application Date: _____ Enrollment Date _____
To be completed and placed on file prior to enrollment, and updated annually.

Name of Child _____ / _____
Last, First, MI. Nickname

Grade Level: _____ Date of Birth: _____

Information about the family:

Child lives with: _____

Father/Guardian Name: _____

Cell#: _____ Work#: _____ Home# _____

Email address: _____

Home address: _____

Employer: _____

Mother/Guardian Name: _____

Cell#: _____ Work#: _____ Home# _____

Email address: _____

Home address: _____

Employer: _____

Other/Release to: _____

Relationship: _____

Cell#: _____ Work#: _____ Home# _____

Email address: _____

Home address: _____

Employer: _____

Other/Release to: _____

Relationship: _____

Cell#: _____ Work#: _____ Home# _____

Email address: _____

Home address: _____

Employer: _____

Health Care Needs:

For any child with healthcare needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or healthcare professional.

Is there a medical action plan attached? NO _____ YES _____

List any allergies and the symptoms and type of response for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns. _____

List any types of medication taken for health care needs. _____

List any particular fears or unique behavior characteristics the child has. _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child. _____

Emergency Medical Care Information

Name of health care professional: _____

Phone: _____

I hereby confirm, that I fully understand and agree I understand the CHARACTER CLUB Policies and Procedures, Illness and Medication Policies, and the Discipline and Behavior Management Policy. I agree to abide by these policies and that they may be modified at any time by CC and will be notified as such through Brightwheel®. I also agree to keep CHARACTER CLUB informed of any changes in phone numbers so that I may be reached in the case of an emergency.

Signature: _____

Name: _____ Date: _____



CHARACTER CLUB - POLICIES AND PROCEDURES

CODE OF CONDUCT (Continued):

☐ Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant managing director or managing director. If a student is a victim of a sudden unprovoked attack or fight, he or she may defend himself or herself only long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Consequences: Up to 10 days OSS. Law enforcement may be called.

☐ Any child that does not comply with the rules of our program will be asked to make other arrangement for after-school care.

Three Strikes Character Club Rule:

It is a privilege to attend Character Club on campus and at a great fee for services rendered. It is expected that all student and families present Positive Character and behavioral rule following.

Students attending character club that do not show good behaviors and positive character in following rules will be dismissed permanently from Character Club.

If student or family behaviors are not seen as improved a notice will be sent home and calls will be made on infractions of rules consistent with our program.

Character Club will give three prior notices to families before permanent dismissal, unless the infraction is bodily harm or rules broken consistent for state school laws of 365 day suspensions; as noted in school handbooks.

In these issues (No notice) will be given for permanent dismissal from Character Club. These notices are meant to give lead times to find new services since things are not working for everyone involved. If you receive a notice please note that three is an automated dismissal.

ILLNESS AND MEDICATION POLICIES

At CHARACTER CLUB, we strive to provide a safe and healthy environment for all children. Our policies reflect our goal of keeping our kids and our staff healthy and happy.

☐ We follow a 24-hour exclusion policy for most illnesses, such as fever, diarrhea, vomiting, strep, and other contagious illnesses. This means that your child must be FREE of all of these things for 24 hours BEFORE returning to the program.

☐ Children with head lice may not return until the child has been treated and nit free.

☐ Any child with chicken pox or hand, foot, and mouth syndrome will be excluded until all lesions are dry and crusted over.

☐ We will always call to inform you if your child has any of these illnesses or in the case of them not feeling well.

☐ If your child has a medication that will need to be administered during CHARACTER CLUB, you must fill out the proper form before it can be administered.

☐ We will only administer prescription medications. The medication must have the Pharmacist's label which lists the child's name, date the prescription was filled, the physician's name, the name of the medication, and the directions for dosage.

☐ Medications will not be dispensed after the expiration date or the date specified on the label.

☐ All medications must be picked up when treatment ends or they will be properly discarded.

☐ All medications will be locked up and stored away from the children. Only an administrator will dispense medications and document doing so.

FEE STRUCTURE

Tuition will be paid through the Brightwheel© app on Friday for the upcoming week. Weekly tuition remains the same regardless of whether your child is in attendance or not, teacher workdays or holidays, with the exception of winter and spring break weeks. There is no charge for those weeks. Family discounts available.

	<u>Weekly</u>	<u>Drop in</u>
Before School:	\$25	\$10
After School	\$64	\$16 (3 Day min fee)
Before & After School	\$79	
Extended-Day	\$16	
Curriculum/Books K-3	\$25 (divided over 5 payments)	

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_____ Student name	_____ Grade	_____ Date
_____ Parent/Gaurdian Name	_____ Parent/Guardian Signature	