



MAARIFA WETU
“KNOWLEDGE OF US”
ADMISSIONS APPLICATION -- PART I:
STUDENT AND FAMILY INFORMATION

Date: _____

Important Notes:

All incoming students will need the following attached to and submitted their applications: 1) School academic transcript or report cards (5/2018-present), 2) Most recent state test scores (All subjects), 3) Copy of birth certificate, 3) Proof of medical insurance. 4) Proof of address (i.e. utilities letter), 5) a letter of recommendation from a teacher or other adult (non-family) on formal letterhead, and 6) completed essay question(s) from last section.

PAPER APPLICATION: If you would like to apply for the the *Maarifa Weta* program using a paper application, download it from the “Apply” section overview area that you arrived at to gain access to this page. Print, complete, and return both Part I and Part II of the application. Submit along with supporting documents outlined in the “Apply” section overview and in above paragraph, as soon as possible. Take to *Maarifa Weta* program offices, located at 3101 Erato Street, New Orleans, LA 70125. Call for office hours in advance to visiting the site.

Please complete the following information (Print or Type Clearly).

STUDENT CONTACT INFORMATION:

Registrant’s Name: _____

Gender: _____ Male _____ Female _____ Other: _____

American Citizen? _____ Yes _____ No/Details of Status _____

Race/Ethnicity (U.S. born)/ Nationality (Others): _____

Student’s Date of Birth: _____ Student’s Age: _____ SS#: _____

Grade Level: _____ Projected High School Graduation Year: _____



Student's Home Address (include full information, i.e. apartment number, street or road, city and zip code):

Student's Telephone: _____ Student's Email: _____

PARENT(S)/GUARDIAN(S) CONTACT INFORMATION:

Mother/Guardian's Name: _____

Home Phone: _____ Work Phone: _____

Email: _____

Home Address (include full information, i.e. apt number, street or road, city and zip code):

Father/Guardian's Name: _____

Home Phone: _____ Work Phone: _____

Email: _____

Home Address (include full information, i.e. apt number, street or road, city and zip code):

TRANSPORTATION ARRANGEMENTS

Maarifa Wetu parents are responsible for ensuring that their children have a safe plan to arrive and depart from the program safely each day, and to communicate those plans and any changes to program staff on a timely basis. Please enter student transportation plans below.

Student's Name: _____



_____ The above named student walks to and from school each day on his/her own; and will be accompanied by the following sibling(s) or students (List names or “Not Applicable” in space below):

_____ The above named student will be dropped off and picked up from the program each day by the following person(s) or transportation company:

Transporter’s/company Name: _____ Relationship: _____

Alternate Transporter’s Name: _____ Relationship: _____

Telephone Number: _____ Company Address: _____

The student will routinely be picked up/dropped off from (School or Agency) _____, located at (List school/agency address)

_____, when coming to the program.

After the program, he or she will be transported to (List home, alternate person’s or name of agency student will travel to regularly after program ends) _____, located

at (list address) _____.

STUDENT SCHOOL INFORMATION:

School’s Full Name: _____

Physical Address (include full information, i.e. apt number, street or road, city and zip code):

Main Phone: _____ Website Address: _____

School Principal’s Name: _____

Elementary School Student: Teacher’s name: _____



Teacher's Telephone: _____ Email: _____

Middle/High School Student: Advisory/Homeroom Teacher's Name: _____

Teacher's Telephone: _____ Email: _____

Counselor's Name: _____ Telephone: _____ Email: _____

OTHER EXTRA-CURRICULA ACTIVITIES:

Please list any other after-school, weekend and summer programs (i.e. Band, school's afterschool tutoring, dance or sports teams, Mardi Gras or ACT prep, drama team, Summer Academy 2019, etc.) that the student is presently involved in, or that will start soon. List the days and times that the student will not be able to attend the M.W. program due to these other commitments.

EMERGENCY AND HEALTH INFORMATION:

List two emergency contacts other than those listed above:

Name	Relationship	Telephone
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Name	Relationship	Telephone
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Medical Problems/Allergies: Please provide important details below about all health issues the registered child may have that the center needs to be aware of.



We do not administer medication, as we do not have a medical professional on hand at all times. Please list medications that the registered child is taking, however, so that center staff is aware and needs information in case of an emergency.

EMERGENCY MEDICAL RELEASE

If emergency medical care is necessary and I cannot be reached, I authorize *Maarifa Wetu* (Us Helping Us) personnel to act in my behalf in granting permission for my child to receive needed emergency medical treatment. I understand that by providing this authorization, the parents or legal guardians are responsible for all outcomes and expenses incurred as the result of medical treatment. As such, I release, absolve, indemnify and agree to hold harmless all *Maarifa Wetu* (Us Helping Us) staff, directors, officers, organizers, sponsors, participants any other affiliates from any liability due to any injuries or other harm caused to child as a result of transportation and/or medical treatment. I would prefer

that my child go to _____ hospital, although I understand that he/she may be taken to the closest medical facility instead.

Parent/Legal Guardian Signature

Date

HOLD HARMLESS RELEASE

I hereby waive, release, absolve, indemnify, and agree to hold harmless the *Maarifa Wetu* (Us Helping Us) After-school Program, its directors, officers, organizers, sponsors, supervisory staff, participants, and any other affiliates; for, from, and against all liability because of any bodily injury, or property damage, known or unknown, which may occur or result from the participation of the above named child in any and all activities whether the result of negligence or for any other cause associated with *Maarifa Wetu* (Us Helping Us) Afterschool Program. I individually, as a parent/guardian for my child, have read this release and understand all the terms. I execute it voluntarily and with full knowledge of its significance.



Release Sign Date: _____
Day Month Year

Parent/Guardian's Signature: _____

BULLYING/HARASSMENT/FIGHTING POLICY

Bullying/harassment/fighting has no place at *Maarifa Wetu*. Staff takes a no tolerance position regarding bullying, harassment and fighting, both the on part of the child, and the parent. Those found in violation may be asked to leave the program. Review of the policy here serves as the first violation WARNING.

Specifically, the first time a child is found to be in violation of this policy, he or she will be suspended for one week. On the second offense he or she will be suspended for the remainder of the program-year. There will be no refund of program fees due to a suspension. The same rules apply to parents who either bully other parents and staff, or who engage singularly or with their child to bully a student.

Violation of this policy includes: • Physical assaults (touching in angry ways) • Threats (“Better watch your back”, “I’m gonna hurt you”, “We’re gonna get you”, etc.) • Harassment (always bothering someone) • Name-calling • Racial slurs • Intimidation • Sexual harassment – physical or verbal • Spreading rumors • Extortion • Foul language • Taunting • Making insulting remarks about another student’s family members • Using the Internet to harass, threaten, verbally abuse, intimidate, or to spread rumors.

The enforcement of this policy and any judgment on the punishment of a student for violation of the policy will be the decision of the *Maarifa Wetu* staff solely. They will not be subject to a hearing or appeal. Parents and the student must sign below to indicate that they have read and understand the policy.

Student's Signature Date

Parent/Guardian Signature Date

AUTHORIZATION TO PRODUCE AND USE AUDIO VISUAL MATERIALS

I hereby voluntarily and without compensation authorize the *Maarifa Wetu* (Us Helping Us) Afterschool program staff and/or board members, to produce photographs, movies, videotapes, audio-tapes, and Power Point Presentations of the below registrant/student named below, for



purposes of program promotion, community education, or for organizational learning. I understand that *Maarifa Wetu* (Us Helping Us) employees will not use these materials for unauthorized purposes, and that permission shall only be revoked by a written instrument delivered to the Executive Director. This consent shall remain in effect throughout the named child's time in the program, unless revoked.

Name of Student: _____

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian

Date

FIELD TRIP PERMISSON

Maarifa Wetu students will sometimes take field trips as part of the program curriculum. A letter and new permission slip will be sent home for parents to sign with each new trip. This form will serve as a back-up permission form, to be used with parents' verbal and email permission, to cover field trips, only in the event that a student leaves a new form at home. The parent's permission statement is below.

I, _____, the parent or

guardians of _____,
authorize the *Maarifa Wetu* After School Program to take my child on all field trips taken during their time in the program, provided I give verbal permission to a staff member in person or via telephone. I will also follow up by sending my permission via email within 24 hours of giving verbal permission.

GENERAL CODE OF CONDUCT

Our goal is to keep every child safe and to ensure that he or she enjoys him or herself when participating in the *Maarifa Wetu* program. So, we have established the following rules and guidelines, and are asking students and parents to follow them for the entirety of their involvement in *Maarifa Wetu*, unless receiving notice that rules have changed.

1. The *Maarifa Wetu* program operates Mondays – Fridays, from 3pm – 6pm. **Young people enrolled in the program are expected to attend daily, and to arrive on time.** Parents are asked to inform the center, as early as possible (by 1pm latest on program day), when a student will be absent.

Applicant's Name: _____ Date: _____



2. The Maarifa Wetu After School Program is not a babysitting service. All students are expected to participate fully in curriculum offerings daily (i.e. discussion and study groups, tutoring, recreational activities, trips, workshops, etc.).
3. Parents are responsible for their child's transportation arrangements. If a child does not travel independently to and from the program, parents should be on the premises to pick up their children at 6pm sharp (the end of the program day); should call if they or their transportation provider is running more than five minutes late; and must mandatorily make alternative arrangements in advance for their child to be picked up from the program, if they or their provider cannot pick them up, and inform program staff of alternative transportation plans immediately.
4. While staff understands that unexpected things can happen, if a child is left longer than a half - hour after the program ends, and the parent/guardian cannot be reached, or has not contacted the center him or herself, center staff will first call the emergency contact listed to see if he or she can pick up the child. If the parent/guardian or emergency contact cannot be reached, or the surrogate will or cannot pick up the child within one hour after closing, staff will contact the Department of Children and Family Services (New Orleans), who will take temporary custody of and care for the child until they can reach the parent.
5. If the parent contacts the center to let them know that they are running late, center staff will wait up to 30 minutes for the parent to arrive. This should not be a frequent occurrence, however. Our staff is largely volunteer, they have families too and they will also need to get to get home to their families. Parents with two or more violations will be fined \$10 for each lateness after that, to be paid within twenty - four hours. Failure to show up on time on a consistent basis, or to pay when fined, threatens the child's ability to remain in the program.
6. Parents of elementary and middle school students are required to submit a copy of their child's report card, progress report or academic transcript, each marking period, no later than 48 hours after the school issues grade reports. High school students are responsible for submitting their own academic transcripts/report cards, ACT or SAT test scores, etc.
7. Students and parents will demonstrate respect for themselves and others at all times when at or around the center, by using appropriate language, by exhibiting respectful behaviors, and by not destroying center property. They also agree to report anything to administration that threatens the safety of members of the *Maarifa Wetu* family, or to interrupt program operations.
8. Students and parents are responsible for following all rules and guideless outline in handbook. Failure to do so may result in student removal from the program.

My signature below is to show that I have read, understand and agree to comply with guidelines outlined above in the Code of Conduct.

Student's Signature

Date

Applicant's Name: _____

Date: _____

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Parent/Guardian Signature

Date

STUDENT CHECK-OUT AUTHORIZATION (*Who is authorized to pick up this child?*)

Student's Name: _____

The following individuals are authorized to check-out/pick up the above named student from all *Maarifa* activities:

Name: _____ Telephone Number: _____

Relationship: _____

Name: _____ Telephone Number: _____

Relationship: _____

Name: _____ Telephone Number: _____

Relationship: _____

Please list anyone who is explicitly PROHIBITED from contacting or checking-out the student:

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Note: Use the back to add any additional names and information if needed.

GETTING TO KNOW POTENTIAL MAARIFA WETU CHILDREN AND YOUTH BETTER

Please tell us more about the applicant by answering questions below on a separate sheet of paper, attaching it to and submitting it with this application. *Don't forget to date and include student's name at the top of the page, along with the title MARRIFA WETU Admissions Application.*

Applicant's Name: _____ Date: _____



These questions are intended to give program staff greater insight into who the student is as a person, in terms of his or her goals, hobbies and other personal interests.

Students in grades (5 and above) and parents of students at lower grades are asked to answer the following questions. Older students should complete questions without parent(s)'s help:

1. Who is _____ (the applicant)? Give your best description of person, in terms of his/her hobbies and interests (after & outside of school), one's personality type or unique way of moving through the world, the way that the student interacts with others within his or her age group, his or her passions, accomplishments, and special characteristics.
2. **Students in Grades 6 or above only:** Please share information about your dreams or goals for the future, personally, and in terms of education and careers. Also, discuss how you will go about achieving your goals.
3. **Students in Grades 4 and above only:** Students can submit any piece of writing that he or she has done in the past year or can write a one-page essay on the following: *Share a story about a difficult challenge that you faced and how you solved the problem. Also, discuss what you learned from the experience and how you might avoid the problem in the future.*