



2022 / 2023 School Year

Enrollment Form

After Care Program: 3:15 pm – 6:00 pm

Location: 1314 G St NE, Washington, DC 20002

Ph: (202) 381-0880 Email: info@ritasplacellc.com

Hello Parents and Caregivers!

We are excited to welcome students and their families back to Rita's Place for the 2022 / 2023 school year! We look forward to a fantastic school year continuing to provide age-appropriate activities for children ages 3 to 12 in a safe, fun, and loving environment.

At Rita's Place, we believe children actively engage early in life. So we've individualized our weekly activities to address the whole child's needs through games, puzzles, crafts, outside play at Sherwood Recreation Playground (weather permitting), and stories. Homework assistance is available and we're continuing our Music/Movement and Farm to Table programs.

Our Music and Movement program, taught by Mr. B, is designed to teach the children about music and the importance of physical activity. The children experience and learn about different types of music and musical instruments as well as dance and physical activity.

Our Farm to Table Program, taught by Mr. Rondell, is designed to teach the children the basics of gardening, build agricultural awareness, explore the idea of farming, develop openness to experiencing new and fresher foods, encourage healthy personal food choices, and create an appreciation of the environment.

CHANGES THIS YEAR

For the 2022 / 2023 school year, we've made a few changes to our program. While we will continue to offer care on the days that school is closed for students (i.e., teacher work days, half-school days, etc.), we will not be providing before-school care. We will only offer after-school care. After much consideration, and due to the lack of enrollment last year, our Executive Director decided that we would not provide before-school care. Our after-school care hours will remain as they were last year, 3:15 pm to 6:00 pm, and we will continue to provide transportation from your child(ren)'s school to our location at 1314 G Street NE.

DAY CAMP CHILD CARE

We will continue to offer "Day Camp" care for the days there is "No School" for students. Hours for day camp are 9:00 am to 6:00 pm. The fee for Day Camp is \$70 per day per child. Drop-ins will be accepted depending on availability of space.

OUR COVID POLICY

As COVID-19 continues to be a part of our reality, we continue to enforce our COVID policy:

- Masks are still required
- Negative COVID test results must be submitted via email or text message weekly.

POTTY TRAINING

Rita's Place requires that all children attending our after school care program be completely potty trained. We are not a daycare facility and our classrooms are not equipped for diapering/potty training.

A potty trained child ...

- Will tell the teacher that he/she needs to go to the bathroom before needing to go
- Is able to go to the bathroom on his / her own. That includes being able to remove clothing, sit on the toilet, wipe himself/herself using an appropriate amount of toilet paper, put clothing back on, flush the toilet, and wash and dry hands.
- Is fully aware of using the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day and before going to the playground).
- Does not wear pull-ups or diapers. He/she must be in regular underwear.
- Is able to postpone going if waiting for someone else who is in the bathroom or if we are outside

AFTER-SCHOOL CARE / DROP-IN FEES

The monthly fee for Aftercare is **\$500** (includes transportation cost) and **\$150 per additional sibling**. Drop-ins will be accepted depending on availability of space. The **Drop-in fee is \$45 per day** and **\$20 per additional sibling**. For early release days (i.e. Two Rivers Elementary - Wednesday's early release) there is an additional charge of \$25 per day / per week.

All fees for monthly care are due before the 1st of each month. (For example: April's fees are due March 31st).

Invoices are delivered via email to parents and can be paid directly from that email via credit/debit card, ACH debit from a checking or savings account. _____ Initial

Please note **a late fee of \$30 will be charged on the first of the month** if payment is not received by due date. If your check is return as NSF, there is a **\$35 returned check fee**. If your payment is returned, only cash, credit / debit card or money order will be accept as payment. _____ Initial

Please be on time as there is a cash only **late fee of \$2.00 per minute, per child**. An additional \$5.00 cash only fee will be charge for all late fees not paid within 24 hours. _____ Initial

Any behavior that is considered dangerous to the child, other students, or staff will result in **immediate dismissal from Rita's Place without a refund**. _____ Initial

A TWO WEEK NOTICE IS REQUIRED before leaving the program. Please note, if a two week notice IS NOT given, you will be responsible for payment of the two weeks your child was expected to be in our program. _____ Initial



Student Information

Rita's Place Before and Aftercare
2022 – 2023 School Year

If you have more than one child, please complete a form for each child.

Ph: (202) 381-0880 Fax (202) 248 –7416

Email: info@ritasplacellc.com

Child Name: _____ Date of Birth: _____
(First) (Middle) (Last)

Address: _____ Apt# _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Grade: _____ Homeroom Teacher: _____

School: [] Peabody [] Watkins [] Two Rivers – 4th Street [] Other: _____

Health Conditions / Allergy Information:

Parent / Guardian Contact Information:

Parent / Guardian Name Cell Phone Work Phone

Email Address: _____

Parent / Guardian Contact Information:

Parent / Guardian Name Cell Phone Work Phone

Email Address: _____

Pick-Up Information:

My Child(ren) may be picked up by any of the following people:

My Child(ren) may be picked up by any of the following people:		
Name:	Relationship	Phone Number(s)
Name:	Relationship	Phone Number(s)
Name:	Relationship	Phone Number(s)

Student Information

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I agree to the terms written in the following statements:

Initial	Statements
	I will authorize by fax, phone, email or letter if my child(ren) are to be dismissed with persons other than those listed in the "Pick-Up Information" section of page 2.
	I agree to discharge, indemnify and hold harmless Rita's Place; employees, agents, or representatives of Rita's Place and all sponsors, participating Volunteer organizations and their agents, employees and representatives, from all claims, demands, actions or judgments which I, or my heirs, executors, administrators or assigns may have for any and all injuries and damages, known or unknown, caused by or arising out of an activity / field trip with Rita's Place.
	I hereby give permission for my child(ren) to participate in afterschool activities sponsored by Rita's Place (to include afterschool trips).
	I allow Rita's Place to use photo's of my child(ren) and copies of my child(ren)'s work for program Advertisement without use of my child(ren)'s name.
	I allow Rita's Place to access my child(ren)'s education records in order to help provide the most Effective and comprehensive academic support.

Parent / Guardian's Name printed

Parent / Guardian's Signature

Date:



Rita's Place Before and After School Care Program

Pick-Up Authorization Letter

(If you have more than one child, please complete a form for each child.)

Date: _____

I give permission for my child, _____
(Child's First and Last Name)

in _____ grade to be picked up by Ms. Rita Brown-Hall, Ms. Tatiana Joaquin and Mr. Cory Hall from

Rita's Place Before and Aftercare Program at _____ School.

Parent / Guardian Printed Name: _____

Parent / Guardian Signature: _____ Date: _____

Please turn this letter in to Rita's Place after school program staff. You may also return this form via email.



Rita's Place Before and After School Care Program Food Permission Form

(If you have more than one child, please complete a form for each child.)

Dear Parents & Guardians,

Throughout the school year Rita's Place will be serving meals (breakfast, lunch and snacks) to the students whenever relevant (i.e. teacher work days, themed celebrations & etc). However, we require your permission before we may offer your child (ren) any food.

We are aware that some of the children may have dietary requirements and we'll do our best to keep all student's food restrictions and allergies in consideration.

Please review and mark one of the choices below. This permission form will be good for the 2022 / 2023 School Year.

-
- My child **MAY participate** in food events hosted by Rita's Place.
- My child **MAY NOT** participate in food events hosted by Rita's Place. I will provide lunch and snacks for my child.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____