

August 14, 2019

Dear Parent/Guardian:

Thank you for your interest in Wheeler Middle School 's After School Program. We would like you to carefully read the following guidelines of our program.

**1. Enrollment Policy**

- Parents/guardians must fill out a registration form and sign this parent letter to ensure your child is registered for the program.
- If parent contact information changes, the parent or guardian is responsible for notifying the school in writing of the change.

**2. Safety**

- Parents are responsible for picking up their child when their child's after school program has ended. All Afterschool Programs will conclude at 4:00pm.
- In the event a parent/guardian can't pick up their child immediately, parents are responsible for making arrangements for their child to get home via rideshare, bike or walking.

**3. Attendance**

Students registered for the program are expected to be present **except** for the following reasons:

- Program was cancelled due to inclement weather or notification from the program advisor.
- Student was not in attendance during normal school hours.
- Student has a written note from a parent/guardian excusing the student from attending the program that day.

**4. Students will be withdrawn from after-school program for the following reasons:**

- Excessive absence
- Excessive late pick-up, 3 times
- Discipline problems (Parents will be notified when incidents occur)

**5. Registration**

- Registration is complete when this parent letter and the application form are completed, signed and returned to your after school program advisor.

I understand and agree with the terms listed above and I would like my child

\_\_\_\_\_ to participate in the after school program.  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Wheeler Middle School Afterschool Program**

## Registration Form

**Please use a pen to complete the form.**

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Homeroom Teacher/#:** \_\_\_\_\_

I, \_\_\_\_\_, give consent for my child to participate in  
(Print parent name)  
\_\_\_\_\_.  
(activity)

**By signing this form, I also agree to ensure that my child attends WMS's afterschool program every week, within reason.**

Please check one:

\_\_\_\_\_ promptly be picked up at school by 4:00 PM.

\_\_\_\_\_ walk or ride their bicycle home unsupervised.

I am fully aware that my child may be terminated immediately from the after school program if any of the following conditions occur:

1. Teacher has documented a minimum of 3 behavioral problems during the after school program.
2. Parent fails to pick up child in a timely manner on more than 2 occasions.
3. Student has more than 3 unexcused absences.
4. Administration deems it necessary to terminate child for other reasons.

\*\*\* A parent will be notified with a warning if any of these concerns arise, so that the opportunity for the child to stay in the after school program is provided. If any of the problems persist, a parent will be notified upon termination of the student from the program.

Parent/guardian #1: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(print)

Parent/guardian #2: \_\_\_\_\_ Phone # \_\_\_\_\_  
(print)

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

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