

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 Students will be withdrawn from after-school program for the following reasons: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: _____