



After School Program

STUDENT APPLICATION

Office Use Only:	
<input type="checkbox"/>	Date Stamp: _____
<input type="checkbox"/>	Deposit _____
<input type="checkbox"/>	Health Forms _____
<input type="checkbox"/>	Signature Page _____

Complete **a separate application form for each child** that you wish to enroll in the Renaissance Afterschool Program along with the **Program Fee: \$200 per month per child. Slots are on a FIRST COME, FIRST SERVE BASIS.**

Applications are to be returned to: **The Boston Renaissance Charter Public School 1415
Hyde Park Ave, Hyde Park, MA 02136
ATTN: Main Office**

Student Information

Full Name _____

Date of Birth _____ Age _____ Gender ___ Male ___ Female

Address: _____ Street Apt# City/State Zip

Grade as of Sept 1 _____ Teacher _____ Room # _____

Does the student have a sibling enrolling in the Afterschool Program? No ___ Yes ___

Name _____ Grade: _____ **A separate application is still needed**

Voucher Recipient? No ___ Yes ___, Name of Agency: _____

Voucher Case Worker Name: _____

Student Medication:

Does your child have any medical conditions/allergies?

YES/NO _____

Does your child take any medication?

YES/NO _____

Parent/Guardian Information – Please add ALL PARENTS AND GUARDIANS for these will be the ONLY ADULTS allowed to pick up your child from the Afterschool Program unless other arrangements are made. THIS INFORMATION IS NOT TRANSFERRED TO OTHER DEPARTMENTS.

Primary Contact:

Parent/Guardian Name _____

Relationship to child: _____ Lives with Child? ___ Yes ___ No

Address: _____ Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____

Secondary Contact:

Parent/Guardian Name _____

Relationship to child: _____ Lives with Child? ___Yes ___No

Address: _____ Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____

Additional Names for Pick-Up

Name: _____ Home#: _____ Cell# _____

Relationship to child: _____

Name: _____ Home#: _____ Cell# _____

Relationship to child: _____

Name: _____ Home#: _____ Cell# _____

Relationship to child: _____

Parent/Guardian Signature _____ **Date** _____

Print Name _____

Thank you for your cooperation, let's make this a great year!

BRCPS Afterschool Program Handbook

The Renaissance Afterschool Program strives to provide a safe and active place for your children at a minimum cost to you. This handbook outlines several common questions/concerns that many parents/guardians have about the program. In order to ensure that you, the parent/guardian, agree with and have read our policies, your signature is required before your child can be enrolled into the program. Thank you in advance for your cooperation.

****Please keep in mind that the after school program is separate from and is not a continuum of the school day. We are not staffed for IEP/Special Education Implementation.****

Program Hours

The program will run from 3:30 pm – 6:00 pm Monday through Friday. There is no After School care provided on Professional Development days, school closing and holidays (please refer to the School calendar).

Pick-up

The names that you give on the application are the only adults that will be allowed to pick up your child from Afterschool unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with a valid identification. During the first two weeks of the program we will ask for a valid identification each time your child is picked up, even if we recognize the person picking up your child. After the two week period we will continue to ask for identification from anyone on the list we do not recognize. We will adhere to these policies very strictly.

Late Pick up Fees

If your child/children are not picked up by **6:00 pm** you will be assessed a late fee. This charge will be **\$1 a minute per child and will be due at the time of pick up**; these must be paid directly to the staff member in charge at the time. Failure to pay this fee will be treated in the same manner as failure to pay the monthly fee and may warrant suspension/termination. We understand the various traffic problems associated with getting in and out of Boston, we also expect you to arrive in a timely manner to pick up children.

Program Cost

\$200 per month per student

Voucher Program

We are an approved childcare provider through Child Care Choices of Boston. If you need assistance paying for After School, please contact CCCB at (617) 542-5437. Please be advised that our policies apply to all voucher recipients. Please contact the Afterschool Coordinator if you are making any outside arrangements for payment. Cancellation policy applies to all voucher recipients. A 2 week written notice is needed to cancel services.

Payment Policy

Parents/guardians must pay each month – NO EXCEPTIONS. The fee is due the first day of each month. If a parent/guardian has not paid by the end of that first week (7 days) a notice will be given to the parent/guardian. **After the 7th day a late fee of \$10 will be added to the total monthly payment.** The late fee will be assessed each month after the 7th day. The parent/guardian will then have another three (3) days to pay. If no payment is received within ten (10) days of the first of the month, the Afterschool program will suspend that student from the program. Once the balance is paid, the student may be readmitted to the program if a space is still available, reserving the option to offer the space to a student from the waiting list. Please be aware unpaid fees can result in the school withholding report cards, transfer information or library privileges.

Payment Options

1. Payments may only be made in the form of a check or money order. If a check is returned for insufficient funds, personal checks will no longer be accepted as a method of payment. Only money orders will be accepted. **Please include your child's name on the check/money order.**
2. Payments may be mailed to the Afterschool Coordinator or left in the lock box near security on the first floor.
3. Please DO NOT send money to school with your child
4. Please DO NOT give payments to your child's teacher

Cancellation Policy

Two weeks written notice must be provided in order to withdraw from the program. Notices must be addressed to the Coordinator. All payments will be due until such written notice is received and confirmed by the Coordinator.

Billing and Collections Procedure

It is the parent/guardian's responsibility to pay each month. We will make an effort to remind parents within the first 7 days. Failure to pay may result in suspension from the program and reporting your account to a collection agency.

Discipline Policy

The Afterschool program is a continuum of the school day. The same Code of Conduct applies to the Afterschool Program that is written in the Afterschool Program Handbook.

Snack

We will provide your child with a snack every day. If your child is allergic to specific foods or you have concerns about snack time please let us know!! We are a nut free program.

Homework Policy

We believe that students should extend their school experience through skill reinforcement and enrichment activities, both at home and in the community. Homework assignments should reflect the independent practice level of each student.

The recommended minimum daily time for homework follows:

Kindergarten Classes (K1&K2)	Grades 1-2	Grades 3-6
20-30 minutes daily	20-60 minutes daily	30-60 minutes daily

Please be aware of your child's homework assignments and engage him/her in talking about the work being done. If you find that your child is having difficulty understanding or completing assignments, please call your child's teacher immediately. The afterschool staff is there to assist in homework.

Cell Phone Use

It's prohibited by any student, if a student has a phone it must be placed and kept inside of the backpacks at all times. We at the Boston Renaissance Afterschool Program are not responsible for lost or stolen cell phones or electronic devices. Please keep them at home.

Health & Safety

Staff will observe the students as they arrive at our program, any student that seems to be ill or becomes ill will be brought to the Director for assessment.

If your child requires any medication please have your child's physician fill out and return our Medication Administration form. Please send in medication in its original package with your child's name printed on it.

You give permission for your child to receive basic first aid care and transportation if necessary to the nearest emergency facility by The Boston Renaissance Public Charter After school Program.

After School Based Rules

The afterschool program recognizes the complexity and range of problems that are associated with children ages 4 to 11 and their behaviors in an afterschool setting. The policies herein and the considerations given to students and parents are respectful and at the same time expect that all students and parents pay equal respect to other after school community staff, including students and parents, teachers.

In general, students are always expected to comply with acceptable modes of behavior while in the afterschool setting, in the classroom, gym, dance studio, playground.

Unacceptable behavior includes but not limited to:

- **Disruption of learning, in any setting including throwing things, screaming, running around the classroom etc.**
- **Threats to safety of oneself or others including hitting, biting, kicking etc.**
- **Inappropriate (obscene, threatening, disrespectful) language or gestures.**
- **Disrespectful behavior or language towards adults or other students.**
- **Destruction of property or theft.**
- **Possession of any dangerous device or illegal substance.**

Part of the discipline process is to review the aberrant action or behavior with the student and attempt to teach the student how to make better choices in the future. Consequences are also a necessary part of discipline.

The following progressive steps are taken where students need to be redirected inside or outside of the classroom:

- Warning from a teacher or staff person
- Time out with in the classroom or outside of the classroom with the Afterschool Director
- In more serious cases, such as hitting, kicking, biting or destruction of property, a student may be suspended.
- A student may be subject to suspension or expulsion for continual aggressive behavior such as hitting, biting and destruction of property.

Suspension Offenses: (all grades)

- Repeated disrespect to staff
- Hurting any other person or threatening to do so
- Coming to school with a dangerous object
- Damaging or stealing private or school property, or threatening to do so
- Sexually harassing another person
- Using racial slurs, profanity, or obscene language or gestures through verbal, written, or electronic communication
- Being in an unauthorized area of the building
- Leaving school or class without permission
- Physical aggression including fighting
- Possession of a dangerous weapon or controlled substance on school premises or at after school or school related events, including athletic games, pursuant to M.G.L.c.71-37H.
- Assault on a Director, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events pursuant M.G.L.c.71-37H

Expulsion Offense: (all grades)

- Possession of a dangerous weapon or controlled substance on school premises or at after school or school related events, including athletic games, pursuant to M.G.L.c.71-37H
- Assault on a Director, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events pursuant M.G.L.c.71-37H

The Director of Afterschool will determine if a given action by a student will result in a suspension or expulsion from the Afterschool Program. This is a privately paid program and your acceptance to the Afterschool program can be canceled at any time.



After School Program Handbook Signature Page

Please read, sign and return this page along with a completed application...Thank you!

I have received and read a copy of the **BRCPS Afterschool Program Handbook**.

I have read and reviewed the **Afterschool Program Handbook** with my child/children. I understand that my child/children is/are bound by the Afterschool Program Handbook and I have explained to my child/children that he/she/they is/are bound by the provisions in the Afterschool Program Handbook.

Parent/Guardian's Signature _____ **Date** _____

By signing this document, you are in agreement with the BRCPS Afterschool Program policies.