

After School Care Enrollment Form

Our Community School offers an after school program from 2:50 p.m. until 6:00 p.m. Monday through Friday. This program is available only to student who are currently attending OCS and is tuition based. Please fill out this form, and return to the office to enroll your child.

Last Name:				
First Name:				
Street Address:				
City/Zip:				
Home Telephone:				
Parent/Guardian Name				
Work Telephone:			Cell Phone:	
Parent/Guardian Name:				
Work Telephone:			Cell Phone:	
Child's Date of Birth:				
Known Allergies:				
Doctor's Name:			Doctor's Phone:	
Emergency Contact:			Relationship:	
Cell Phone:		Work Phone:		Home Phone:
Emergency Contact:			Relationship:	
Cell Phone:		Work Phone:		Home Phone:
<i>Please check off the days in which your child will be attending the program.</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

After School Care Discipline Policy

The OCS After-School Program adopts the same philosophy and practices as Our Community School. We believe in treating each child with respect at all times and want to foster an intrinsic love for learning. We encourage children to make choices that will benefit themselves and the school community in general. We believe in working with children so they are able to practice positive conflict resolution strategies with their peers.

At times, a child may exhibit behaviors that can prevent him/her from actively participating in the program in a positive manner. During these times, the staff will talk with the child individually and try to find the root of the behavior and deal with it immediately. If the behavior persists, the parents will be notified and asked for assistance in helping the child resolve the issues at hand.

Should the behavior still continue, a meeting with the After School Director, the Assistant Principal, the parent and the child will be called and the child may be placed on a Behavior Contract. This contract will outline the child's strengths and areas of concern. The child will be asked to help strategize on practices that will be beneficial in turning the behavior around positively. When the contract is complete, the child, parent and the after school staff will sign the contract indicating that everyone is aware of the child's needs.

If the child breaks the contract, the parents will be notified immediately and asked to come pickup their child. The child will be permitted to return to the program the next day. If the contract is broken again, the parent will be asked to pick up their child immediately and the child will be asked to miss one additional day of after school care. If the contract is broken a third time, the child will need to be picked up and will be asked to miss 5 consecutive days of care. A meeting will be held with the parents and staff to determine if care can continue in the program. Please note that any time the child is asked to miss an entire day, the parents will not be charged.

Please sign the bottom portion of this form and return it with your paperwork upon enrolling your child in the after school program indicating that you have read and understand the discipline policy for the after school program at Our Community School.

Thank you,

The OCS Administration

I, _____, have read the discipline policy outlined for the after school program at Our Community School. I agree to pick my child up from campus immediately should I be contacted regarding my child's behavior and participate in any necessary meetings in order to help my child succeed in the program. I understand that consistent inappropriate behavior from my child may result in their inability to participate in the program.

Parent Signature

Date