

# Parent Information Form for After School Programs Ramsey Middle School 2016-2017

## Student Information:

Date _____	Student Name: _____	Student ID# _____	Grade _____
Date of Birth: _____		Home Address: _____	
City: _____	State _____	Zip: _____	Home Phone: _____

## Parent/Guardian Information (please print clearly):

Parent/Guardian #1 Name:	Parent/Guardian #2 Name:
Parent/Guardian #1 Relationship to Student	Parent/Guardian #2 Relationship to Student
Parent/Guardian #1 Cell Phone:	Parent/Guardian #2 Cell Phone:
Parent/Guardian #1 Email:	Parent/Guardian #2 Email:

## Emergency Contact Information:

ONLY ADULTS LISTED ON THIS PAGE AS GUARDIANS OR EMERGENCY CONTACTS ARE AUTHORIZED TO PICK UP YOUR CHILD FROM PROGRAMMING UNLESS SPECIFICALLY CONFIRMED WITH PROGRAM MANAGER

Emergency Contact #1 Name/Phone:	Emergency Contact #2 Name/Phone:
Emergency Contact #1 Relationship to Student	Emergency Contact #2 Relationship to Student

## Transportation:

<p>After class, student will:    <input type="checkbox"/> <b>Walk home</b>        <input type="checkbox"/> <b>Be picked up</b>        <input type="checkbox"/> <b>Take bus to Home Address</b></p> <p style="text-align: center;">IF YOU ARE REQUESTING A BUS, do not attend class until transportation is confirmed.          Students must register for and attend classes both hours to get a bus home.          Students who live outside the attendance area or in the walk zone cannot ride the bus.          If you need alternative transportation arrangements, contact the Ramsey Community Education office.</p>
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## Photo and Media and Survey Release for Youth Under 18

- Yes**, I give permission for my child to be included in television or still photographs representing Minneapolis Community Education and Beacons programs. Photos/images may appear in newsletters, promotional brochures, on program websites and program materials.
- No**, I do not give permission for my child to be filmed or their image used.

## Survey Participation

- Yes**  **No**, I give my consent for my child to participate in evaluations, surveys, interviews and focus groups for Community Education and Beacons Programs.

*Participants have the right to change their consent for After School programs by sending a written request to the Community Education Office at Ramsey Middle School.*

\*\*\*\*\*TURN THIS PAGE OVER AND COMPLETE THE BACK SIDE\*\*\*\*\*

# Minneapolis Community Education Afterschool Program Policies

Please review these policies and discuss them with your child before signing your registration form.

## Minneapolis Public Schools Community Education Discipline Policy

Participating in after school programs is an opportunity that is extended to the youth of Minneapolis. All after school programs conform to the established behavior policies of **Ramsey Middle School**, which includes the new Ramsey cell phone policy, and the Citywide Discipline policy of the Minneapolis Public Schools. Students are expected to behave appropriately both during the program and the bus ride home. A student may be asked to take a break from an activity if he or she is misbehaving or acting inappropriately. If the problem is severe or persistent (continuing after warning(s) have been given) a note will be sent home with the student and he or she will not be allowed to participate until the note is signed by a parent or guardian and returned to the Community Education office, or until other arrangements are made including the possibility of suspension, in-school suspension, parent conference or loss of after school privileges. If a student is suspended from school they will not be allowed to participate in after school programs during their suspension. Parents are usually notified by phone if we are having problems with their child.

## After School Bus Behavior and Consequence Policy

All children participating in the after school program who take the bus are expected to follow the rules for behavior when on the bus. Please review the bus behavior guidelines. Consequences for misbehavior are as follows: A Class 1 offense on the After School bus results in the loss of bus privileges for 5 days for a 1<sup>st</sup> offense and a total loss of bus privileges for a 2<sup>nd</sup> offense. ANY Class 2 offense will result in total loss of all bus privileges.

## After School Activities Cancellation Policy

In the event of inclement or severe weather, the district will decide whether to cancel after school programs. In the event of cancellations, the Transportation Department notifies schools and schools/program coordinators. ALL schools will be notified of closure by 12 pm (noon) on the day of the event. For up-to-the-minute school closing and cancellation information, please watch WCCO TV or listen to radio station 830AM WCCO. If you have internet access, you can check the district web site at [www.mpls.k12.mn.us](http://www.mpls.k12.mn.us). We will make every effort to contact you if after school activities are cancelled. Please make sure all your contact information is up to date with our office. **Students are notified when after school classes are cancelled due to weather or for any other reason by an announcement during the school day. In this event, your child will be sent home on their regular bus.** It is very dangerous for a young child to arrive home unexpectedly and not be able to get into his/her home or be at home without supervision. **Please have a plan in place for severe weather or cancellations.**

## Medical or Special Needs Information

MPS SCHOOL HEALTH SERVICES ARE NOT AVAILABLE DURING AFTER SCHOOL PROGRAMS. After school programming is not linked with the school health services office. It does not have access to school records (medical information, health plans, IEPs, Section 504 plans, etc.). Parents/guardians are responsible for notifying the On-site Coordinator of any special needs or medical conditions that impact their child's health, well-being, or involvement in activities. A conference with the family may be requested in order to determine what reasonable accommodations should be provided. If prescribed or over-the-counter medication must be given while a child is attending after school programming, parents/guardians must complete an authorization form before any medicine will be dispensed. Medication must be in its original packaging or prescription bottle. All medication will be stored on-site in a locked cabinet. Medication is not accessible from the school nurse's office.

Does your child have any medical or special needs (*i.e. allergies, asthma, learning disability or medical condition*)?

Yes  No If Yes, please specify:

By signing, we certify that we have fully read, understand and agree to the terms and policies outlined on this form. The parent signature grants permission for the entire school year participation in Afterschool programs.

Student Name (Print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_