



Haywood Extended Learning Program

Before and After-School Student Application 2016-2017

September 12, 2016- May 4, 2017

Please check which program you wish for your child to attend:

\_\_\_\_ Before School Program \_\_\_\_ After-School Program \_\_\_\_ Both Programs

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Grade: \_\_\_\_\_ Sex: \_\_\_\_ Male \_\_\_\_ Female

Race, Please Check: \_\_\_\_ White, \_\_\_\_ African American, \_\_\_\_ Asian, \_\_\_\_ Hispanic/Latino,  
\_\_\_\_ American Indian, \_\_\_\_ Two or More Races, \_\_\_\_ Other

Parent/Guardian Names: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Daytime Phone (Mother Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

(Father Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

For the child's safety, list two people to whom the child may be released in case of an emergency.

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Please list those who have permission to pick up students from after-school program.

They will need to provide identification.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Bus:** Will your child need bus transportation after school? Please check: \_\_\_\_ Yes \_\_\_\_ No

Does your child have any allergies? \_\_\_\_\_ If so please list: \_\_\_\_\_

Does your child have any health conditions that should be known?  
\_\_\_\_\_  
\_\_\_\_\_

Please list all medications taken by your child (including EpiPen): \_\_\_\_\_  
\_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Alert Information: \_\_\_\_\_

**Please Initial:**

\_\_\_\_\_ I grant permission for photographs, which include my child, to be used in media releases, which benefit the program.

\_\_\_\_\_ My child has permission to participate in all HELP activities, including field trips and transportation services where applicable. I will be notified of all field trips in writing in advance.

\_\_\_\_\_ In the event of an emergency, I hereby give permission to the HELP staff to secure proper medical treatment for my child.

\_\_\_\_\_ I understand that all students enrolled in the program are expected to follow the school rules established by the staff and students, for the purpose of safety and smooth operation of the program. The Project Director or Site Coordinator will contact me if a discipline problem occurs.

\_\_\_\_\_ I understand that if my child misses 4 continuous days of HCS Before and After-School that he/she will be put on a waiting list to return to the program. Long term attendance is critical for my child to benefit from the program.

\_\_\_\_\_ I understand that it is my responsibility to pick my child up by 5:15pm. If my child's ride is late three (3) times, my child will be dropped from the program.

\_\_\_\_\_ I understand that HELP provides bus transportation as an option to get our students home in the afternoon, and if my child has three (3) discipline referrals on the bus the HELP program will no longer provide transportation for my child.

\_\_\_\_\_ I understand that the program is not a babysitting or homework assistance program. We provide time for homework assistance but my student may not finish all their homework. We are a project-based learning program.

The completion of this information form registers my child in the Haywood Extended Learning Program (HELP). It is my responsibility to update the information contained in this form as needed.

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

# **Haywood Extended Learning Program Handbook (Please keep for your records)**

## **Mission Statement**

The Haywood County Extended Learning Program (HELP) strives to provide challenging before and after-school programming that will meet the academic, recreational, cultural, social, and safety needs of the students of Haywood County.

## **Introduction**

This Haywood County Extended Learning Program Handbook will serve as a guide for parents and students throughout the program school year. It contains the basic information governing the programs, discipline, attendance, field trips, and procedures for dismissal. Also, your child's school handbook is also applicable.

## **Application Process**

There is an application that must be completed on each student. Students are referred by parents or teachers for the project based and homework assistance program. The number of students who attend will be limited due to state mandated teacher to student ratios. Therefore, we will serve those students who are most in need first and then if openings are available, we will serve other students. Please understand that students may not finish all homework. If needed a waiting list will be established.

Before- School will offer homework assistance to students that need extra help. After-School will offer more enrichment and project based learning. Students will be offered different enrichment activities per semester and may change each semester.

## **Arrival and Dismissal**

**Before- School Program:** Students are to arrive at school at 7:00am. Breakfast will be served according to the school schedule for before-school students. Students will remain in the homework and tutorial program until 7:45am and then return to their homerooms or taken to breakfast. No students will be admitted to the before-school program after 7:15am.

**After-School Program:** Students will follow the dismissal plan formed by their school for the after-school program. At 3:00 p.m., a healthy snack will be provided and students will be dismissed from this area to their assigned class. At 5:15 p.m. the students will be dismissed with the approval of their teachers. Proper identification of adults will be needed to pick up students. Bus transportation will also be provided, if needed. Students using bus transportation will be expected to follow all rules and regulations set forth by the Haywood County Board of Education. A staff person will be assigned to be present in the dismissal area at a designated time. This staff member will have a checklist of students who will be riding the bus.

## **Change of Address**

If you move during the school year, please give the site coordinator or school secretary an updated bus information form 48 hours before your student needs to be dropped off at your new address.

## **Discipline**

The student will follow the school-wide discipline plan at their respective schools. If a problem occurs, the teacher will complete a discipline report form and submit it to the Site Coordinator. Parents will be notified about each incident. After three written notifications, the student will be suspended for a period of six weeks from the after-school program. There is a form that will be sent home for parent signature regarding discipline procedures.

## **Illness**

We do not give medication at school without a signed "Physician's order and Parental Consent Form." If a student becomes ill, we will call the parent or designated emergency person to arrange transportation home.

All site coordinators and one staff member per site have been trained and received CPR certification.

## **Emergency Response Plan/Crisis Plan**

Students will follow the emergency school response and crisis plan at their respective schools.

## **Inclement Weather**

When schools are closed due to inclement weather, the Haywood Extended Learning Program will not meet. If the transportation director and project director determines that unsafe conditions exist and after-school is cancelled a text message will be sent to parents using the HCS text alert.

## **Attendance**

If a student misses 4 consecutive days of the Haywood Extended Learning Program, he/she will be placed on a waiting list to return to the program.

## **Field Trips**

Field trips will enhance the after-school program. Transportation will be arranged with the knowledge and consent of parents and will follow transportation rules for field trips. A field trip parent information sheet will be provided, and a permission slip must be signed.

We are excited about the opportunities this program has to offer your child. Let's be involved together and make exciting things happen!!!!!!!!!!

**Cedric Bunch**

**Director of Extended Learning**

**731-432-0714- Office Cell**



## Haywood Extended Learning Program 2016-2017

### Transportation Form

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Student's Name: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

School Attending: \_\_\_\_\_ Grade level: \_\_\_\_\_

Parent(s)/Guardian: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Special Needs or Medical Conditions that the driver needs to know:

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Parent/Guardian Signature

Site Coordinator Signature

\_\_\_\_\_

\_\_\_\_\_

#### Note to Parent/Guardian:

Before your child can be transported by any Haywood County School Bus, you must complete this form and turn it in to the Site Coordinator at your child's school. Also, please be reminded of the bus discipline guidelines that if your student gets three (3) bus discipline referrals HELP will no longer provide transportation for your student. We request that someone be home when your child arrives or that someone is at the end of street if it is a dead end and turn around not possible. Our drivers have been asked to notate it if no one is at home and after the second occurrence, your child may no longer ride the bus. Parent, if you move during the school year, please fill out an updated bus form at least 48 hours before your child needs to be dropped off at your new address.

**Cedric Bunch, Director of Haywood Extended Learning Program**