



**Haywood Extended Learning Program**

**After-School Student Application 2020-2021**

**September 14, 2020- April 15, 2021**

**Sunny Hill Intermediate (5<sup>th</sup>-6<sup>th</sup>)**

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

**School:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Current Grade:** \_\_\_\_\_ **School Days Assigned: Even or Odd (Please Circle)**

**Gender: Male or Female (Please Circle)**

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

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

**Drop Off Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

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

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

**For the child's safety, list 5 people to whom the child may be released in case of an emergency and have permission to pick up students from after-school. They will need to provide identification.**

**1. Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

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

**2. Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

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

**3. Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

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

**4. Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

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

**5. Name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

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

## **Program Schedule: Monday- Thursday 3:15p.m. to 5:15p.m.**

**Students will only attend afterschool the days he/she attends school.**

### **Medical Information**

**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:**

---

---

---

---

---

### **Transportation**

**Will your child need bus transportation after school? Please circle: Yes or No**

# Program Logistics

Please Initial:

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

\_\_\_\_\_ 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 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.

## Extended Learning Attendance Contract

I, \_\_\_\_\_, parent of \_\_\_\_\_,

understand that my child/children will need to attend the extended learning program regularly at least 2 to 4 days each week to ensure academic progress. I also understand if my child does not attend the program and misses 4 consecutive days they will be dropped from the program and their slot will be given to another student. I also understand my child/children will be removed from the program if his/her behavior becomes an issue. The afterschool staff will inform the parent of all discipline issues. The extended learning staff will provide a nutritious snack and a hot meal each day for my child. The program will provide staff to instruct my child/children in the necessary skills he or she needs for academic success, help my child/children with homework, and provide a time for enrichment, recreation and other special activities. I also understand it is my responsibility to pick my child up by 5:20pm each day. If transportation is an issue please contact the site coordinator at each location.

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



# Haywood Extended Learning Program 2020-2021

## Transportation Form

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

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

Drop Off Address: \_\_\_\_\_ City: \_\_\_\_\_

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

Assigned School Days (Please Circle One): Even Days or Odd Days

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

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

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

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

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. 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 if no one is at home and after the second occurrence, your child may no longer ride the bus. 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

# **Haywood Extended Learning Program Handbook (Please keep)**

## **Mission Statement**

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

## **We Value:**

- an environment of high expectations where all decisions are student-centered.
- passionate, caring, and focused employees who model leadership from where they serve.
- effective partnerships with family and community.
- a respectful, safe, and supportive learning environment.
- an environment where all students, staff, and school board members continuously learn and grow.
- honesty, integrity, and accountability for all.

## **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, 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. You will be notified by phone or letter if your child is accepted into the program.

## **Arrival and Dismissal**

**After-School Program:** Students will follow the dismissal plan formed by their school for the after-school program. At 3:15 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 member 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 from the after-school program and put on the waiting list. 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/Covid Plan**

Students will follow the emergency school response, crisis plan, and Covid 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.

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

**Mr. Cedric Bunch**  
**Director of Haywood County Extended Learning Program (HELP)**  
**900 East Main, Brownsville, TN 38012**  
**Email: [cedric.bunch@hcsk12.net](mailto:cedric.bunch@hcsk12.net)**  
**Office: 731-772-9613 ext. 4041**  
**Office Cell: 731-432-0714**