

**FOXBOROUGH REGIONAL CHARTER SCHOOL**  
**EXTENDED DAY PROGRAM**  
**Registration Form 2009 / 2010**

Extended Day Program is for students entering grades K-8.

**After School Care – Close of school until 6:00 p.m.**

Please complete all registration information. Extended Day staff will refer to this registration information provided by the parent/guardian regarding authorized persons to pick up/transport and emergency contacts.

**PLEASE RETURN NO LATER THAN AUGUST 21, 2009**

**This form must be completed prior to attending the Extended Day Program.**

**Registration Information**

Student's Name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

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

Town/State/Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Parent/Guardian Name: [Mother] \_\_\_\_\_ [Father] \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

Work Telephone: [M] \_\_\_\_\_ [F] \_\_\_\_\_

Cell Phone: [M] \_\_\_\_\_ [F] \_\_\_\_\_

**E-Mail Address to receive statements:** \_\_\_\_\_

**Additional Information**

Allergies/special diet: \_\_\_\_\_

Chronic health conditions: \_\_\_\_\_

Special limitations or concerns: \_\_\_\_\_

**Circle Day or Days Needed or "As Needed Only"**

Monday / Tuesday / Wednesday / Thursday / Friday / **\*As Needed Only**

I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements is on file at the school.

I authorize staff in the Extended Day Program who are trained in the basics of first aid and CPR to give my child medical treatment when appropriate.

I understand that every effort will be made to contact me in case of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to arrange transportation to the nearest medical facility and to secure necessary medical treatment for my child.

\*\*\*Only emergency Epi-pens can be administered in the Extended Day Program.

Please speak to the Extended Day Staff if you have any concerns. \*\*\*

Parent/Guardian Signature

Date

**EXTENDED DAY COPY**

**FOXBOROUGH REGIONAL CHARTER SCHOOL**  
**EXTENDED DAY PAYMENT CONTRACT**

Please read carefully before signing this contract. Should you have any questions, please call the school at 508-543-2508.

**I understand that:**

1. **Payments are due each Friday for the following week.**
2. **My child (ren) will not be allowed to attend if I fail to pay my balance within two weeks of the due date.**
3. **Any changes in attendance must be in writing and given in advance. No phone calls please.**
4. **I will be charged for the days I register / sign my child (ren) up for there will be no exceptions.**
5. **I will not receive a "credit" for unattended days.**
6. **I must pick up my child / children by 6:00 p.m. If I am late, I will be charged \$10.00 per child for the first 15 minutes. If more than 15 minutes late, I will be charged an additional \$1.00 per minute per child. This payment is required at pick up on the same day. If you are late more than three [3] times we reserve the right to request that you find other afterschool arrangements for your child / children. After 30 minutes, staff will call the emergency contacts to arrange transportation for the child.**
7. **I will be charged a \$25.00 fee for all returned checks. If I have two returned checks, I will be required to pay by money order.**
8. **When withdrawing my child from the program, a two-week notice in writing is requested.**
9. **Fee Schedule: Sibling Discount: Deduct \$1.00 per day per sibling**
10. **\* If you sign, your child / children for "AS NEEDED ONLY", there is a flat rate charge of \$15.00 per day / per child.\***

<b>1 DAY</b>	<b>2 DAYS</b>	<b>3 DAYS</b>	<b>4 DAYS</b>	<b>5 DAYS</b>
1 Child ~ \$15.00	1 Child ~ \$30.00	1 Child ~ \$45.00	1 Child ~ \$50.00	1 Child ~ \$60.00
2 Children ~ \$29.00	2 Children ~\$58.00	2 Children ~\$87.00	2 Children ~\$96.00	2 Children~\$115.00
3 Children ~ \$42.00	3 Children ~ \$84.00	3 Children ~\$126.00	3 Children ~\$138.00	3 Children ~ \$165.00

**When writing checks, please be sure to include the date of the week or month you are paying for. This will insure that you receive proper credit for your child.**

**I understand and agree to the above terms of payment.**

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

Date: \_\_\_\_\_

**Please return this form with the Registration and Emergency Contact Information Forms.**

**PLEASE MAKE A "COPY" FOR YOUR RECORDS.**

# EXTENDED DAY PROGRAM

2009 - 2010

Other Emergency Contacts who will be responsible  
for picking up your child.

**Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

**Foxborough Regional Charter School**  
**Extended Day Program Behavioral Management Plan**  
**Extended Day Copy 2009 / 2010**

The Extended Day Program of the F.R.C.S. is to provide a safe environment for children. Based on the F.R.C.S. Beliefs, the discipline policy is to help children become individuals, who make their own choices who take the responsibility for their actions. By engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting respect for self and others in a climate of acceptance and fairness discipline is accomplished.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with the program activities. Aggressive behavior such as hitting, tripping, and spitting, verbal threats, profanity, and bullying will not be tolerated.
2. The child will follow all directions given by program staff, regarding safety procedures and will stay with the group for all activities.
3. The child will follow rules strictly prohibiting smoking, alcohol, tobacco, or drugs [that are not prescribed for the child].
4. The child will respect the private property of others and understand that stealing or vandalizing the property of others or the school will not be tolerated.
5. The child's behavior will be positively reinforced to follow the rules set by the Extended Day Supervisor or Coordinator.

When a child engages in rule breaking behavior that threatens the health or safety of himself / herself or other children, staff will take immediate action to stop the behavior. The staff will then inform the child of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants or the child cannot be controlled, it may be necessary to temporarily remove the child from the situation. Staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome the behavior issue.

In all other rule-breaking situations where other children are not directly jeopardized, staff will discuss the behavioral problem with the child, but will not take disciplinary action, unless the child repeats the behavior. In this case, the following disciplinary procedure will be used.

**First incident-** discuss the inappropriate behavior and the consequences with the child. Inform the child of disciplinary action to be taken if the behavior persists.

**Second incident-** time out from the activity, with the child returning to the activity contingent on his / her willingness to behave appropriately. Staff will further explain disciplinary action if the inappropriate behavior continues.

**Third incident-** removed from activity. Staff will bring the child to the Program Director and the parent / guardian will be notified by telephone or upon arrival. Child will serve a detention scheduled through the Program Director. Parent / guardian will be required to pay the fee for the program time not attended.

**Persistent and serious behavior problems-** when a child's persistent and inappropriate behavior takes too much energy and attention away from the needs, safety and well-being of other children, or causes continued disruption of the program, the possibility of suspending the child from the program will be considered.

I agree to comply with and assist the staff as needed in the support of the behavior management policy.

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**Parent / Guardian**

**Date**

**Please return this sheet and make a (copy) for your records.**