

**FOXBOROUGH REGIONAL CHARTER SCHOOL – 2011-2012
EXTENDED DAY PROGRAM - REGISTRATION FORM
(for FRCS Students entering grades K-8)**

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.

**All forms in registration packet must be completed prior to attending the Extended Day Program.
(ONE PACKET PER FAMILY)**

Student's Name (1): _____ Age _____ Grade _____
Student's Name (2): _____ Age _____ Grade _____
Student's Name (3): _____ Age _____ Grade _____

Address: _____
Town/State/Zip: _____
Home Telephone: _____

Parent/Guardian Name: [Mother] _____ [Father] _____

Address (if different from student): _____
Town/State/Zip: _____

Work Telephone: [M] _____ [F] _____

Cell Phone: [M] _____ [F] _____

E-Mail Address *MUST BE PROVIDED***:** _____

APPROXIMATELY HOW MANY DAYS PER WEEK WILL YOUR FAMILY UTILIZE THE PROGRAM? _____
- Which days will your family use the program most often? M T W T F

Additional Information (If you are registering more than one child, please specify which child has the special limitations, allergies, diet, or health concerns):

Allergies/special diet: _____

Chronic health conditions: _____

Special limitations or concerns: _____

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

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.

Parent/Guardian Signature: _____ Date: _____

**Foxborough Regional Charter School – 2011-2012
EXTENDED DAY PROGRAM - PAYMENT CONTRACT**

Please read carefully before signing this contract.

Should you have any questions, please call Lisa Habig, After School Program Coordinator at 508-543-2508.

I understand that:

1. Extended Day Program begins promptly at 3:30pm. I will be charged the full day rate when my child is picked up after 3:30pm.
2. I will only be charged for the number of days my family uses the program and is signed out after 3:30pm.
3. Payments are due no later than Friday for the current week.
4. My child (ren) will not be allowed to attend the Extended Day Program if I fail to pay my balance within two weeks of the due date.
5. Any changes in attendance must be in writing and given in advance to my child’s homeroom teacher. No phone calls please.
6. I must pick up my child(ren) 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 after school 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 bank 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. If my child attends Extended Day after attending the Academic Enrichment program I will be charged \$5.00 per day.
10. **FEE SCHEDULE: THERE IS A FLAT RATE OF \$15.00 per day (starting at 3:30pm).**
11. *Sibling Discount: Deduct \$1.00 per day per sibling*

1 DAY		2 DAYS		3 DAYS		4 DAYS		5 DAYS	
1 Child	\$15.00	1 Child	\$30.00	1 Child	\$45.00	1 Child	\$60.00	1 Child	\$75.00
2 Children	\$28.00	2 Children	\$56.00	2 Children	\$84.00	2 Children	\$112.00	2 Children	\$140.00
3 Children	\$39.00	3 Children	\$78.00	3 Children	\$117.00	3 Children	\$156.00	3 Children	\$195.00

Cash and checks are accepted. Checks may be made out to FRCS. Please be sure to include the name of your child in the memo section of the check. Payments must be made every Friday of the current week.

I understand and agree to the above terms of payment.

Parent/Guardian Signature: _____ Date: _____

EXTENDED DAY COPY – PLEASE SUBMIT ALL FORMS TO MAIN OFFICE

Foxborough Regional Charter School – 2011-2012
EXTENDED DAY PROGRAM - EMERGENCY CONTACTS FORM

**Other Emergency Contacts who will be responsible for picking up your child.
A photo i.d. will be required at time of pickup!!**

Name: _____

Relationship: _____

Phone Home: _____

Work: _____

Cell: _____

Name: _____

Relationship: _____

Phone Home: _____

Work: _____

Cell: _____

Name: _____

Relationship: _____

Phone Home: _____

Work: _____

Cell: _____

Name: _____

Relationship: _____

Phone Home: _____

Work: _____

Cell: _____

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Foxborough Regional Charter School – 2011-2012
EXTENDED DAY PROGRAM - BEHAVIORAL MANAGEMENT PLAN

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.

Parent / Guardian _____

Date _____

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