

RAISE Registration Form

Read. Art. Innovate. Serve. Engage.

RAISE is an after-school program for grades 6 to 8 from the Effingham County area. Students from all public and private schools in the county, along with homeschooled students, are encouraged to register.

Child's Name: _____

Age: _____ Date of Birth: _____

Grade: _____ School: _____

Does student need transported from school to library? YES or NO
(Transportation is only available for Effingham Jr. High Students at this time)

Primary Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Secondary Parent/Guardian Name: _____

Phone: _____

Email: _____

Medical: Does your child have any medical conditions, such as allergies, that we need to be aware of? (Circle) YES NO
If yes, please explain: _____

If your child requires medication, including OTC, please complete the medical authorization form attached.

Emergency Contacts: Please list in order of preference, individuals we may contact in the event of an emergency.

Name: _____ Phone: _____

Name: _____ Phone: _____

Authorized Pick Up:

Name: _____ Phone: _____

Name: _____ Phone: _____

Filing out this enrollment form is required for attendance. Enrolling in the program does not mean that the student must come every day. Once the enrollment form is on file, the library will request a schedule from the guardian.

Please sign to acknowledge that you and your child understand and will follow the policies of the After-School Program and Effingham Public Library.

Parent Signature: _____

CHILD PICK-UP POLICY:

The RAISE After-School Program is held Monday through Thursday from 3 p.m. to 5:30 p.m. The Effingham Public Library will not provide supervision for participants after 5:30 p.m. At this point, the Effingham Public Library Safe Child Policy (see attachment) will be in effect.

All students in the program, who are over the age of 10 years and meet the requirements of the Safe Child Policy, may remain in the library without adult supervision. However, parents who wish for their child to remain under supervision, must pick up the child by 5:30 p.m.

PICKUP OPTIONS:

- YES, my child has my permission to sign themselves out of the library's after-school program at 5:30 p.m. and to remain unsupervised at the library, as a library patron. My child will follow the Safe Child Policy.

- NO, my child must be signed out of the program by a parent or guardian, who will pick up the child before 5:30 p.m. on program days.

AUTHORIZED TO PICK CHILD UP FROM PROGRAM:

Name: _____ Phone # _____

Name: _____ Phone # _____

Parent's Signature

Date

RAISE After-School Program Medical Authorization Form

Name of Child: _____ DOB: _____

Name of Medication: _____

Reason for Medication: _____

Dose: _____ Time/Frequency: _____

Route -- Circle One: Oral Topical Inhaled Injection Other

Date to Start: _____ Date to Stop: _____ Expiration: _____

Additional Instructions/Comments:

Known side effects:

For Prescription Medication

Prescribing Health Care Provider: _____

Phone Number: _____

I authorize the Effingham Public Library personnel to administer the medication named above to my child in the manner as stated. I release any liability in relation to the administration of this medication. I also acknowledge that, I, the parent/guardian, have given the first dose of this medication without any allergic or unexpected reactions.

Parent/guardian printed name: _____ Date: _____

Parent/guardian signature: _____

Return or Disposal of Medication

Return Date: _____ Parent signature: _____

Disposal Date: _____ Staff signature: _____

After-School Program Policies:

1. Admission: Each student must be enrolled in the after-school program by a parent or legal guardian. Applications for the program will be accepted on a first-come, first-serve basis.

2. Attendance: Attendance will be taken each day upon entry into the building and upon entry into each program.

3. Discipline Policy: The purpose of the discipline policy is to foster a positive after school environment where each student feels safe and secure; where staff agree on general principles of discipline within a framework of progressive discipline; where parents are kept informed of their child's behavior; where all students are provided with opportunities to grow in personal and social development; and, if they are involved in a discipline concern, are given due process.

Rules and regulations outlined on the Student Rules form are expected to be obeyed. If a student fails to do so, disciplinary action will be taken, as outlined in the Disciplinary Action policies.

4. Point System: A point system will be used to reinforce positive behavior and to correct negative behavior. Students will be awarded with prizes or rewards based on points accumulated.

5. Pick Up Policy: Your child will be supervised from 3 p.m. until 5:30 pm. If a student wishes to remain at the Effingham Public Library past the time of supervision, he or she may do so as long as he or she complies with the Safe Child Policy.

- A. **Custody:** Staff is not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the Primary Parent/Guardian information listed on the registration form.

6. Programming/Enrichment: The After-School Program will have a monthly schedule of activities and programs available to students.

7. Photo Release: The Effingham Public Library is hereby granted permission to use any individual or group photograph or video recording showing your child at the library, unless otherwise arranged.

8. Medical Authorization Form: If your child requires medication, including OTC medicines, during the after-school program, then the medical authorization form must be completed, signed and on file.

9. Authorization for Medical Treatment: A parent or guardian will be called to pick up a child who is sick or injured. In the event that a parent or guardian cannot be reached to make arrangements for medical treatment, the parent or guardian authorizes the Effingham Public Library staff to administer first aid or transport the child to the nearest hospital or emergency care facility.

10. Schedule: Please see the website for up-to-date schedules. The Effingham Public Library will follow the Unit 40 School schedule, unless otherwise indicated.

11. No-Show: If a child is a no-show on three occasions without the Library receiving prior notification, the child's place in the RAISE After-School Program will be forfeited.

12. Rules and Regulations: Rules and regulations are subject to change. Please see website for up-to-date rules, regulations, policies, and procedures.

STUDENT RULES:

While attending the after-school program, all students are asked to comply with the following rules in order to maintain a safe environment.

1. Be respectful to other students, staff members, and library patrons
2. Follow all the directions the first time they are given
3. Stay in assigned areas
4. Keep hands, feet, inappropriate comments, and objects to yourself
5. Walk appropriately on library property
6. Use respectful language at all times, using "inside voices"

The RAISE After School Program is a means of providing additional educational support and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated.

POINT SYSTEM:

A point system will be used to reinforce positive behavior and to correct negative behavior. Students will be awarded with prizes or rewards based on points accumulated.

Positive Reward Points

- Daily Attendance 20 Points
- Reading/Homework 15 Points
- Recruiting a Friend 50 Points
- Act of Kindness 10 Points
- "A" on Report Card 10 Points
- "B" on Report Card 5 Points

Consequence Points

- Touching Others -5 Points
- Cursing or Name Calling -10 Points
- Kicking/Hitting -25 Points
- Not Picking Up Trash -5 Points
- Not Listening -5 Points
- Throwing Objects -25 Points
- Disruptive Behavior -10 Points

Points will be accumulated throughout the school quarter, with prizes awarded at the end of each school quarter.

DISCIPLINARY ACTION:

Violations are categorized as

Group C - Disciplinary action begins with verbal reprimand.

Group B - Disciplinary action begins at parent contact stage and/or suspension.

Group A - Permanent withdrawal.

1. Verbal reprimand
2. Special assignments or removal from activity
3. Program staff/student behavioral contract
4. Parent Contact
5. Suspension from After School:
 1. First Offense – 1 day suspension
 2. Second Offense – 3 days suspension
 3. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Permanent withdrawal of After School privileges

Misconduct includes:

1. Failure to follow rules, policies and procedure of the After School Program. *(Group C)*
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the library, defacement of property, and pushing or shoving others. *(Group C)*
3. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to and/or in the presence of any other student, member of the staff, or library patron. *(Group B)*
4. Physical confrontations between students (fighting). *(Group B)*
5. Possession and/or use of any tobacco or drug-related items or 'look-a-like' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'. *(Group A)*
6. A behavior that may result in physical or mental abuse to one's self. *(Group A)*
7. Committing an act of indecent exposure in the presence of any other student, member of the staff, or library patron. *(Group A)*
8. Engaging in any unlawful conduct while in attendance. *(Group A)*

Safe Child Policy

No public place, including the library, can guarantee the safety of children. A child could be approached by a stranger, become ill, wander outside, or become lost or injured. Because of this, parents or guardians are responsible for their children's safety and well-being while their children are visiting the library. The library cannot and does not assume responsibility for the safety and well-being of children. The library staff cannot observe all patron contacts made on the premises.

1. Parents or guardians are responsible for their children in the library. The Effingham Public Library is not responsible for children left unattended.
2. The library staff will assist children with using the library, but will not act as caregivers for children.
3. Children under 10 years old must not be left alone in the library. A responsible caregiver (parent, guardian, or sibling or babysitter age 13 or older) must supervise children in the same department of the library. Parents or guardians remain responsible for their children and tweens/teens even when the parent or guardian is not present in the building.
4. If the library is closing, at a regular time or in an emergency situation, and a parent or guardian of a child cannot be located in the building, the Effingham Police Department will be called to assist the child. Under no circumstances will a staff member drive any child home.
5. The library is not responsible for the care and safety of minor children traveling to and from library premises.