



# Carolina Prep After School Registration Form

For Administrative Use

Date of attendance: \_\_\_/\_\_\_/\_\_\_

Group: \_\_\_\_\_

Reg. Fee paid: \_\_\_\_\_

Entered: \_\_\_\_\_

Please check which school your child attends:

- Carolina Prep
- Oakview
- Buena Vista
- Michelin School

Which days will your child attend?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

### Transportation Authorization

I give permission for my child to be transported on Carolina Prep's bus and understand that it is equipped with personal restraint systems. I have read the Bus Rules (on the back of this form) and have reviewed them with my child.

\_\_\_\_\_  
Parent Signature/Date

### Emergency Authorization

In the event of an emergency and I cannot be reached, I give permission to Carolina Prep to authorize any emergency medical care needed for my child. I also agree that I will be solely responsible for and will promptly pay any expenses incurred by Carolina Prep in making emergency and medical care available to my child.

\_\_\_\_\_  
Parent Signature/Date

### General Authorization

After reviewing the After School Program's Policies & Procedures, please sign and indicate the items (if any) for which you *do not grant permission*.

- a) take part in activities and use equipment
- b) be photographed or videotaped and used in publicity/promotional materials
- c) access to the internet under teacher supervision

\_\_\_\_\_  
Parent Signature/Date

Child's Full Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Grade entering: \_\_\_\_\_

Father or Guardian: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mother or Guardian: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Status of Child's Parents: \_\_\_\_\_

If not married, which parent has primary custody? \_\_\_\_\_

Child's Doctor: \_\_\_\_\_

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

Dentist: \_\_\_\_\_

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

Preferred Hospital: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

Policy #: \_\_\_\_\_ Phone: \_\_\_\_\_

Any allergies or conditions? \_\_\_\_\_

### Emergency Contacts/Authorization to Release Child

Carolina Prep is authorized to contact the following people for guidance in an emergency in the event the parents are unavailable. Emergency contacts are also authorized to pick up your child. Proof of identification will be required.

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

# After School Program Policies & Procedures

## Enrollment Policy

Enrollment in the After School Program will be at the discretion of Carolina Prep directors based upon the best interests of the child, the expectation that he or she will benefit from the program, and the welfare of the other enrolled children. Enrollment shall be without regard to any religion, race, color, national and ethnic origin.

## Hours of Operation

The After School program is open from 3:00 p.m. until 6:30 p.m. Monday through Friday. After 6:30 p.m., a late pick-up fee will be billed to your account, the night of, at the rate of \$ 25.00 within the first 5 minutes and \$ 5.00 per minute thereafter.

## Administration of Medication

If your child needs to take medication while at Carolina Prep, you must provide written notice in the Medication Log each day that the medication is to be administered. All medications must be provided in their original container and labeled with the child's name and dosage schedule. Please provide a medicine dropper or cup.

## Illness/Injuries

If your child appears ill, has a fever, is vomiting, has diarrhea or shows symptoms of a communicable disease, please do not bring him or her to Carolina Prep. If your child shows or develops such symptoms while at Carolina Prep, you will be asked to pick him or her up immediately. When your child has been symptom-free for 24 hours without the use of medication, he or she can return to the After School Program. Parents will be notified of any injuries or accidents that occur while their children are at Carolina Prep.

## Discipline Policy

Discipline is training that develops self-control, character and social competence. Children are encouraged to be well-behaved and not hurt others. If discipline is needed, our techniques include problem solving, redirection, and quiet personal time. Corporal punishment is not permitted.

## Bus Rules

Please review the following bus rules with your child:

- ◆ Use inside voices
- ◆ Keep seat belts securely fastened until teacher turns engine off
- ◆ Keep hands in your own personal space
- ◆ Face forward at all times
- ◆ Remain seated at all times with backpacks under the seat
- ◆ When exiting, wait beside the bus for the teacher

Carolina Prep admits students of any religion, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## In-home Babysitting

If you arrange with a staff member for off-premise care of your child, the staff member undertakes such service on his or her own behalf and not as our employee. Carolina Prep offers no assurance of its staff members' ability to perform services in an environment which is not properly supervised (such as transporting children or caring for them in your home) and none should be implied or inferred under any circumstances.

## Student:Teacher Ratio

Each teacher will be assigned to a group of no more than 15 students.

## Withdrawal

If you choose to withdraw your child from Carolina Prep, please be aware that the obligation for full payment of tuition and other fees will continue for thirty (30) days after advance written notice of the date of withdrawal.

## Tuition/Payments

For children enrolled in the Primary School, please see the Primary School tuition form for discounted fees for the After School program.

The monthly tuition is per month (August - May), per child, and located on the Tuition and Fees worksheet. A \$ 150.00 non-refundable registration fee is due with the application. Each successive year, a \$ 150.00 placement fee will be due with the application to reserve a space for your child; this amount will be applied to your account in August. Tuition is due on the first day of each month. You will be e-mailed a bill reflecting the amount due. Automatic draft payment is available for your convenience. A \$ 75.00 late fee will be assessed for any payments received after the 5th. If payment is not received by the 10th, an additional \$ 100 will be charged upon readmittance. There will be a \$ 25.00 service charge added to your account on any returned checks. Snacks are provided by Carolina Prep each day; please do not send any snacks from home.

## Holiday Camp

Holiday Camp is available from 6:30 a.m. until 6:30 p.m. on many of the days when public schools are closed (please see our Holiday Camp calendar). In order for your child to attend, you must sign up in advance. The cost is \$ 40 per day for students not enrolled in Carolina Prep's Primary School or After School program; \$ 35 per day for students enrolled in Carolina Prep's After School program and Carolina Prep siblings; and \$ 25 per day for students enrolled in Carolina Prep's Primary School.

## General Authorization

Please sign the "General Authorization" section on the other side of this form to grant Carolina Prep permission for your child to (a) take part in all program activities and use all indoor and outdoor equipment; (b) be photographed or videotaped in connection with daily activities and have his/her likeness used in publicity and promotional materials (newsletter, brochures, website, etc.) without limitations or reservations; (c) leave Carolina Prep's campus to take part in planned field trips or activities supervised by the staff of Carolina Prep; and (d) access the internet under teacher supervision. Please note on your application if you do not give permission for any of these items.