



**Saint Brigid School**  
Extension Program Registration  
School year 2018-2019

**REGISTRATION INFORMATION:**

Name of Child 1 : \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child 2 : \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child 3 : \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT 1 INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PARENT 2 INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ALTERNATIVE CONTACT #1

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

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

ALTERNATIVE CONTACT #2

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

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

Check the time your child will generally need to be in the Extension Program:

1. \_\_\_\_\_ 2:45-4:00 pm

2. \_\_\_\_\_ 2:45-5:00 pm

3. \_\_\_\_\_ 2:45-6:00 pm

4. \_\_\_\_\_ Drop In/ \$10 per hour

\_\_\_\_\_

*For Internal Use Only*

Registration Fee \$100 per child- Paid ( )Yes ( )No Date: \_\_\_\_\_

Check number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Payment Method: \_\_\_\_\_

If Approved:

\_\_\_\_\_

\_\_\_\_\_

Director Signature

Date

**CHILD ALLERGIES**

Please list all allergies your child may have:

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Allergy Emergency Action Plan:

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Is there medication in the school office?

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**EMERGENCY RELEASE**

In the event of an emergency and you are not available to pick up your child at Saint Brigid School, we may release your child to the following individuals:

Name	Address	Contact Phone Number	Relationship to Child
1)			
2)			
3)			

\*Saint Brigid must be notified of any changes as soon as possible.

## **CARPOOL AUTHORIZATION**

For the safety reasons, it is important that we know who has the authority to pick up your child. If you are in a regular carpool, please list all drivers.

1) Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Please be advised that your child will not be released to anyone without your WRITTEN CONSENT. All arrangements for sports, play dates, and any other activities must be made in advance and in writing. Last minute phone calls make it difficult to ensure your authorization.

You may email Senor Jesus Poncela with written consent at [jponcela@saintbrigidssf.org](mailto:jponcela@saintbrigidssf.org).

**It is required that you go over the Extension Program Policies (next page) with your child and sign the Extension Program Agreement (below).**

\*Please keep the Extension Program Policies for your reference.

**Extension Program Agreement** \* See Extension Program Policies on the next page

We, the parents/guardians of \_\_\_\_\_, Grade \_\_\_\_\_

have read and reviewed the Extension Program Policies with our child. Our family agrees to comply with all policies. Non-compliance may result in our child being withdrawn from the program.

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

Student 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Extension Program Policies**

The staff in the Extension Program is dedicated to giving all the children a safe space in which to spend their time after school. We do our utmost to provide an atmosphere that nurtures and, as nearly as possible, resembles the home environment in order to meet the needs of school-age children in after-school hours.

The Extension Program operates along the same philosophical guidelines as Saint Brigid School. The safety and well being of all children in the program is of the greatest importance and will be maintained in several ways. Guidelines for behavior will be developed with the children and enforced in positive ways, which encourage children in their development of self awareness and impulse control. From time-to-time, parents may be called upon to participate in a disciplinary partnership to resolve special situations. If it is determined by the program staff that a child is unable to benefit from the program or that he or she presents a danger to the other children in the program, the parents will be requested to withdraw that child from the program.

All of the Saint Brigid School Classroom Rules, Playground Rules, Serious Infractions, Harassment, Code of Christian Conduct, Dress Code, and use of Internet and Electronic Information that are in the Saint Brigid School Parent-Student Handbook apply to the Extension Program. The Disciplinary procedures that are stated in the Parent-Student Handbook apply as well. Please review these rules with your child.

Along with the Parent-Student Handbook regulations, the Extension Program has its own policies that must be adhered to in order for the program to run competently.

## **Extension Program Requirements**

- 1) Legally, parents or previously authorized persons must sign every child out of the program each day on the designated sign-in / sign-out sheet. Any exceptions must be cleared with the Program Director.

- 2) Please notify the Extension Program director via email when someone other than a person on your contact list will pick up your child. A phone call is not considered legal verification to release your child to another person.
- 3) No student may sign themselves out.
- 4) There is a \$1 per minute fee after 6:00pm.
- 5) All students enrolled in the program must go directly to the Extension Program room upon dismissal.
- 6) Students must remain in areas designated to be part of the extension program, unless they have permission from a teacher who is supervising them and have informed the extension program staff.
- 7) All students in the program must ask to go from one place to another, including but not limited to the school yard, the bathroom, cafeteria, or homework room. In order to ensure their safety, it is important that we know where your child is at all times.
- 8) Children who are ill (running nose, continuous cough, sore throat, unexplained rashes, swollen glands, headache or stomach ache), or who have had a fever within the past 24 hours, should not be brought to the program.

Thank you. We look forward to a safe and enriching year with you child!