



After-School Plus Program

PARENT HANDBOOK

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Welcome

Welcome to the After-School Plus (A+) Program. A+ is the outcome of a joint effort of former Governor John Waihee's Subcabinet on Early Childhood Education and Child Care (chaired by former Governor Ben Cayetano who was Lieutenant Governor at that time), the Hawaii State Board of Education and Department of Education (DOE) in 1989.

The goal of the A+ Program is to reduce the high incidence of latchkey children and provide affordable after-school child care services to children in the public elementary schools whose parents work, attend school or are in job training programs. The program also provides a safe, secure and nurturing environment with a rich variety of activities for the children.

The A+ staff appreciates your support and proudly provides a program that fits the interests and needs of children in a happy and stimulating environment. Please feel free to contact the A+ Site Coordinator at your school regarding your children's adjustment and progress in the A+ Program.

About the Program

The program starts immediately after the close of the school day. Children report to the base site for the A+ Program at their school. In general, during the first 30 minutes or so, children check in and are given time for free play/snack. After free play/snack children participate in enrichment, physical development/coordination activities and are given time to complete homework. Enrichment includes activities such as arts, crafts, drama, music and dance. Physical development/coordination activities include physical fitness activities, sports and games.

Character development themes may be introduced to children in large group settings. There may also be presentations such as crime protection, drug abuse, pedestrian safety as community resources are available.

The A+ Program is **not** an extension of the regular school day. While some structure is necessary for order and control, activities will be offered in a comparatively informal setting where children are given the opportunity to choose from a variety of activities. Children will be encouraged to use after-school time to complete homework assignments.

While the program is operated by the DOE and not required to be licensed, State licensing standards were used as a guide in designing the program. The use of DOE facilities means that building and safety standards are met. Staff will be hired at each site so that the 20 to 1 children to staff ratio required for licensing is not exceeded. New employees will be subject to criminal history checks, and will receive both pre-service and in-service training. The A+ Program will provide an array of stimulating, enriching and enjoyable activities designed to engage children's interests and keep them active both mentally and physically.

Program Goals

- To provide after-school supervision for children in a stimulating and caring environment.
- To reduce the number of latchkey children.
- To enhance the relationship between home and school in collaboratively meeting the needs of children.
- To improve the physical fitness of children.

Eligibility and Selection

All latchkey children enrolled in public elementary schools in kindergarten through grade 6, are eligible to participate in the program if they are living with parents who are employed, a single parent who is employed, parents working in the A+ Program, and parents attending colleges, universities, or other types of schools or engaged in job training programs **during the hours of A+ operations**.

In schools where enrollment is restricted because of staff shortages, students may enroll in A+ Programs at other schools if:

- Space is available;
- The Principal of the receiving school and the Site Coordinator approve; and
- Parents/legal guardians assume responsibility and make arrangements for their child's transportation to the alternative A+ site.

In restricting enrollment, no child will be discriminated against on the basis of religion, sex, or ancestry.

Request for Accommodations

The program shall be made available to all eligible children on a nondiscriminatory basis. For the child with a disability, who is identified by parents or who is known to the A+ program staff to have special needs, the district will provide such reasonable modifications as are necessary to afford the child an opportunity to participate. Note: **The A+ program is voluntary and is not part of the compulsory educational service and not part of the individualized education program (IEP) of the child.**

- (1) The parent/guardian makes a written request to the Site Coordinator using the *A+ Request for Accommodation Form*.
- (2) The Site Coordinator and the Principal shall meet with the parent/guardian to discuss the request and consult with other school staff familiar with the child to identify the particular needs of the child; determine what program modifications if any, will be necessary to reasonably accommodate the special needs of the child and whether these modifications can be reasonably provided and consider possible alternatives that may offer the child a comparable program.
- (3) Once the Site Staff formulate their recommendation, the Site Coordinator shall submit the *A+ Request for Accommodation Form* filled out by the parent/guardian and the A+ Program Recommendation Form with all the relevant information to the District A+ office.
- (4) The District A+ Coordinator shall determine and identify what accommodation, if any, is necessary for the child to access the A+ Program.

The determination of the principal of the disposition of each case, in consultation with the district coordinator, shall be final.
- (5) Once a decision is made, the District A+ office shall send the forms as a PDF via email or fax and mail a hard copy to the State A+ office for processing.
- (6) The State A+ Office will determine funding, if any will be provided, and process a memo for signature by the Assistant Superintendent.
- (7) Once the memo is approved, the original will be sent to the A+ Site Coordinator with copies to the CAS, Principal, and the A+ District Office.

Registration

When registering a child for the A+ Program, parents or legal guardians will be asked to pay the first month's program fees and will be required to complete:

- (1) A+ Program Registration Form (background information on the child, departure arrangements and names of people authorized to pick up the child);
- (2) A+ Program Emergency Form;
- (3) A+ Program Registration Agreement (delineates program policies and expectations of parents and children, to be signed by parents or legal guardians before a child can be admitted into the A+ Program); and
- (4) Application for Subsidized Monthly Fee (A+ Program) - Optional

Hours and Days of Operation

A+ services will be provided on regular school days, beginning after school until 5:30 p.m. The program will not operate when school is closed, including school vacation periods, holidays, and Teacher Institute Day. A+ Programs will also be closed on days when school is open only half a day.

Snacks

Parents/legal guardians are responsible for providing snacks for their children. The nutritional value and perishability of foods should be considered. Parents/legal guardians may also check with the A+ Site Coordinator for possible snack options that may be available.

Program Fees

Fees/Payments

A+ fees are charged on a monthly basis and will be paid on or postmarked before the first school day of each month. Cash will be accepted, however, checks are preferred. Checks should be made payable to the school, e.g., A+ Program - Kaala Elementary School and mailed attention to the A+ Program. Payments made in person must be delivered directly to the A+ Site Coordinator by parents/legal guardians. Cash should not be sent to school with children or by mail. Original receipts of payment will be issued and sent home with children to their parents/legal guardians.

December and January are considered a combined month with tuition payment due in December. There will be no provisions for refunds once payment is made. A \$25.00 service charge will be charged for all returned checks.

Late Payments

A \$5.00 late charge shall be imposed for each school day a payment is overdue.

Termination

If a child's parents/legal guardians have not paid the monthly tuition within the first five (5) A+ Program days of the month, the child shall be terminated on the sixth (6th) A+ Program day. Failure to pay any outstanding fees by the end of the month shall result in termination from the program. Any exceptions to this policy must be approved by the A+ District Coordinator. The child may re-enroll if the parent/legal guardian pays all outstanding fees, and a penalty fee of \$25 for reinstatement. If there is more than one child enrolled in the A+ Program, the family is penalized for a flat reinstatement fee of \$25.

Transportation

Transportation to and from the A+ Program will not be provided as children are enrolled at their own school. Transportation arrangements are the parents'/legal guardians' responsibility. Parents/legal guardians must notify the A+ Program in advance of how children are to get home.

No modifications resulting in additional cost will be made in school bus schedules to accommodate children participating in the A+ Program.

For children with permission to attend A+ Programs at schools other than their regular school, parents/legal guardians must make transportation arrangements and assume responsibility for getting their children there. Parents/legal guardians must notify the Site Coordinator of the arrangements made for the child to get to the A+ Program.

Pick-Up Procedures

Children shall be picked up only by parents or legal guardians or authorized adults on registration forms. Parents/legal guardians must give advance permission for any other type of arrangement, such as:

- If the child is to be picked up by someone else that day.
- If the child is to walk, bike, skateboard, or take other means home, A+ staff is authorized to dismiss the child.

If parents/legal guardians want A+ staff to release a child from school on his or her own, parents/legal guardians must sign an "Authorization for Release of an Unaccompanied Child" form, releasing the A+ Program and staff of all responsibility once the child leaves the school.

When completing the form, parents/legal guardians should select release times carefully. During the winter months, the sun may set before 6:00 p.m. Traffic may be heavier because of workers going home. When a child is released on his or her own, there will be fewer children on the streets than at the close of the regular school day. Upon completion of the form, parents/legal guardians should consult with the Site Coordinator.

ID Cards

All persons authorized on the A+ Registration Form for child pick-up must show a current picture ID, i.e. Hawaii State driver's license, State or Military ID card before children are released.

If a parent or legal guardian needs to have their child picked up by someone who has not yet been authorized for pick-up, the parent or legal guardian must:

- Call the A+ site and provide his or her name and current ID information so that his or her identity can be verified

and

- Provide the name and current ID information of the alternate designated to pick up the child.

If a person not previously authorized or phoned in by the parent or legal guardian comes to pick up a child, A+ staff will not release the child until the parent, legal guardian or other authorized person has been contacted to confirm the identity of the pick-up person and approve the child's release.

It is the parents' or legal guardians' responsibility to notify the Site Coordinator of any injunctions barring any person, formerly authorized to pick up the child from the A+ Program.

Sign-Out

The parent/legal guardian or authorized person must sign out the child on a sign-out sheet and note the time of departure. This procedure is essential for security purposes so that staff will have a record of which children have left.

Late Pick-Ups

If for any reason the child cannot be picked up by the time the program closes, parents or legal guardians should contact one of the designees previously authorized by them for pick-up of their child.

If the child is not picked up within 15 minutes after closing, the Site Coordinator will try to contact the child's parents/legal guardians first then other persons authorized to pick up the child. Children will only be released to authorized persons.

A \$5.00 late pick-up fee **per child** shall be imposed for every 15 minutes beyond the closing time that a child is picked up late (i.e., 1-15 minutes late – \$5.00; 16-30 minutes – \$10.00, etc.) Chronic late pick-ups may be grounds for a child's termination from the program.

Absences

If a child is to be absent from the A+ Program, parents/legal guardians must call the A+ Program number to notify A+ staff of the absence prior to the end of the regular school day.

If the child is absent on a day he or she is scheduled to be in the program and the school has received no prior notification, staff will follow up with a call to the parents or legal guardians or other person designated as a contact in case of emergencies, to verify the child's absence.

If, after a period of time, the parents or legal guardians are uncooperative with this notification procedure, or the child is habitually truant, it may be grounds for termination of the child from the program.

Illnesses

Sick or moderately sick children should be kept at home so they can rest and are less likely to infect other children. Children kept at home during the regular school day should not be sent to the A+ Program.

If a child becomes ill during the A+ Program, the Site Coordinator (or designee) will contact a parent/legal guardian or other responsible person named on the child's registration form to pick up the child. Staff will have the child rest quietly until he or she can be picked up. Children with communicable diseases excluded from school as required by the Department of Health, also will be excluded from the A+ Program. Once readmitted to school, they may return to the A+ Program.

A+ staff will not be responsible for storing, holding, dispensing, or administering medication to children.

Emergency Care/First Aid

A+ staff will include at least one person at each site appropriately trained and certified in first aid.

Parents, legal guardians or other persons authorized by parents or legal guardians in emergencies will be contacted in cases of serious injury.

The program cannot transport children to out of area physicians, so if staff is unable to locate the parents/legal guardians or an "emergency" contact, staff will secure appropriate treatment at the nearest medical facility.

If the injury or illness requires an ambulance, the child will be transported to a designated site or physician. In all cases of injury or illness, attempts will be made to contact parents/legal guardians immediately and involve them in the decision regarding treatment. An adult staff member will accompany the child to the source of emergency care, if appropriate. The adult will stay with the child until the parent/legal guardian or parents'/legal guardians' designee assumes responsibility for the child's care.

The A+ Program does not provide medical insurance for your child. Parents or legal guardians are financially responsible for any medical care or special transportation incurred on the child's behalf.

Emergency Procedures for Closing the A+ Program

The A+ Program will follow the regular school procedures for closing school in case of emergencies such as flooded roads, heavy rains, earthquakes, breakdowns in utility services, etc. If school was closed earlier in the day before the start of the A+ Program, the A+ Program will also be closed.

In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted at the A+ site. Efforts will be made to contact parents/legal guardians should evacuation be necessary. A+ staff will remain with the children until they are picked up by parents/legal guardians or other authorized persons.

Discipline

The A+ Program will stress positive discipline. In the event disciplinary actions do not result in the desired behavior, the child may be referred to the Site Coordinator. Parent conferences may be arranged where there are repeated offenses.

If staff is unable to discipline or control a child and all efforts have failed, it will be assumed that the child would do better elsewhere. Disciplinary issues may constitute grounds for termination from the program. For the success of the program, children must not be disruptive or abusive to themselves or to others.

If necessary for the health and safety of the child or other participants in the program, Hawaii Administrative Rule Chapter 19 will prevail.

The parents or legal guardians of children who are guilty of vandalism, or the damaging of school property shall make restitution to the school.

Termination from Program

Students may be terminated from the program for 1) failure to pay the monthly non-refundable fee (see page 3) or any outstanding fees (e.g., late payment fees, late pick-up fees, bad check fees, etc.) by the end of the month; 2) chronic late pick-up; 3) conduct which disrupts the program's activities or jeopardizes the safety and welfare of the program's staff or participants; or 4) the child is habitually truant.

Prior to termination from the program, the Site Coordinator at the school site shall meet with student and parent/legal guardian of the student to apprise them of the problems and to afford them a reasonable time to take corrective action. In an emergency situation, for health and safety reasons, a child may be immediately terminated from the program, and a follow-up meeting with parents or legal guardians shall be offered.

Security

Procedures for reporting absences, staff follow-up on unreported absences, and daily sign-in and sign-out requirements are designed to maintain security for the children.

Children will be accompanied by staff whenever movement from one area of the campus to another is necessary.

The staff is instructed to be aware of strangers. Strangers will be asked to leave the school premises if they have no legitimate reason for being there. Monthly fire alarm drills will be conducted to ensure proper training of children and staff in fire evacuation procedures.

Communication/Consultation with Parents

Notices

A monthly activity schedule for the program will be prepared, posted and modified as plans change, so that parents/legal guardians and children may know ahead of time what their children will be doing each day.

Other notices will be prepared as necessary and sent home with children to their parents/legal guardians.

Conferences

Parent conferences are not required, but will be arranged at the request of parents/legal guardians, Group Leaders, or the Site Coordinator.

Program Evaluation

Parent evaluation of the A+ Program is an important factor in planning for improvement in subsequent years. Parents/legal guardians will be surveyed toward the end of the school year to solicit feedback.

Tax Credit Number for Child and Dependent Care Expenses

- The DOE federal identification number is 99-0266482.
- The DOE state identification number is W11706738-01.
- If the site is a Private Provider site, parents/legal guardians need to get the federal and state identification numbers from the Private Provider.

After-School Plus (A+) Program Registration Form

For official use only.
 Checked eligibility status.

Signature of Site Coordinator _____ Date _____

STUDENT INFORMATION

1st Child's Name _____ Age ____ Sex ____ Birth Date _____ Grade _____

Other educational/health information about student: _____

2nd Child's Name _____ Age ____ Sex ____ Birth Date _____ Grade _____

Other educational/health information about student: _____

3rd Child's Name _____ Age ____ Sex ____ Birth Date _____ Grade _____

Other educational/health information about student: _____

School _____ Phone _____ Circle Days Attending M Tu W Th F

Language spoken at home: _____ Ethnicity (optional) _____

FAMILY INFORMATION

Mother/Legal Guardian's Name _____ Home Phone _____

Mother's Mailing Address _____
Street City Zip Code

Mother's Employer/School _____ Work/Cellular Phone _____

Mother's Employer/School Address _____
Street City Zip Code

Father/Legal Guardian's Name _____ Home Phone _____

Father's Mailing Address _____
Street City Zip Code

Father's Employer/School _____ Work/Cellular Phone _____

Father's Employer/School Address _____
Street City Zip Code

List below adult individual(s) authorized to pick-up your child from the facility and their phone numbers. (The child will not be released to any individual not listed below.)

Name	Relationship to Child	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any changes in departure authorization must be received in writing from the parent or legal guardian.

After-School Plus (A+) Program Registration Form

The After-School Plus (A+) Program, the first program of its kind in the nation, provides statewide after-school services for public elementary students at affordable rates. The program addresses the "latchkey" child problem by providing a high quality after-school program to children of working parents/legal guardians or children whose parents/legal guardians are engaged in job training or attending school during the hours of A+ operations. If your child qualifies and you want to enroll him/her, please complete both sides of this registration form and return it to your child's school.

Fee: Due Monthly

The monthly fee covers regular program activities. **The fee will be adjusted for those who qualify if acceptable supporting documentation about their income or DHS 728 Form is submitted.**

Hours: After school - 5:30 p.m.

The program hours are from after school to 5:30 p.m. on regular school days. The program will not operate during school vacations, state holidays, weekends, Teachers Institute Day, Teachers' work day and school half days.

Supervision: Staff to Student Ratio of 1:20

At each school, the staff will consist of a site coordinator and a group leader team supported by aides to maintain a staff to student ratio of 1:20. Staff recruitment may limit the number of students that a school can serve.

Activities: A variety of scheduled activities

Children usually begin the afternoon with free play time and a snack period (children bring their own snacks from home). This period is followed by other activities including homework time, enrichment and physical fitness. Site coordinators will have the flexibility to adapt scheduled activities to meet the conditions at your child's school.

Eligibility: K-6 public elementary school latchkey children

Your child is considered latchkey if he/she is living with you and **during the hours of A+ operations** you are employed, attending school, engaged in a job training program, or working as an employee of the A+ program. Parents/legal guardians who are "self-employed" must verify their status by: a) Submitting a copy of their general excise tax license; and b) submitting a copy of one of the following: 1) income tax return for the past year - Schedule C; or 2) printed business checking account.

Starting Date: Child's first full day of school

Starting date for your child is usually the first full day of school. However, the starting date of the A+ program at your child's elementary school may depend on the after-school enrollment of at least 20 children and the ability to recruit necessary staff.

Parent/Legal Guardian's Name (please type or print)	Parent/Legal Guardian's Name (please type or print)
Marital status (circle one): Single Married Divorced Separated Widowed	Marital status (circle one): Single Married Divorced Separated Widowed
Please check as appropriate: ___ working ___ job training ___ attending school Work/school schedule: Mon. ___ am/pm to ___ am/pm Tues. ___ am/pm to ___ am/pm Wed. ___ am/pm to ___ am/pm Thurs. ___ am/pm to ___ am/pm Fri. ___ am/pm to ___ am/pm <input type="checkbox"/> Check this box if you work rotating shifts or your work hours vary.	Please check as appropriate: ___ working ___ job training ___ attending school Work/school schedule: Mon. ___ am/pm to ___ am/pm Tues. ___ am/pm to ___ am/pm Wed. ___ am/pm to ___ am/pm Thurs. ___ am/pm to ___ am/pm Fri. ___ am/pm to ___ am/pm <input type="checkbox"/> Check this box if you work rotating shifts or your work hours vary.

_____ I would like to apply for subsidized monthly tuition. I give my permission to the Hawaii State Department of Education (DOE) and its contracted private providers to use information in DOE files or files from other state agencies to verify my child's eligibility for subsidized monthly A+ fees.

_____ I have attached the **required** supporting documentation. (Refer to **List of Acceptable Income Documentation for the After-School Plus (A+) Program** on the last page of the A+ Parent Handbook or check with your school's A+ Site Coordinator.)

I certify that I am eligible for the A+ program because I am working, job training, and/or attending school during the hours of A+ operations. I further certify that the information I have provided on both sides of this application form is correct and I hereby authorize the DOE to contact the appropriate parties to verify this information. **I understand that changes on this registration form must be given to the A+ site coordinator in writing by the parent or legal guardian. Registration in the A+ Program is pending completion of this application and approval of the site coordinator.**

Parent/Legal Guardian

Date

Parent/Legal Guardian

Date

A+ PROGRAM EMERGENCY FORM

(This form needs to be completed every school year.)

Father's ID No. _____
Mother's ID No. _____

School _____ Date _____

Grade _____ Room _____ Language Spoken at Home _____

Name _____ Sex: M F Birthdate

Month	Day	Year				

Home Address _____ Apt. No. _____ City _____ Zip Code _____

Child resides with _____

Mailing Address _____ Zip Code _____

Father's/ Legal Guardian's Name _____ Employer _____ Home Phone _____ Bus. Phone _____ Cellular Phone _____ E-mail Address _____	Mother's/ Legal Guardian's Name _____ Employer _____ Home Phone _____ Bus. Phone _____ Cellular Phone _____ E-mail Address _____
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EMERGENCY CONTACTS In case child listed above becomes ill or is injured at school and I cannot be contacted, the school authorities have my permission to contact and release my child to the custody of one of the following:

	Name	Relationship	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Family Physician _____ Phone _____ Dentist _____ Phone _____

If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for school authorities to take appropriate action for the safety and welfare of my child.

Parent's/Legal Guardian's Signature

To assure prompt attention to your child, PLEASE NOTIFY SCHOOL OF ANY CHANGE IN PHONE NUMBER OR ADDRESS.

My child has health insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, check: <input type="checkbox"/> QUEST <input type="checkbox"/> Medicaid OR <input type="checkbox"/> Private If private, check your plan: <input type="checkbox"/> HMSA <input type="checkbox"/> Kaiser <input type="checkbox"/> Tri-Care <input type="checkbox"/> Other

- My child receives regular care for the following medical conditions:
 - No medical condition
 - Yes. **Please check below:**

<input type="checkbox"/> Asthma	<input type="checkbox"/> Chronic Cough/Wheezing	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> JRA Arthritis	<input type="checkbox"/> Sickle Cell Anemia
<input type="checkbox"/> Behavioral Problems	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hemophilia	<input type="checkbox"/> Rheumatic Heart	<input type="checkbox"/> Skin Problems
<input type="checkbox"/> Cancer/Leukemia	<input type="checkbox"/> Hearing Problems	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Seizures	<input type="checkbox"/> Vision Problems
<input type="checkbox"/> Allergies: <input type="checkbox"/> Bee Sting <input type="checkbox"/> Food <input type="checkbox"/> Medications <input type="checkbox"/> Other _____				
Date and type of last reaction _____				
<input type="checkbox"/> Other Health Concerns: _____				
 - Takes medications (LIST) _____

• Other children:

	Name	School	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AFTER-SCHOOL PLUS (A+) PROGRAM REGISTRATION AGREEMENT

1st Child's Name _____ School _____

2nd Child's Name _____

3rd Child's Name _____

Parent/Legal Guardian _____

PARENT/LEGAL GUARDIAN'S RESPONSIBILITIES AND BILLING PROCEDURES

Parent/Legal Guardian's Responsibilities/Agreements: Please initial each of the following to indicate that you have read, understand, and agree with each item.

I understand and agree that:

- _____ 1. My child(ren) is not allowed to come and go freely from the A+ Program site.
- _____ 2. My child(ren) must sign-in each day and I (or authorized person) must sign him/her out each day.
- _____ 3. My child(ren) will be released only to person(s) listed on the registration form.
- _____ 4. I must maintain communication with the Site Coordinator/Group Leader about my child(ren) and keep him/her informed of pertinent changes.
- _____ 5. I must notify the Site Coordinator/Group Leader of daily departure changes.
- _____ 6. I must contact the A+ Program when my child(ren) will be absent on any of his/her scheduled days of attendance, regardless of whether he/she was absent from school. I realize this is for my child(ren)'s protection.
- _____ 7. If a medical emergency arises, the A+ Program will first attempt to contact me. If I cannot be reached, the A+ Program will attempt to contact persons authorized by me in case of emergency, and that if no authorized persons can be reached, appropriate treatment will be secured at the nearest medical facility. If a major illness or injury is involved, my child(ren) will be transported by ambulance to a designated site and/or physician and I am financially responsible for any medical care or transportation incurred on my child(ren)'s behalf.
- _____ 8. The A+ Program will operate from close of school to 5:30 p.m. each school day or at another designated time as determined by the site. The program will not operate during school vacations, state holidays, Teacher Institute Day, and school half-days.
- _____ 9. Transportation to and from the A+ Program will not be provided. If my child(ren) attends an A+ Program at a school other than his/her regular school, I must make transportation arrangements and assume responsibility for getting my child(ren) to the other school.
- _____ 10. It is my responsibility to see that my child(ren) is picked up by the designated closing time.
- _____ 11. If my child(ren) is having problems in the program, a conference will be arranged between myself, the staff, and the site coordinator.
- _____ 12. The A+ Program reserves the right to terminate A+ Program services if it is determined that placement is unsatisfactory.
- _____ 13. If weather or other emergency forces the closing of regular school, the A+ Program will also be closed.
- _____ 14. If my work/school schedule changes, I must notify the A+ Site Coordinator about the changes.

Fee Procedures: Please initial each of the following certifying that you have read, understand and agree with each item.

I understand and agree that:

- _____ 1. I am responsible for monthly A+ Program tuition.
- _____ 2. **I shall pay the monthly tuition when it is due or it must be postmarked before the first school day of each month. Payment for December/January combined months will be paid in December.**
- _____ 3. I must not send payments to school with my child(ren), but must bring or mail them to the A+ Program at the school.
- _____ 4. The monthly tuition I pay for my child(ren) is a flat rate, and that it does not depend on the number of days my child(ren) actually attends the program.
- _____ 5. The A+ Program will make no refunds once tuition is paid for the month even if my child(ren) has attended only part of the month, e.g., even for one day.
- _____ 6. I must pay a \$25.00 service charge (cash or money order) for checks that I write to the program that are returned by the bank because of insufficient funds.
- _____ 7. I shall pay a \$5.00 late charge for each A+ Program day the monthly tuition is overdue. Overdue payment of more than five (5) A+ Program days shall result in my child(ren)'s immediate termination from the A+ Program on the sixth (6th) A+ Program day.
- _____ 8. Failure to pay any outstanding fees by the end of the month shall result in my child(ren)'s termination from the program.
- _____ 9. My child(ren) may re-enroll if I pay all outstanding fees, and a penalty fee of \$25 for reinstatement. If I have more than one child enrolled in the A+ Program, my family is penalized a flat reinstatement fee of \$25.
- _____ 10. I will arrange for another authorized person to pick up my child(ren) if the person responsible for my child(ren)'s pick-up is to be late. If no other arrangements can be made, I will make every effort to call the school to notify A+ staff of my expected tardiness.
- _____ 11. If my child(ren) is picked up late, I will pay a \$5.00 late fee per child for every 15 minutes beyond the closing time, (that is, 1-15 minutes late – \$5.00; 16-30 minutes late – \$10.00, etc.) and that chronic tardiness may result in my child(ren)'s termination from the A+ Program.

I understand and agree to abide by the above parent responsibilities and billing procedures. I understand and agree that my failure to do so may result in termination of my child(ren)'s enrollment in the A+ Program.

Signature of Parent/Legal Guardian

Date

SCHOOL _____

Site Use Only:	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved

Application for Subsidized Monthly Fee (A+ Program)

Note: *If you are currently receiving financial assistance from the Department of Human Services (DHS), you do NOT have to complete Section 2 below, however, you must provide the A+ Program with DHS 728 Form from the welfare agency as your supporting documentation for this application.*

1. Child(ren)'s Name(s) in A+ Program:

Last	First	Last	First
Last	First	Last	First

2. MONTHLY INCOME OF PARENT/LEGAL GUARDIAN LIVING IN HOUSEHOLD

To figure/convert to monthly income: Weekly income x 4.33 • Income every 2 weeks x 2.15 • Twice a month income x 2

List the names of all children and parent/legal guardian living in your household. Include yourself and the children listed above.	Gross MONTHLY Earnings (Before deductions)	MONTHLY Welfare Payments, Child Support, Alimony Security	MONTHLY Payments from Pensions, Retirement, Social	Any OTHER MONTHLY Income
1. _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL number of household members: _____
 Zero income. You must explain how your living expenses are being met. _____

3. The information on this form and the attached documentation may be used to assist the determination of eligibility for the After-School Plus (A+) Program's subsidized monthly fee. A+ Program staff may verify all the information on this form and the attached documentation. I give up my rights to confidentiality for this purpose only. I certify that I am the parent/legal guardian of the child(ren) for whom application is being made. I also certify that all of the above information is true and correct and all income is reported. I understand that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws. If any information has been falsified, I understand that this may result in a loss or reduction of benefits, legal claims, and dismissal of my child(ren) from the After-School Plus (A+) Program.

Parent/Legal Guardian's Signature _____ Date _____ Home Phone _____

Parent/Legal Guardian's Printed Name: _____ Work Phone _____

4. _____ I have attached a copy of **one** of the documentation for **every type of income we receive** to show that I qualify for a subsidized monthly fee. See **Sources of Acceptable Income Documentation** listed on the back of this application.

*Attach the supporting documentation to this **Application for Subsidized Monthly Fee**. Submit with the **A+ Program Registration Form** to your A+ program site coordinator.*

LIST OF ACCEPTABLE INCOME DOCUMENTATION FOR THE AFTER-SCHOOL PLUS (A+) PROGRAM

As stated on the application form, **you must submit supporting documentation IF you would like to apply** for subsidized tuition. Various types of acceptable documentation are listed below.

For each **“Type of Income”** you receive, send **one** of the following documents from the **“Suggested Sources of Acceptable Written Evidence”**:

Type of Income	Suggested Sources of Acceptable Written Evidence
Earnings/Wages/Salary	<ol style="list-style-type: none"> 1. For each type of income received, send one of the following: <ul style="list-style-type: none"> • Current paycheck stub (for one month) • Current pay envelope (for one month) • Letter from employer on official letterhead stating gross wages paid and how often they are paid; or 2. If self-employed, business or farming documents, such as ledger books, last quarterly tax estimates, last year’s tax return or 3. Last year’s tax return (gross income) with copy of W-2.
Cash Income	A letter from the employer stating wages paid and frequency.
Social Security/Pension/Retirement	<ol style="list-style-type: none"> 1. Social Security retirement benefit letter; or 2. Statement of benefits received; or 3. Pension award notice.
Unemployment Compensation/Disability or Worker’s Compensation	<ol style="list-style-type: none"> 1. Notice of eligibility from State Employment Security Office; or 2. Check stub.
Welfare Payments	DHS 728 Form from welfare agency.
Child Support/Alimony	Copies of checks or other proof of payment received, court decree or agreement.
All other income	If you have other forms of income, provide information or documents which show the amount of income received, how often it is received, and the date received.
No Income	If you have no income, provide a brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Directory

School Principal:

A+ Site Coordinator(s):

Group Leaders:

Aides:

School: _____

Street Address: _____

City/Town/Zip Code: _____

A+ Telephone Number: _____

District A+ Office: _____