



After School Kindness, Inc. Enrollment Forms

Thank you for enrolling your child in the After School Kindness, Inc. program! We service Private and Charter schools all throughout Northern Colorado. Our high quality program provides a fun yet educational dynamic for your children after school. We hire top certified Directors to make sure your children are safe and secure at all times. View the information below and sign all the items listed in RED. Once your enrollment packet has been completed & uploaded, it will go through the reviewal process, and approved through our childcare enrollment app called: HiMama. Download the app today to view your child’s attendance, billing, and all other tax information.

The enrollment process made simple:

- 1) Please fill out the information requested below and then return the completed paperwork to the After School Kindness director at your child’s school. Do not return the paperwork to the school’s front office, as they do not handle our records.
- 2) We will need a copy of your child’s immunization records, transcribed onto the approved State of Colorado form provided within these documents.
- 3) We will need a doctor’s signature for any “Over the Counter” medication for your child.
- 4) On the “Authorization for draft form”, simply put “Signature on file” in the space that asks for your credit card number; authorize and date.

Thank you! We look forward to serving you and your family.

**Please sign ALL information listed in RED
or as the instructions request.**

School Name _____
Academic Year _____/_____
Child’s Name _____

Age: _____ Date of Birth: _____ Grade: _____

Description of Child (race, hair color, eye color) _____



Fill in your information below:

Mother/ Guardian Information	Father/ Guardian Information
Name:	Name:
Cell phone (best contact number):	Cell phone (best contact number):
Address (if different from above):	Address (if different from above):
Work Phone:	Work Phone:
E-mail:	E-mail:
Employer/Company Name & Address:	Employer/Company Name & Address:

Emergency contact info if Guardian cannot be reached:

Name _____ Phone _____

Address _____

Relationship to child: _____

**After School Kindness, Inc.
Authorization for Draft**

I authorize After School Kindness, Inc. to auto draft my credit card monthly. I understand, with a two-week notice, I may cancel the draft at any time. Please complete the Pre-Authorized Direct Debit (PAD) Plan agreement below.



I/we authorize **After School Kindness, Inc.** and the financial institution designated (or any other financial institution I/We may authorize at any time) to withdraw funds from my bank account.

This authority is to remain in effect until **After School Kindness, Inc.** has received written notification from me/us of its change or termination.

Authorized Signature(s):

Print Name Here

Signature & Date

**After School Kindness, Inc.
Medical Information**

Child's Name _____

Primary Care Provider/Pediatrician	Dentist
Name:	Name:
Address:	Address:
Phone:	Phone:

School: _____

In case of a medical or other emergency situation while your child is under our care, After School Kindness, Inc. certified staff will contact you immediately; however, you understand that in the event that you cannot be reached or when a delay could further jeopardize your child's health, you hereby authorize After School Kindness Inc. staff to act on your behalf and to take the emergency measures indicated below if deemed necessary by After School Kindness, Inc. certified staff or by medical authorities for the care and protection of your child.

- Consult a physician or dentist named above if you cannot be reached.
- Administer first aid and or cardiopulmonary resuscitation (CPR)



- Transport your child via ambulance or other emergency medical service to a local hospital or their urgent care facility if deemed necessary, by paramedic, police or their emergency personnel.

Please circle your hospital of choice (Emergency only):

Northern Colorado Medical Center 1801 16th St. Greeley, CO. 80634 (970) 352-4121	Poudre Valley Hospital 1024 S. Lemay Ave. Fort Collins, CO 80524 (970) 495-7000
Mckee Medical Center 2000 Boise St. Loveland, CO. 80538 (970) 669-4640	Medical Center of Rockies 2500 Rocky Mtn. Ave. 80538 (970) 624-2500

- Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
- If there is an emergency we will call Poison Control Center in case of accidental ingestion of a poisonous substance.

Additional Instructions if any: _____

- As a condition of enrollment, you must authorize After School Kindness, Inc. to secure any and all necessary emergency medical treatment for your child in the event that you cannot be reached. If your wish is to request a religious or personal exemption, state-licensing authorities must be consulted to determine if such an exemption may be granted.
- In addition, parents must complete any state-specific medical authorization forms required by individual state licensing regulations.
- You authorize After School Kindness, Inc. staff to apply sunscreen and or bug spray (SPF 15 or higher), if you provide use with a bottle (with child’s name on it). The teachers will only apply sunscreen to exposed areas when the child is to go outside.

Parent/Guardian
Signature _____ Date _____

After School Kindness, Inc.



Release Form

Release and Indemnification (Permission Slip)

I agree, for myself, my heirs, executors and administrators, to not sue and to release, indemnify and hold harmless After School Kindness, Inc., (Your

School Name Here _____), its

affiliates, officers, directors, volunteers, employees, all sponsoring businesses, organizations, their agents and employees, from any and all liability, claims, demands, and causes of action whatsoever, arising out of my child's participation in all events and related activities including but not limited to any specialty instruction programs such as martial arts (no sparing or physical contact), stranger danger classes, sports, improv theater classes, S.T.E.A.M activities. Whether it results from accidental negligence of any of the above or from any other cause. Furthermore, I authorize the use, copyright, or publication of my child's name, image or voice as may be captured by photograph or recording while participating in this event and related activities in any medium for any purpose, including illustration, promotion or advertisement. **I am allowing permission for my child the to participate in any/all activities put on and sponsored by After School Kindness, Inc.** The foregoing release and indemnification agreement shall be as broad and inclusive as is permitted by the State or Province in which the event is conducted. If any portion of it is held invalid, the balance shall continue in full force and effect. I have read, understand and agree to the terms of this Agreement. I am the legal guardian of the participant, and I hereby consent to his/her child's participation. I have read and explained the foregoing release and indemnification agreement to my child, and hereby agree to its terms on behalf of the Participant and myself.

By signing this form you are also confirming that you have read the Policies and Procedures for the After School Kindness, Inc. program.

Parent/Guardian

Signature **Date**

Child's Name (Please Print)



After School Kindness, Inc. Child Health Evaluation Form

School Name _____

Child Name _____

General Health Appraisal for Enrollment in After School Care

Immunization Records must be provided to attend the program.

Describe your child’s health history & medical information pertinent to routine childcare and emergencies:
<input type="checkbox"/> None
Description:
Special diet:
Allergies:
<ul style="list-style-type: none"> Type of reaction: _____
Current Medications:

Describe any recurrent health problem (such as asthma, seizures, ear infections, diabetes, etc.) illness, hospitalization, or concerns with development?
<input type="checkbox"/> None
Description & Comments to child care providers :

Date of most recent examination of child within the last 12 months: _____

Weight _____ **Height** _____
Vision _____ **Hearing** _____ **Dental** _____ **Screening** _____

Parent / Guardian Signature

Date



**After School Kindness, Inc.
Authorized To Pick-Up Chart**

School Name _____

Child's Name _____

List the names and phone numbers of the individuals you authorize to pick up your child from After School Kindness, Inc. Individuals listed below must have a current / valid form of identification at pick up.

Name	Phone Number

- Unless otherwise noted, we will use the above listed names to call in case of an emergency.
- By authorizing this sheet, you are giving the After School Kindness, Inc. staff and/or associates permission to let any of the above names listed pick your child up from the program.

 Please initial here _____ ONLY if you are authorizing your child to sign themselves out of designated area/room of the After School Kindness, Inc. program.

Parent (Guardian) Signatures:

Mother/Guardian

Date: _____

Father/Guardian

Date: _____

**After School Kindness, Inc.
Group Tutoring**

At After School Kindness, Inc. our mission is create more family time by completing most, if not all, homework while your child(ren) are in our care. Our goal is to help improve or maintain successful academic scores. We dedicate an hour per day to work on your child's homework assignments. Our directors try extremely hard to help every student finish their



assignments before parents pick them up in hopes of providing more quality time with family and friends.

Please inform your child’s After School Kindness, Inc. director if you have specific requests for them to focus on while completing their homework. For example, maybe you would rather our director’s focus more on your child’s spelling or writing vs. math or foreign language courses. We will certainly do everything we can within the allotted hour to bring support in that requested area.

Not only do we try to get as much homework completed as possible in the allotted hour but we also pay specialty event professionals to come in weekly to teach your children a variety of activities. We hope you will be able to find your child’s passion in one of our specialty event programs without having to enroll them in several costly activities to determine their interest. Thank you for your understanding and patronage of the After School Kindness, Inc. Program. We look forward to having your child(ren) as part of our Team!

After School Kindness Inc. Child Illness Policy

For the protection of our staff and all the students attending our program, we ask that parents/guardians keep sick children home. In the event that a child becomes sick during After School Kindness Inc. care hours while attending our program, the child’s parents/guardians will be notified immediately and pick up arrangements will be made.

If a child is unable to participate in regular daily activities, feels nauseous, running a fever of 100.0 degrees or higher, vomiting, diarrhea or has any type of infections illness they cannot attend.

A child may return when he/she is symptom free for a minimum of 24 hours without taking medication.

Parent/Guardian Signature

Date

After School Kindness, Inc. Video Release Form
(Includes fun educational videos for children 5 and Up)

I hereby give permission for my child to watch a PG movie or video at After School Kindness, Inc. We provide short educational films and/or PG movies on *occasional* days or weather inclemental days. In consideration of the children’s education and entertainment opportunity we accept these statements for my child to participate in audio/video fun educational films.



On behalf of the minor and myself, I release, wave, and discharge any claims of any kind or nature arising out of or relating to the use of these videos.

I HAVE READ THIS DOCUMENT AND I UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS ON BEHALF OF THE MINOR AND MYSELF. I SIGN THIS RELEASE FREELY AND VOLUNTARILY.

Name of Parent/Guardian:

Name of Child: _____ Date: _____

**After School Kindness, Inc.
Policies and Procedures for School-Age Child Care Programs**

1. Purpose and Philosophy

- A) Mission is to create more family time. We do this by making sure most, if not all, homework is done and completed by the time parents pick up their child.
- B) Set the standards in the industry and encourage all after school/child care companies to hire certified teachers to help with after school homework to increase academic scores.
- C) To raise funding to help financially challenged families afford top quality before and after school care for their children.

2. Ages of children

5yrs to 18yrs or children who will turn (5) on or before October 15th of the current calendar year may attend the program.

3. Services offered for Special Needs Children

An interview process will be required with the parent(s) or guardian(s) and child. All efforts will be made to accommodate the child's needs in accordance with the American's with Disabilities Act, and to integrate the child with his/her peers. Once admitted into the program, if it has been determined the child will need individual attention (for their safety and success) After School Kindness, Inc. will notify the parent that tuition will increase to twice the posted amount of regular rates in order to offer the best care possible. Parents understand that After School Kindness Inc. Director's and staff are not trained for Special Needs Children. It is important that our employees are prepared in case an emergency should arise which is why we have an emergency plan set in place and practice it on a monthly basis. For children with disabilities it is even more imperative that our teachers have a plan of action set in place and is geared towards

the child's needs. We will work with the parents/guardians to make sure our teachers are prepared and aware of the different types of disabilities they will be working with by identifying, communicating transportation needs, supplies, and accommodations that meet the special needs of these students.

4. Hours of service

- After Care Hours: School release time to 6:00 PM, varies per school.
- Early Release Days: Before care will be offered (if available) After Care will not be provided unless specifically noted. Call for specific details on times for each program per school.
- (If there are enough enrollments) Before Care Hours: 6:45 AM or 7 AM to start of school, varies per school.
- (If there are enough enrollments) Camp Hours: 7 AM to 6 PM

5. Inclement/Excessively hot weather or if a natural disaster occurs

- After School Kindness, Inc. will host activities in-doors if the weather is too hot or cold outside.
- If there is a tornado, all children will be lead to a hallway where there are no windows until weather has passed and it is deemed safe to exit.
- Fire and Tornado drills will be performed once every other month, or as stated in the Director & Staff Responsibilities document. If there is fire or tornado all children will follow the procedures to the next safest designated location.

6. Admission and Registration

Once your enrollment packet and immunization form is reviewed, it will be approved. Immunization records must be included with enrollment on a form that we provide. Original immunization form with the Doctor's signature must be included separately. Health information must be updated annually each school year per state requirements.

7. Identifying location of children at all times

- No child will be out of the sight of the director or program leader at any time.
- The program will be located in a designated classroom, cafeteria, loft, library or playground.
- General Activities after school is released: Wash hands/bathroom, snack time, then each school will vary according to the day and time slotted for their homework, specialty event instructor, or S.T.E.A.M. incorporated play time.

8. Discipline Procedures

A. The child will be separated from the situation in a calm manner and the staff member will discuss the desired behavior. We let them know that they are safe and secured to express themselves but that their behavior is not acceptable. Our Directors are trained to redirect the issue to a more positive atmosphere.

- B. Children will never be subjected to physical, emotional harm or humiliation.
- C. Staff will never use, or permit another child to use, corporal or harsh punishment, including but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening methods of discipline.
- D. Discipline will never be associated with food, rest, or toileting. These basic needs will never be denied or forced upon a child as a disciplinary measure.
- E. Separation, when used as discipline, will be brief and appropriate for the child's age and circumstances. The child will be in a safe, lighted, well-ventilated area, and be within hearing/vision of the staff member at all times. The child will never be isolated in a locked room, bathroom, or closet.
- F. Verbal abuse, cursing, and derogatory remarks about any child are not permitted.
- G. Authority to discipline will never be delegated to other children, and After School Kindness, Inc. will never sanction one child punishing another child.
- H. In extreme measures: The upper management is to be contacted. Our Executive Director will contact the parent(s) to come pick up their child from the program. The issue will be written up as an incident report. After (3) recurring write ups, we do have permission to remove the child from the program. However, we want to help create a solution with our Parents and do everything in our power to help enable the child, learn to self soothe, and overcome behavioral challenges.

9. Notifying parents for injuries, illnesses, or accidents

- If a child requires medical attention, the parent(s) or guardian(s) will be notified, and necessary medical care will be sought from a licensed physician or medical facility. A responsible staff member will be present or within visual and aural distance of any ill child. If considered not to be a serious injury, illness or accident the staff will properly administer first aide to the child and still notify parent/guardian of incident.

10. Lost child -- emergency procedure

- After an extensive search of the entire school and its perimeter, if a child is lost for more than 10 minutes, the police and the Parents/Guardian(s) will be notified. If we cannot reach parents, After School Kindness, Inc. staff will call every person on the "authorized for pick-up sheet".

- At no time will a staff member leave a child until all issues are resolved. Within 48 hours of a lost child incident, the Colorado State Dept. of Child Services will be notified.

11. Releasing Children

- Children will only be released to the names of the people provided on the "Authorized for Pick-Up Sheet". No child will be authorized to leave with anyone that is not on the Pick-Up sheet. Children may sign themselves out only if parents have given written consent.
- If a parent is not allowed to pick up their child, there must be a written custody court order in the child's file stating as such.

12. Late Pick-up/Drop off procedure

- If a parent or authorized pick up person has not arrived by the designated closing time, After School Kindness, Inc. staff will call parents and/or everyone on the "Authorization for Sign Out sheet" and will stay with the child until an authorized person arrives to pick up. Parent is subjected to late fees.
- Once all emergency contacts have been called and still no response the director on site will be responsible for calling the police to report it after 30 minutes. This will be followed by a call to Larimer Child Protection Services.
- A "Late Pick-up" form will need to be completed and signed at time of pick up and additional fees for late pick will be applied.
- If a child arrives late to the program they will be admitted unless the group has already left on a field trip. Once the group has left, the doors will be closed and locked. Staff will not be available to provide care. The parent will be required to transport the child to the field trip or make other arrangements.

13. Medication Delegation and Administration

- All staff are licensed in CPR and Medication Administration upon authorized parent approval if necessary.
- Prescription and non-prescription (over-the-counter) medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written consent from a prescribing practitioner and parent/guardian's consent.
- All medications must be provided by the parent/guardian and kept in the original container clearly marked with the child's name. Controlled medications will be locked and accessible to delegated staff only. The center may, with written parental/guardian consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff will be aware of which children have asthma and who may use their own inhalers

as needed. Center will administer medications for chronic health conditions or emergency situations by Medically Delegated Staff.

- If a child has a communicable illness, they will be separated from the other children to lay on a sick mat with a sanitized blanket and pillow until a parent or guardian picks them up.
- Sunscreen lotion is highly recommended to be supplied by the parent and will only be administered by a staff member if the child prefers to apply it themselves. The child's name must be written on the sunscreen bottle or applicator.

14. Children's personal belongings and money

- The school and company are not responsible for lost items or money. However, we do keep lost and found items in a locked cabinet.
- After School Kindness, Inc. will do everything possible to help the children keep all their belongings in a neat and orderly fashion by providing backpack hangers or tubs for them to keep their belongings all in one place.

15. Meals and Snacks

- After School Kindness, Inc. does NOT provide food. Water is provided at all times at water fountains. If the child(ren) would like to bring a snack they may do so at any time. Children will wash hands before snack consumption. Must be peanut-free.

16. Visitors

- Parents/Guardians must provide documentation to After School Kindness, Inc. staff of a visitor in advance. All Visitors must provide their name, address, purpose of the visit and a photo I.D. Visitors will sign in and out at the time of their arrival and departure on the tablet provided.

17. To file a complaint

- To file a complaint contact our office first incase one of our professional staff can help create a solution: (970) 833-5494 or contact: The Colorado Department of Human Services Division of Child Care 1575 Sherman Street, Denver Co. 80203 or call (303) 866-5958 or 1-800-799-5876 Fire, Health and Inspection Reports are available upon request.

18. Child Abuse

- If any of our staff suspects that a child is the subject of child abuse, by law, they are to report all information, dates, and details to Larimer Co. Human Services Division 844-CO4-KIDS or Weld County, Human Services Division 970-352-1551 in a prompt and timely manner. We do not tolerate a child's neglect.

19. Dates and Times Services are Offered

- Parents will be notified by flyers, website-links and written material, the dates and times of before & after school care as well as camp weeks.

20. Notification of Cancellation of Students

- Parents are required to give a (2) week notice of cancellation if they intend on withdrawing their child from the program. After School Kindness, Inc. will give a (2) week notice to parents if services at a specific facility will no longer be provided for any reason.

21. Volunteers

- Volunteers must sign in and sign out as per the visitor policy. Specialty instructors will follow the same policy. If a volunteer volunteers for more than (14) days per school year and they are counted in the staff to child ratio, they must have an FBI fingerprint and TRAILS background check. Volunteers are not allowed to be left alone with the children at any time. The Volunteer's function is to help supervise, educate, play and maintain the safety of all the children. They must be directly supervised by a director or program leader and must read and understand the policies and procedures of the center. The volunteers purpose is to create a fun specialty event activities for the children to broaden their life experiences, self confidence, and team building skills for the children's entertainment.

22. Policy on Withdrawing a Student

- After School Kindness, Inc. teachers on site must document all behavior and report to the child's parent/guardian. The parent/guardian is to sign off on the document stating they h read and understand the programs policies. After (3) reports have been documented, a meeting is to be set up between parent, teacher and executive director to discuss in further detail. We will provide options and work with the families to do everything we can to make your children succeed in our program. After three write-ups and discussion with parents, it is our last resort to withdraw the child from the After School Kindness Inc. program.

23. Emergency Disaster Plan

- In case of an emergency when the building is to be evacuated I give authorization to bring my children to the designated destination for each school stated below:

<u>Private/Charter School</u>	<u>Emergency Only Designated Location for Pick-Up</u>
Ascent Classical Charter School	Ptarmian Country Club: 5416 Vardon Way, Fort Collins, CO 80528
Liberty Common (Aristotle) Campus Charter School	Spring Canyon Park: 2626 W. Horsetooth Rd. Fort Collins CO 80526
Liberty Common (Plato) Campus Charter School	Department of Human Services: 1501 Blue Spruce Dr. Fort Collins, CO 80524
Loveland Classical Charter School	Lifespring Covenant Church: 743 S Dotsero Dr, Loveland, CO 80537
Ridgeview Classical Charter School	Building R2 1900 South Lemay Fort Collins, CO 80525
Saint John Evangelist Private School	Saint John the Evangelist Church: 1730 W. 12 St. Loveland CO 80537
Saint Joseph Private Catholic School	St. Joseph Catholic Church: 127 Howes St. Fort Collins, CO 80525

****School Closure Policy****

After School Kindness, Inc. follows the schools closure policies. For the safety of our staff, children, and families, if your school is closed for any reason, our program will be closed too. If your child's school is closed, closes early, or cancels all after school activities for any reason, After School Kindness, Inc. will **not** be in operation. The schools need to evacuate all people from the building as soon as possible for safety purposes especially during blizzards or winter months.

We cannot operate on-site when the school building is closed and ask that you have a backup plan for your child(ren) to be picked up.

Please keep in mind we have prorated and discounted your fees in advance in anticipation of 5 emergency closure days per school year. If more than (5) days of closures, we will prorate you back the credit. If there are not (5) closure days, that is on us, you will not be charged and we cover all expenses as a benefit of our program.



I acknowledge that I have read the After School Kindness, Inc. Policies and Procedures agreeing to all terms and conditions by signing below. I acknowledge that once I am done with this step, I will submit my child's immunization form signed by doctor as well as transcribed onto the immunization form provided by After School Kindness, Inc. for safety and licensing purposes for my child(ren).

Child(s)

Name: _____

Parent

Signature: _____

School

Name: _____

Date: _____