

AFTERSCHOOL PROGRAM INFORMATION & EMERGENCY FORM

Thank you for registering your child for our Afterschool Program.

Student Name – Please Print: _____

Our Afterschool Program provides a safe, enjoyable, and educational environment for your child.
Please review the following information and procedures carefully.

Afterschool Program & Pick-Up Procedures

The Afterschool Program is held in the school cafeteria.

When picking up your child, please follow these steps:

1. Proceed to the main entrance of the building, located on the right side of the school (Door #1).
2. Call the Afterschool Program at 718-352-1876 to let us know that you have arrived.
3. You will be buzzed into the building by our Afterschool Security Guard. Your child will then be brought to the security desk for pick-up.

Snack & Homework

During Afterschool, your child will have designated snack and homework time. We recommend that you provide your child with a snack and a drink each day.

We also encourage parents/guardians to discuss homework expectations and procedures with their child. The Afterschool Supervisor will provide assistance when needed; however, the supervisor is not responsible for checking or ensuring that homework is completed.

Students are not permitted to use cell phones while attending the program. If you need to contact your child during Afterschool hours, please call 718-352-1876.

Personal Items

Your child may bring an electronic handheld game, board game, book, movie, or other appropriate activity to use during the program. Your child is responsible for all personal belongings brought to Afterschool.

We strongly recommend that all personal items be clearly labeled with your child's name.

Behavior & School Rules

During Afterschool, your child is expected to follow all school rules, policies, and procedures.

If a behavioral concern occurs, you will be notified by the Afterschool Supervisor. A Conduct Referral Slip may be issued. If your child receives more than two conduct referrals, they may no longer be permitted to attend the Afterschool Program.

Please feel free to contact the Afterschool Supervisor during program hours with any questions or concerns.

Attendance & Early Pick-Up

Attendance is taken daily. If your child will be absent or leaving earlier than their scheduled pick-up time, please:

- Call the school office at 718-746-3833 before 2:00 p.m., or
- Send written permission to the school.

Emergency Information

For your child's safety, please complete, sign, and return the bottom portion of this form to the school office.

We look forward to making your child's extended school day a safe, pleasant, and positive experience.

Thank you for your cooperation and support.

Mrs. Jan Brunswick
Principal

AFTERSCHOOL EMERGENCY SLIP

PLEASE COMPLETE, SIGN, AND RETURN TO THE SCHOOL OFFICE

Student Name: _____

Grade: _____

Emergency Contact Person: _____

Phone Number: _____

Name of Person/Persons Authorized to Pick Up My Child:

Parent/Guardian Acknowledgment

I understand that my child is responsible for following all school rules, policies, and procedures, as well as for all personal items brought into the Afterschool Program. I have discussed the **homework and conduct procedures** with my child.

Parent/Guardian Signature:

Date: _____



IMPORTANT: ALLERGIES & MEDICAL CONCERNS

Please let us know about any allergies or other important health or safety information regarding your child.

Allergies/Important Information:

Thank you for helping us keep your child safe!