



2024-2025 Katahdin Cubs After School Program Student Application Form for PK, K and Grade 1 Students

PLEASE COMPLETE THE FRONT AND BACK OF THE FIRST PAGE, SIGN AND RETURN TO KES. THANK YOU!

Dear Families: This form is required to be completed in its entirety to ensure participation in the Katahdin Cubs After School Program.

Participant's Name: _____ Grade: _____ Date of Birth: __ / __ / __

Home Address: _____ City, Zip: _____

Mailing Address: _____ City, Zip: _____

The **best way** to inform you of program events ☐ Email ☐ Phone Call ☐ Hard Copy sent home with Student

Guardian #1: _____ **Guardian #2:** _____

Relation to Student: _____ **Relation to Student:** _____

Work Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Cell Phone:** _____

Home Phone: _____ **Home Phone:** _____

Email Address: _____ **Email Address:** _____

In case of emergency and the parent or guardian cannot be reached, please notify:

Name: _____ Relationship to Family: _____

Home Address: _____ City, Zip: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

A typical week of after school programming runs Monday through Thursday: 2:30-4:30.

☐ Full Enrollment (4 days a week)

☐ Partial Enrollment (2 or 3 days a week) Days the child will attend _____

We encourage students to attend consistently to receive the full benefits of the program offerings. If your child is unable to attend on a regular basis (at least 80% of the time) your child's spot may be given to another student who is able to attend on a regular basis.

Dismissal/Sign Out

My child may be picked up by the following adults, please list all names (for students' safety reasons, the program policy will allow students to be released only to adults listed below):

Adult #1: _____ Adult #2: _____

Adult #3: _____ Adult #4: _____

Health/Medical Information

For the safety and best care of your child, please check below for any of the following that apply to your child and provide as many details as possible.

- ☐ Medications: _____
- ☐ Medical conditions: _____
- ☐ Recent injuries: _____
- ☐ Food allergies: _____
- ☐ Drug allergies: _____
- ☐ Asthma: _____
- ☐ Other conditions or diagnoses: _____

Although the Katahdin Cubs After-School Program is funded by the Katahdin Children and Families Foundation, we are looking to grow our program. Donations of money can be used for but not limited to supporting the staffing and supplies needed to expand our program to serve more children and families.

This is a free program for families in our community. Donations are always welcome.

Suggested Donation: \$150.00 per family, per school year (Donations are not required for student participation.)

☐ \$25 ☐ \$50 ☐ \$100 ☐ \$150 ☐ \$200 ☐ Other _____

Please make checks payable to Katahdin Children and Families Foundation. Submit your check or cash donation to your Katahdin Cubs After School Program Coordinator. (Monies collected are used for both summer and regular school year programming.)

 I have read the attached policies, releases, and expectations of the Katahdin Cubs After-School Program (pages 2-4). Please check the boxes below. By doing so, you are giving your consent/agreement to each of those sections on pages 2-4. Pages 2-4 may be retained by the students Parent or Caregiver.

- ☐ Emergency Treatment Policy ☐ General Release of Liability ☐ Enrichment
- ☐ Release of Student Records ☐ Attendance, Pick Up, and Late Pick Up ☐ Rules of the Program
- ☐ Photo Media Release ☐ Program Policies ☐ Dismissal Policy ☐ The Expectations of Participation ☐ Medication and Illness
- ☐ Parent/Guardian Expectations ☐ Participant Termination Policy

By signing below, I am indicating my understanding and agreement to the terms and expectations of participation in the KCFF Katahdin Cubs Program as outlined in the Releases/Policies and Expectations. I am also releasing all after school staff from the responsibility of looking after my child once he or she has left the KCFF Katahdin Cubs Program.

Parent/Caregiver Signature: _____ Date: _____

Releases/Policies and Expectations

Students, parents and legal guardians, please read and sign the standard releases and permission forms that are required to attend the **KCFF Katahdin Cubs** after school program. Thank you! ☺

For Emergency Treatment:

I authorize **KCFF Katahdin Cubs** Program Staff to arrange for transportation in case of accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me. This authorization and consent for treatment is given to the **KCFF Katahdin Cubs Program** and in conjunction with any authorized event.

General Release of Liability:

In consideration for being allowed participant privileges in the **KCFF Katahdin Cubs** after school program, I hereby assume full responsibility for any risk of bodily injury, death, or property damage and/or while using the premises or any facilities or equipment hereon. I understand that this program includes physical activity and I also understand that any program or sport that includes such activity carries with it an inherent risk of physical injury. I further agree to hold harmless **KCFF Katahdin Cubs**, their partners, directors, officers, employees, agents, and volunteers from any and all claims that may result from any action for damages, including but not limited, to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity.

I acknowledge that this General Release of Liability of the **KCFF Katahdin Cubs** Program and School Department and its partners is binding on me and my heirs, personal representatives, successors, and assigns.

Photo/Media Release:

I hereby consent to the use of my/my child's name, likeness and speech in any audio tape, video tape, film or photograph made in any **KCFF Katahdin Cubs** Program activity for the business or publicity purposes of the program and its partners or through social media sites that promote the program. I understand that any participation offers no remuneration, and that my/my child's name, likeness and speech may be edited, produced, recorded for duplication and distribution throughout the United States and abroad. I expressly release the **KCFF Katahdin Cubs** Program and its licensees, assignees, affiliates and successors from any privacy, defamation, or other partners arising out of broadcast, exhibition, publication, or promotion of this program.

Program Policies:

Please note that these policies are intended for your child's safety and success. Our goal is to provide a safe, structured, and nurturing setting that promotes learning and positive growth that is led by experienced, caring adults. **KCFF Katahdin Cubs** strives to provide high-quality after school program services to help each student reach their personal and academic aspirations and has many years of experience in teaching children and teenagers. All Program Staff must pass State of Maine Background checks and are registered through the Maine Dept. of Education Fingerprinting Database. Please feel free to ask after school Program Staff about any questions or concerns you have about these policies or go to to-mfrc.org for more information.

Expectations of Participation:

- A fully completed/ executed Enrollment Information Form and a signed Parent or Guardian Release Form must be returned to your child's school in order to enroll in the program.
- Students and parents will be contacted by the **KCFF Katahdin Cubs** Program Coordinator to let you know if there is

a spot for your child in the program if there is a waiting list.

- Participants will not be discriminated against based on race, ethnicity, or disability.

Parents and Guardians:

- Please keep us updated with your current mailing address, email and phone numbers at all times so that we may contact you as needed.
- We would love for you to visit and volunteer as much as possible and are allowed access to the program at all times. Please check in with the **KCFF Katahdin Cubs** Program Coordinator when you visit or if you want to volunteer. Students are not permitted to have guests or visitors unless they are themselves a parent or caregiver. • We encourage that parents and caretakers have an opportunity to talk to the **KCFF Katahdin Cubs** Program Staff. Please contact the Staff and set up an appointment at any time, or feel free to speak with them at pick-up time if they are available and not engaged with students.

Parent Enrichment:

Parents are invited to attend **KCFF Katahdin Cubs** events throughout the year as well as Parent Enrichment opportunities. We ask all parents and guardians to make their best effort to attend these events as often as possible in support of your child's participation and for their overall benefit. We will also ask parents to complete surveys about your child's progress and for input regarding activities and services.

Attendance:

- Please note that the **KCFF Katahdin Cubs** After School programs are not "drop-in programs."
- **KCFF Katahdin Cubs** Program participants are expected to attend the number of days they enroll for, in fairness to other participants wanting to join the program.
- Planning to attend at least 3 days a week will allow a buffer for illnesses or other unexpected absences that often happen throughout the school year.

Pick-Up:

Program activities will conclude by 4:30 pm. If students need to be picked up early for a specific occasion, please provide a note signed by a guardian for **KCFF Katahdin Cubs** Program Staff.

Late Policy Pick-Up:

The **KCFF Katahdin Cubs** Program operates Mondays through Thursdays, starting at school dismissal until 4:30 PM. The program has a policy that all students must be picked up no later than 4:30 PM. While we understand, and are sympathetic to unplanned circumstances parents may encounter, we also must maintain consistent pick-up policies in order for the program to operate smoothly and effectively. In the event that a student is picked up later than 4:30 PM, Parent/Caregivers will be given a Late Warning Form. If a student receives two (2) Late Warning Forms, the student risks being able to attend the **KCFF Katahdin Cubs** Program. Upon receiving the third Late Warning Form, students may be asked to leave the program.

Follow School-Day Rules:

The **KCFF Katahdin Cubs** Program is a positive, courteous and non-competitive environment. Participants are expected to show and display respect and cooperation with all program staff, instructors, volunteers, and students at all times and abide by school day rules of behavior and conduct.

- **Stay on school grounds:** Students are not permitted to leave school grounds during or before the program. • **Remain in an area designated by the program coordinator:** If students wish to leave the classroom, cafeteria, gym or other program location within the school, they will need to seek permission from Program Staff.
- **Please leave cell phones, video games, and other electronics at home or locked in storage.** Personal electronics are

not permitted to be used at the **KCFF Katahdin Cubs** Program.

Dismissal:

- If a student has a special circumstance and needs to leave early, a student will need to bring a note from home and present it to the **KCFF Katahdin Cubs** Program Staff. If your child must be released early on a regular basis, please indicate that on the enrollment form and return it to the **KCFF Katahdin Cubs** Program Coordinator. Otherwise, they will stay the duration.
- Participants picked up early by a parent or guardian will be asked to sign their child out with an after-school program staff member prior to leaving the program.
- For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Information Form

Medication/Illness:

- **KCFF Katahdin Cubs** Program Staff will notify parents if your child appears to be ill during the session and needs to be released early, however if students do not feel well at the end of the school day, they should go home as scheduled at school dismissal via regular bus or pick-up.
- Medication will not be administered to a student by **KCFF Katahdin Cubs** Program Staff. This includes headache medication or antibacterial medication for cuts.
- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a Band-Aid. • If medication is needed, it must be registered with the school and also with the **KCFF Katahdin Cubs** Program Coordinator with special instructions for administration. These forms are available upon request.

Student Accountability:

- For the benefit of all participants, the After-School Enrichment Program does have a discipline policy that gives positive guidance, allows for redirection, and sets clear behavior limits. The discipline policy has been designed to assist participants and staff in developing self-control, self-respect, respect for others, and consideration for the rights and property of others.
- Students that do not follow the above listed requirements and policies may receive a detention, a phone call home, suspension, etc.
- Chronic lateness or absences from the after-school program may result in the student being dropped from the after school program.

Participant Termination Policy:

Participants will forfeit their space in the program for any of the following reasons:

- Behavior that threatens physical or emotional safety of others.
- The express written request of a parent or guardian.
- Breaking any School rules that are deemed worthy of Termination.

After School Program Calendar:

An "in-school" after school program (ASP) will be offered when schools are open. If RSU 89, Katahdin Schools is closed for any reason, **KCFF Katahdin Cubs** after school program will also be closed.