



After-School Plus Program

PARENT HANDBOOK

Directory

School Principal:

A+ Site Coordinator(s):

Group Leaders:

Aides:

School: _____

Street Address: _____

City/Town/Zip Code: _____

A+ Telephone Number: _____

Table of Contents

About the Program	1
Program Goals	2
Eligibility & Selection	2
Reasonable Access to the A+ Program.....	2
Registration	2
Hours & Days of Operation.....	3
Snacks.....	3
Program Fees.....	3
Fees	3
Payments	3
Late Payments	3
Termination.....	3
Transportation	4
Pick-Up Procedures.....	4
ID Cards	4
Sign-Out	5
Late Pick-Ups	5
Absences.....	5
Illnesses.....	5
Emergency Care/First Aid.....	6
Emergency Procedures for Closing the A+ Program.....	6
Discipline	6
Termination from Program.....	7
Security.....	7
Communication/Consultation with Parents.....	8
Notices	8
Conferences.....	8
Parent Participation.....	8
Program Evaluation.....	8
Tax Credit Number for Child and Dependent Care Expenses.....	8
Form: After-School Plus (A+) Program Registration Form	
Form: After-School Plus (A+) Program Registration Agreement	
Form: Application for Reduced Monthly Fee (A+ Program)	

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 Governor Ben Cayetano who was Lieutenant Governor at that time), the Board of Education and the State Department of Education in 1989.

The A+ Program brings affordable after-school child care services to children in public elementary schools whose parents work, attend school or are in job training programs, so that the high incidence of latchkey children is reduced.

The program provides a safe, secure and nurturing environment for children after school and offers a rich variety of activities for the children.

We, the A+ staff, appreciate your support as we provide a program that fits the interests and needs of children in a happy and stimulating environment. Please feel free to communicate with us at any time regarding your children's adjustment and progress in the A+ Program.

About the Program

The program will start immediately after the close of the school day. Children should report to the base site for the A+ Program at their school. During the first 45 minutes or so, children are generally allowed to wind down. Children will check in, receive directions from A+ staff, be given time for a snack, be supervised on the playground or in informal socializing groups, or they may begin homework.

The free play/snack time will be followed by enrichment, physical development/coordination activities and time to complete homework. Enrichment will include activities from such areas as arts, crafts, drama, music, and dance. Physical development/coordination activities will consist of physical fitness activities, sports and games.

Character development themes will be introduced to children in large group settings usually on Wednesdays when more time is available because of early school dismissal. This time may include presentations on crime protection, drug abuse, pedestrian safety, etc. as community resources are available.

The A+ Program will **not** be 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. A+ staff will be available to help. Peer assistance will also be encouraged.

While the program is operated by the Department of Education (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 more than custodial care. It will offer 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.
- To better utilize school facilities.

Eligibility & Selection

All latchkey children enrolled in public elementary schools (K-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 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.

Reasonable Access to the A+ Program

An opportunity to participate in the A+ Program shall be made available to all eligible children. For those disabled students who are identified by the parent or are known to the A+ Program staff to have special needs, reasonable accommodations may be made as needed to afford the student an opportunity to participate. The A+ Program is not part of the student's individualized education program (IEP).

To request reasonable accommodations for participation in the A+ Program:

1. The parent makes a request to the Site Coordinator;
2. The standard request form is completed to obtain information about the child and his/her needs;
3. The Site Coordinator and the Principal discuss the request. The Principal sends a recommendation in writing to the District A+ office and the District Educational Specialist for Special Education;
4. The District Office reviews the funding request to meet the recommendations and funding availability, allocates appropriate funds for additional program aide(s);
5. The A+ Site Coordinator will follow appropriate procedures to secure the group aide; and
6. The principal's (or private provider's) determination as to the disposition of each case shall be final.

Registration

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

- An A+ Program Registration Form giving background information on the child, describing departure arrangements and naming persons authorized to pick up the child;
- An Emergency Card;
- A Registration Agreement delineating program policies and expectations of parents and children, to be signed by parents or guardians before a child can be admitted into the A+ Program; and
- An Authorization for Release of An Unaccompanied Child if, after consultation with the Site Coordinator, the child is to be allowed to leave the program on his or her own.

Hours & 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.

If many parents express a desire for services to be provided until 6:00 p.m., the Site Coordinator may extend program hours if staff schedules and resources can be arranged.

Snacks

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

Program Fees

Fees

There will be a monthly charge. Fees are averaged for the school year over nine months, and will be paid on or postmarked before the first school day of each month. No payment will be due for the month of June, as June charges have been distributed over the other months.

For each child, a monthly fee will be charged no matter how many days a child participates in the program. There will be no refunds for unused days. If enrolled, that child's slot is reserved and the program is staffed accordingly.

Payments

Monthly fees are due and payable at the school (or postmarked if mailed) on or before the first school day of each month. Checks should be made payable to the school, e.g., *A+ Program - Kaala Elementary School*.

Cash will be accepted. However, checks are preferred. Payments should be mailed to the attention of the A+ Program at the school address or brought in by a parent to the Site Coordinator. Payments should not be sent to school with children. There will be a \$25.00 service charge for all returned checks. Cash payments should not be mailed.

Original receipts of payment will be issued and sent home with children to their parents. There will be no provisions for refunds once payments are made.

Late Payments

A \$1.00 late charge shall be imposed for each school day a payment is overdue.

Termination

If a child's parents/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 (e.g., late payment fees, late pick-up fees, etc.) 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 the next month if the parent/guardian pays the new month's tuition, all outstanding fees, and a penalty fee of \$15 for reinstatement. If there is more than one child enrolled in the A+ Program, the family is penalized for a flat reinstatement fee of \$15.

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' responsibility. Parents 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 must make transportation arrangements and assume responsibility for getting their children there. Parents 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 guardians or other persons authorized on registration forms. Parents must give advance permission for any other type of arrangement:

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

If parents want A+ staff to release a child from school on his or her own, parents 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.

In completing the form, parents 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 should consult with the Site Coordinator.

ID Cards

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

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

- Call the A+ site and provide his or her name and driver's license or State ID card number so that his or her identity can be verified

and

- Provide the name and driver's license or State ID card number of the alternate designated to pick up the child.

If a person not previously authorized or phoned in by the parent or guardian comes to pick up a child, A+ staff will not release the child until the parent, 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 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

When a child leaves, he or she must check out with an adult on staff, and the parent or person designated by the parent should sign out the child on a sign-out sheet, noting 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 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 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 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 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 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 where they have the opportunity to 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 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, guardians or other persons authorized by parents or 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 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 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 or parent's designee assumes responsibility for the child's care.

The A+ Program does not have medical insurance for your child. Parents or 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 should evacuation be necessary. A+ staff will remain with the children until they are picked up by parents 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 to interest the child have failed, it will be assumed that the child would do better elsewhere and may constitute grounds for termination from the program. For the success of the program, children must be cooperative, not 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 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.

- a. Prior to termination from the program, the Site Coordinator at the school site shall meet with student and parent/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 guardians shall be offered.
- b. Prior to the suspension or termination of a student with disabilities from the program because of misconduct, the Site Coordinator shall meet with the student and parent(s) to consider whether the misconduct may be related to the student's disability and, if found to be related, to make such reasonable accommodations as are necessary and to afford the student equal opportunity for participation.
- c. After such reasonable accommodations are provided, and if the misconduct of the student with disabilities persists and the student is unable to function in the program, the student may be suspended or terminated from the A+ Program regardless of the student's disability.
- d. A student with disabilities can be immediately suspended from the A+ Program if the student's conduct presents a clear threat to the physical safety of self or others, or if the student is so disruptive as to make immediate removal from the program necessary to preserve the rights of other participants. Prior to readmittance from such a suspension, the Site Coordinator shall meet with parent(s) to determine whether any reasonable accommodations can be provided for continued participation.

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 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.

Conferences

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

Parent Participation

Parent involvement is an important component in developing an A+ Program that satisfies parental expectations and fulfills the interests and needs of children. Parents need to get involved and communicate with A+ staff to make their desires known. Parents are encouraged to visit and participate in the program whenever possible, and volunteer if they have special talents or skills they would be willing to share with the children. Contribution of time by people outside the program will provide variety for the children and help enrich the program. Any interested volunteers should notify the Site Coordinator and schedule a time to work with students.

Program Evaluation

Parent evaluation of the A+ Program is an important factor in planning for improvement in subsequent years. Parents 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.
- If the site is a Private Provider site, parents need to get the Federal ID number 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/Guardian's Name _____ Home Phone _____

Mother's Mailing Address _____

Street

City

Zip Code

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

Mother's Employer/School Address _____

Street

City

Zip Code

Father/Guardian's Name _____ Home Phone _____

Father's Mailing Address _____

Street

City

Zip Code

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

Father's Employer/School Address _____

Street

City

Zip Code

List below persons authorized to take your child from the facility and their phone numbers. (The child will not be allowed to leave with any other person.)

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

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

The 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 or children whose parents are engaged in job training or attending school. 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. (For new enrollees who are incoming kindergartners, this form should be returned with the kindergarten registration forms.)

Fee: Due Monthly

The monthly fee covers regular program activities. The fee will be adjusted for those who qualify if they submit acceptable supporting documentation about their income or if they are on the Department of Human Services (DHS) direct certification list sent to each school.

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 assistance, 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 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; 2) printed business checking account; or 3) printed business card.

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.

Your Name (please type or print)		Spouse's Name (please type or print)					
Marital status (circle one): Single Married		Divorced Separated Widowed					
Please check the appropriate space. I am: ___working ___job training ___attending school		My spouse is: ___working ___job training ___attending school					
Your normal work/school schedule:		Your spouse's work/school schedule:					
Mon. ___ am/pm to ___ am/pm		Mon. ___ am/pm to ___ am/pm					
Tues. ___ am/pm to ___ am/pm		Tues. ___ am/pm to ___ am/pm					
Wed. ___ am/pm to ___ am/pm		Wed. ___ am/pm to ___ am/pm					
Thurs. ___ am/pm to ___ am/pm		Thurs. ___ am/pm to ___ am/pm					
Fri. ___ 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.		<input type="checkbox"/> Check this box if you work rotating shifts or your work hours vary.					
<p>_____ I would like to apply for reduced monthly tuition. I give my permission to the Department of Education and its contracted private providers to use information in DOE files or files from other state agencies to verify my child's eligibility for reduced monthly A+ fees.</p> <p>_____ I have attached the required supporting documentation. (Check with A+ Site Coordinator for list of appropriate documents. <i>Not necessary for DHS clients who are on DHS certification list sent to each school.</i>)</p> <p>I certify that I am eligible for the A+ program because I am working, job training, and/or attending school. I further certify that the information I have provided on both sides of this application form is correct and I hereby authorize the Department of Education to contact the appropriate parties to verify this information. I understand that any changes on this registration form must be given to the A+ site coordinator in writing by the parent or guardian. Registration in the A+ Program is pending completion of this application and approval of the site coordinator.</p>							
Your Signature		Date		Spouse's Signature		Date	

AFTER-SCHOOL PLUS (A+) PROGRAM REGISTRATION AGREEMENT*

1st Child's Name _____ School _____

2nd Child's Name _____

3rd Child's Name _____

Parent(s)/Guardian(s) _____

PARENT RESPONSIBILITIES AND BILLING PROCEDURES

Parent 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 any pertinent changes.
- _____ 5. I must notify the Site Coordinator/Group Leader of any 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, the 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/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 is 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 any checks that I write to the program that are returned by the bank because of insufficient funds.
- _____ 7. I shall pay a \$1.00 late charge for each A+ Program day the monthly tuition is overdue and overdue payments of more than five (5) A+ Program days shall result in my child(ren)'s immediate termination from the A+ Program.
- _____ 8. If I have not paid the monthly tuition within the first five (5) A+ Program days of the month, my child(ren) shall be terminated on the sixth A+ Program day.
- _____ 9. Failure to pay any outstanding fees (e.g., late payment fees, late pick-up fees, etc.) by the end of the month shall result in my child(ren)'s termination from the program.
- _____ 10. My child(ren) may re-enroll the next month if I pay the new month's tuition, all outstanding fees, and a penalty fee of \$15 for reinstatement. If I have more than one child enrolled in the A+ Program, my family is penalized a flat reinstatement fee of \$15.
- _____ 11. 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.
- _____ 12. 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/Guardian

Date

SCHOOL _____

Site use only: <input type="checkbox"/> Free <input type="checkbox"/> Reduced

Application for Reduced Monthly Fee (A+ Program)

Note: If you are currently receiving food stamps or financial assistance from the Department of Human Services (DHS), you do NOT have to complete this form. Your name should be on the direct certification list that will be sent to the schools by DHS in August.

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

_____	_____	_____	_____
Last	First	Last	First
_____	_____	_____	_____
Last	First	Last	First

2. MONTHLY INCOME OF PARENT(S)/GUARDIAN(S) 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 parents/legal guardians living in your household. Include yourself and the children listed above.	Gross MONTHLY Earnings (Before deductions)	MONTHLY Welfare Payments, Child Support, Alimony	MONTHLY Payments from Pensions, Retirement, Social Security	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 reduced 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 reduced fee. See Sources of Acceptable Income Documentation listed on the back of this application.

Attach the supporting documentation to this Application for Reduced 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. This is a list of the kinds of documentation that will be acceptable.

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

Type of Income	Suggested Sources of Acceptable Written Evidence
Earnings/Wages/Salary	1. For each type of income received, send one of the following: <ul style="list-style-type: none"> • Current pay check stub (for one month) • Current pay envelope (for one month) • Letter from employer 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	1. Social Security retirement benefit letter; or 2. Statement of benefits received; or 3. Pension award notice.
Unemployment Compensation/Disability or Worker's Compensation	1. Notice of eligibility from State Employment Security Office; or 2. Check stub.
Welfare Payments	Benefit letter 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.