

Olinda Elementary School Enrichment Program

Registration Form

Student's Name: _____ Teacher Room/Grade: _____

Parent/Guardian: _____ Home: _____ Work/Cell: _____

Email: _____

Parent/Guardian: _____ Home: _____ Work/Cell: _____

Email: _____

Enrollment dates for after school enrichment activities are announced by the Olinda PTA and registration must be completed within specified dates. **Late registration will not be accepted.** Olinda PTA will contact you if your child does **NOT** get into a class due to under or over enrollment. If class is cancelled for any reason, *including lack of volunteer help*, a full refund will be provided.

Complete this Registration Form, sign the Policy Statement on its reverse side, and bring the forms, along with payment of the class during open registration period as listed on the packet. **Please do not drop registration forms off at the school office as this will not guarantee a spot for your child in the program. Please retain the extra copy of the Policy Statement for your reference. Contact information must be supplied for emergency purposes. If not, we cannot accept your student for after-school programs.**

Please write a separate check for each class, made payable to the Olinda PTA.

Cash also accepted. No credit cards.

All checks received will be deposited within 14 days of receipt. Your returned check is your receipt.

(Upon verification, a limited number of scholarships are available to qualifying students.)

	Class Title	Time	Cost	Total
Tuesday	_____	_____	_____	_____
Thursday	_____	_____	_____	_____
Friday	_____	_____	_____	_____

Are you available to volunteer this Trimester? _____

(NOTE: classes will be cancelled if we do not have enough parent volunteers)

Does your child go to Y-Care? ___ Yes ___ No

Please list medical information, if any:

If you have any questions concerning Programs, please contact Vanessa Williamson @
vanessawilliamson@olindapta.com

Policy Statement

Attendance: Parents are responsible for getting their student and/or reminding their student to arrive to classes on time. With the exception of Y-Care students who will be picked up at Y-Care, non-Y-Care students are responsible for arriving at the location designated by the PTA volunteer in order to be escorted to and from the after school class. All Y-Care students will be escorted back to Y-Care at the end of class. Also, Kindergarten students must be picked up at school dismissal time and brought back to campus for their afterschool program. After school teachers and the PTA are not responsible for the care of your child if he or she does not come to class.

Pick up: *There is no supervision for your child after dismissal of after-school classes if he/she does not attend Y-Care. California state statutes provide that abandoned and unsupervised children at school sites can be reported to the appropriate authorities. After two occurrences of late pick-up (later than 10 minutes after the end of afterschool class), the student will be dismissed from the program. Future enrollment to after-school programs for parents who are habitually late in picking up their student will be denied. Please pick up your child promptly.*

Behavior Policy: Our program is designed to offer quality enrichment classes to students after school. Disruptive behavior affects the quality of the teaching. Student is expected to follow all rules established by his or her instructor, and any failure to comply will result in dismissal from the program at the discretion of the teacher and/or the Olinda PTA. A disciplinary form will be issued to a child who becomes a disruption in an afterschool class by an Olinda teacher, vendor/instructor, and/or parent volunteer. Please note that if your child receives a disciplinary slip, it needs to be signed by a parent and brought back to the next afterschool class. After three occurrences, the child will not be allowed back to class for the remainder of the trimester and you will not receive a refund for the class.

Refunds: There is no refund for activities sponsored by the Olinda PTA if student does not complete the program resulting from missed days, unless a medical emergency occurs or the activity is cancelled due to lack of enrollment, or lack of volunteer help. In a case of disciplinary dismissal, no refund will be given.

Transfers: Transfers from one class to another may occur due to over enrollment. Olinda PTA will notify parent/guardian if it is necessary to transfer a child from one class to another.

Returned Checks: There is a \$20 fee for returned checks, and student risks losing his/her space in the class. In addition, parent/guardian will be responsible for reimbursing Olinda PTA for the cost of the program. Future enrollments will be denied until payment is made.

Photos: Olinda PTA occasionally takes photos of each after school activity, and these photos might include you and/or your child which may be used in the school's newsletter or other school-related media.

Statement of Waiver and Release of Liability

I give permission for my child _____ to participate in the Olinda Elementary Enrichment Program. In doing so, I hereby absolve the Olinda PTA, its officers, volunteer committee members, teaching artists and instructors from all liability that may arise as the result from my child's participation in the after school programs and/or clubs. I recognize and acknowledge that there are certain risks inherent in my child's participation in any of the programs and/or clubs and I agree to assume the risk of accident or injury sustained in connection with the programs and/or clubs. I further release the West Contra Costa Unified School District, Olinda Elementary School, its officers, employees, agents, volunteers from all liability that may arise as a result from my child's participation in the programs and/or clubs.

I have read and fully understand the terms of this policy statement, including the waiver and release of liability provision.

Parent/Guardian

Date