

Application # \_\_\_\_\_ Program \_\_\_\_\_



**TCOTLG**  
**Community**  
**Outreach**  
**&**  
**Services**

*A pillar for our communities.*

## STUDENT ENROLLMENT APPLICATION AFTER SCHOOL PROGRAM

TCOTLG Community Outreach & Services

### STUDENT INFORMATION

Student Full Name \_\_\_\_\_  
First MI Last

Preferred Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Physical Address \_\_\_\_\_  
Number Street City State Zip

Gender  Male  Female Birth Date \_\_\_\_\_ /Age \_\_\_\_\_

Race \_\_\_\_\_ Known Allergies \_\_\_\_\_

### EDUCATIONAL INFORMATION

Grade Level \_\_\_\_\_ School Name \_\_\_\_\_

City and State of School \_\_\_\_\_

### PARENT INFORMATION

Parent/Legal Guardian \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_

### SIGN OUT INFORMATION

Safety is the top priority of TCOTLG Community Outreach & Services; therefore, no child enrolled in our programs will be allowed to be released without parent/guardian signature or that of one of the two individuals listed below, if parent cannot be reached. (Individuals listed below must be 16 years of age or older).

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Date Received: \_\_/\_\_/\_\_

Approved  Denied Denial Reason: \_\_\_\_\_

Authorized Personnel Signature: \_\_\_\_\_

Student's Name \_\_\_\_\_



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## **AFTER SCHOOL PROGRAM PARENT AGREEMENTS**

TCOTLG Community Outreach & Services

Please read the following information carefully. You must sign at the bottom, indicating that you understand and agree to all of the following.

### **Basic Information Rules and TCOTLG Requirements**

1. **Enrollment:** Enrollment may become limited. Our goal is to have enough space for all children who apply to all of our programs. However, we cannot always accommodate every applicant. Once your form has been properly completed and submitted, a member of TCOTLG will call to inform you if your child will be participating in the After School Program.
2. **Attendance:** Students must attend the program **Monday-Thursday from 3-5 PM**, unless there is a recognized holiday. Regular attendance is mandatory. Students are expected to stay for the entirety of the After School Program each day. If a student is absent or must leave early, written or verbal notification must be submitted to the TCOTLG Staff by 11 AM, the next program day.
3. **Student Pick-Up:** Students participating in the After School Program must be signed out by your or someone designated on the registration form. Designated pick-up persons must be at least 16 years of age.
4. **Late Pick-Up:** This is an After School Program, not a daycare; therefore, your child must be picked up on-time. Parents who fail to pick up their children within the adequate window will suffer the consequences.
  - a. **1st late pick-up:** warning
  - b. **2nd late pick-up:** \$10 late fee
  - c. **3rd late pick-up:** your child will be suspended from the program for a specified period of time.
5. **Discipline:** Participating in the After School Program is a privilege. A child must follow the rules of the program and adhere to the adults, volunteers, and staff within TCOTLG. Intolerable, disruptive or disrespectful behavior towards other students, staff, or volunteers is grounds for suspension, and or termination. It is in your best interest to discuss concerns about your child's behavior with TCOTLG Staff.
6. **Parental Support:** TCOTLG's Staff and volunteers are committed and qualified to successfully educate your child. However, we cannot fully function without the help and support of our parents. You are an important part of our program and we ask for your continued support.
7. **Photograph Release:** TCOTLG will have a lot of events and projects that the students will participate in. I give consent for my child's picture to be posted on flyers, in newsletters and for any other promotional and achievement purposes with TCOTLG.

### **Transportation**

My child has permission to walk home from the After School Program. I give permission for my child to sign themselves out of the After School Program. **Please check:**  Walk/Ride  Bus Rider

I have read and understand all of the information above on this After School Program Parent Agreement and I give permission for my child to attend the after-school program. All the information in my child's after school registration form and the parent information is complete. I agree to follow the rules of the program and to help my child understand and follow the rules.

\_\_\_\_\_  
Please Print Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date