

## General Registration Form for all PTSA CLUBS – Must be filed by \*\*\* PARENT LEAD \*\*\*

Club/Program Name:

Session Dates:

Year:

I give permission for my child \_\_\_\_\_ in Room Number \_\_\_\_\_ and Grade \_\_\_\_\_ to participate in the PTSA sponsored program \_\_\_\_\_

Bearing in mind that there will be no crossing guards or safety patrols on duty when my child arrives for/leaves the club at 8:00am or after 3:45 pm (please circle one).

I give permission for my child to walk to / from Meridian Park (4<sup>th</sup> – 6<sup>th</sup> graders) they can sign themselves out.

I will come to Meridian Park and sign in / sign out my child (K – 3<sup>rd</sup> graders)

My child will go to before / after care in the cafeteria

I further understand that Meridian Park School or Meridian Park PTSA will not be held responsible for any injuries that might be sustained during this activity. **Students with three unexcused absences or who are not picked up on time on more than one occasion, will not be allowed to continue participating in the club and any fees (if applicable) will be forfeited.**

My child is a safety patrol and will be late to club in the afternoon or need to leave early from club in the morning.

Individuals requiring special accommodations to attend or participate in PTA's meetings or events are requested to contact Annie Gage sufficiently in advance to allow for any necessary arrangements. Does your student require any special accommodations to participate in this program?

No  Yes

If yes, please share this information with the Parent Lead. Additionally you may complete an [AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL MEDICAL INFORMATION](#) found here <http://schools.shorelineschools.org/studentservices/district-resources/> to allow the VP of Programs to have access to the information from the nurse necessary to ensure your student has the appropriate accommodations in place. Due to privacy laws, the District cannot share this information with the PTA without this consent from you.

**If your child has any allergies, please note here and the reaction/treatment that is required:**

my child has NO allergies

my child is allergic to \_\_\_\_\_

the reaction is \_\_\_\_\_

the treatment is \_\_\_\_\_

While every effort is made to protect your child from possible allergens, we cannot guarantee that it will not occur. By signing this form, you agree that the MP PTSA and Meridian Park Elementary will not be held responsible for any issues related to allergies.

**It is important that you fill in the information below. Please provide contact numbers so that we can reach you if your child does not show up within the first 15 minutes of the club to assure your child's safety.**

**Contact name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**I would like to be the Parent Lead.** I understand that **Parent Leads** are required to be a PTSA member and complete a Washington State Patrol background check, take responsibility of the roster and absent information, attend all classes or arrange for someone else. See responsibilities on back. I understand that my student will receive free tuition for this service as Parent Lead.

Fees: \$ \_\_\_\_\_ Please make checks payable to the club vendor and include your child's name on memo line

**THIS SIGNED REGISTRATION FORM AND PAYMENT MUST BE RECEIVED PRIOR TO THE FIRST CLASS.  
STUDENT MAY NOT ATTEND BEFORE TURNING IN THE SIGNED REGISTRATION FORM AND PAYMENT**

**My child and I have read the MP PTSA Before and After School Program Policy and the Emergency Protocol for Before and After School PTSA Sponsored Programs and agree to abide by its requirements.**

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Parent / Guardian Signature

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Date

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Student Signature

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Date

## **Before and After School Programs Policy**

The goal of Meridian Park PTSA-sponsored before and after school programs is to provide our students with the opportunity to supplement their knowledge and skills outside of the classroom in a fun and challenging way.

### **Code of Conduct for students and adults**

In order to create an environment where each student has the freedom to grow, we do not tolerate the following:

- Fighting (physical or verbal) with students, staff, volunteers or parents
- Destruction or theft of property or materials
- Disrespect toward self or others
- Use of inappropriate language and /or innuendo
- Racial or sexual harassment (including inappropriate physical contact)

### **Student Responsibilities and Expectations**

Parents are expected to read and, as needed, explain these policies to their children

- Plan ahead: Arrive on time with required materials and completed work, if required
- Behave respectfully: Treat volunteers, parents, other students, staff, and self with respect at all times. Respect the space you are in and keep it clean
- Challenge yourself: Strive to do your best work and give 100% energy and focus to class activities
- Always remember: Be Respectful! Be Responsible! Be Safe!

### **Parent Responsibilities and Expectations**

- Students MUST be picked up promptly at the end of class and signed out
- Students that have three unexcused absences or students that are not picked up on time more than once (for after school programs) may not be allowed to continue participating in the program and registration fees may not be refunded
- Alert the Parent Lead or Instructor if your child is ill or cannot attend
- If your child is ill, contagious and/or running a fever, DO NOT allow them to attend class

### **Parent Lead Responsibilities**

- Complete a Washington State Patrol background check form and turn it in at the front office along with a copy of your driver's license
- Be a paid member of the MP PTSA
- Parent Leads are required to stay at the school until the last child is picked up.

Students may not be left unattended outside of class times – THIS IS REQUIRED

- Make sure the roster for club is up to date and in the office.
- File the registration form (this form) in the Programs Binder located in the workroom.
- If someone is missing, wait 15 minutes. If they are still unaccounted for the following MUST be done:
  - Check with the front office (for after school programs) to find out if student was absent or had an early dismissal – the roster and attendance records are in the conference room
  - If necessary, call the emergency contact number on the program attendance list
  - Sample call: “Hi. This is (your name). I was just calling to let you know that (student's name) isn't at (club name) today and we wanted to make sure you were aware. Feel free to contact me if you have any questions by calling (your cell phone number). Thank you.”
  - Make a note “spoke to / left message with \_\_\_\_\_” and initial on attendance roster

## **Emergency Protocol for Before and After School PTSA Sponsored Programs**

### **Before School PTSA Sponsored Programs:**

- Parents/guardians are responsible for transporting their students to before school programs and making sure they arrive at the designated classroom and are checked in by the Parent Lead or other adult program volunteer or instructor.
- As per Parent Lead responsibilities, if student is absent, the parent lead will call parent/guardian to confirm absence (See page one for guidelines).
- If an emergency occurs involving MP (i.e. lockout or lockdown) before the PTSA program is due to start in the morning and the Parent Lead has not signed in your student, the MP PTSA or school holds no liability for your MP students.
- Activity leaders and MP PTSA leadership will in good faith attempt to notify activity participants of possible cancellation. Due to communication originating from the district office, activity leaders and MP PTSA leadership may not be aware of said emergency.
- If an emergency occurs during the before school PTSA sponsored program, the after school PTSA sponsored program protocol will be followed. See below.

### **After School PTSA Sponsored Programs:**

- If an emergency occurs during the hours of an after school PTSA sponsored class, the PTSA program leader will make a good faith attempt to contact parents of participants to let them know of the safety of their child.
- If the emergency requires the leader and students to take cover or hide, the activity leader will be unable to contact parents as their efforts will be focused on the safety of the students.
- If the activity instructor and/or parent lead is in possession of a phone or computer during said emergency and is able to take time to make contact, they will either email the participants; parents/guardians or phone the VP of Clubs or Co-Presidents and ask them to contact participants; parents/guardians.
- The MP PTSA will create an email notification system to alert program participants of a potential emergency situation.