2013-2014 Portola After-School Program, Intramural Sports, Tutoring, Application Process

We are pleased to offer the, **Portola After-School Program**, an academic and enrichment program. The program is available Monday- Friday directly after school until 6:00pm. This program will provide snack, academic intervention and a variety of academic and enrichment classes in a safe, nurturing environment for your student.

In order for each student to fully benefit all the programs being offered after school we ask that each parent and student commit to certain criteria slated by the State of California ASES Grant.

If your student will be participating in any activity after school you must fill out this application.

All students who participate in the After-School program or any program after school must:

- Fill out and complete an application. (Student ID, birth date and parent signatures are required)
- Attend **a minimum of 3** days per week.
- Students must participate in **academic intervention or tutoring.**
- Students must **participate in recreational and enrichment activities, etc.**
- Stay directly after-school until duration of the program until 6:00pm. (Each student must have an Early Release Waiver on file if they leave before 5:45pm)
- **Students are not allowed to leave campus for any reason. They will not be allowed back onto campus/program for any reason.**
- Be picked up **no later** than **6:00pm.**
- **Your student can start the program when the After School Program has received your completed application. You will not get a confirmation call.**

Please return applications to the El Cerrito Community Center 7007 Moeser Lane, El Cerrito, Ca 94530 or the Portola School office. Applications will be accepted until May 2014 or when program is filled.

Application must be filled out **thoroughly and completely** before the student can start program.

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Please do not hesitate to contact me with start date for your student, any questions, comments, or concerns at El Cerrito Community Center (510) 559-7000, Portola School office (510) 524-0405 or by emailing Lila Banuelos at lbanuelos@ci.el-cerrito.ca.us

Sincerely,

Lila Banuelos

Lila Banuelos
City of El Cerrito Community Services Coordinator/
Portola After-School Program Supervisor

We are looking forward to a great year and Thank you for your support!

GO TOROS!

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

PARENT PERMISSION AND STUDENT INFORMATION

I/we give my child permission to participate in the After School Program.

_____

Student's Name *Grade* *Student Id* *Date of Birth*

_____X_____

Mother *or Guardian's Name (Please print)* *Signature* *Today's Date*

_____X_____

Father *or Guardian's Name (Please print)* *Signature* *Today's Date*

_____

Home Address *City* *Zip*

(____)_____(____)_____(____)_____

Home Phone *Work Phone* *Cell Phone*

EMERGENCY CONTACT INFORMATION

In case of emergency please contact:

_____

Name *Relationship* *Phone*

Does your child have health coverage? ☐Yes ☐No

_____

Medical Insurance Name *Policy Number*

_____

Important Medical History *Medication Student is Taking* *List any Allergies*

_____(____)_____

Name of Child's Doctor *Telephone*

*In case of an emergency involving my child, I/we give permission for the After School Program staff to seek emergency medical treatment for my child and to act as guardian in permitting medical treatment if unable to reach me/us.

I/we understand that West Contra Costa Unified School "does not" pay for accident injuries to students, however, West Contra Costa Unified School District does offer student accident insurance for voluntary purchase. No-cost local, state or federally sponsored health insurance is also available for eligible families. I/we must call 1(800)880-5305 for more information on eligibility.

I/we understand that all emergency and/or medical costs are my responsibility.

X_____/_____

Signature of Parents or Guardian *Date*

Revised 5/2/12

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

RELEASE OF LIABILITY

***I/we understand the West Contra Costa Unified School District assume no responsibility *or liability* for injuries/illnesses of my/our child. I/we further understand that I/we hold the West Contra Costa Unified School District, their officers, agents, employees, and volunteers harmless from any and all liability or claims which may arise out of my/our child's participation in the After School Program.**

***I/we understand that West Contra Costa Unified School District "does not" pay for accident injuries to students, however, West Contra Costa Unified School District does offer student accident insurance for voluntary purchase. No-cost local, state or federally sponsored health insurance is also available for eligible families. I/we must call 1(800)880-5305 for more information on eligibility.**

*X*_____/_____

Signature of Parents or Guardian *Date*

PERMISSION TO EVALUATE PROGRAMS AND TRACK STUDENT PROGRESS

I/we give permission for the After School Program Staff to review my/our child's school data (test scores, report cards and other measures), for the purpose of assessing the academic effectiveness of the After School Program. I/we also give permission for After School Program staff to monitor progress and to give my/our child evaluation surveys to determine if services are helpful for my/our child.

*X*_____/_____

Signature of Parents or Guardian *Date*

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

MEDIA RELEASE FORM

GENERAL RELEASE
For Community Access Cablevision, Photographs, Videotaping, Interview Comments, and Posting on the Internet

TO: Parents and Guardians

FROM: After School Program

Occasionally, the School District and organizations/associations connected with the district would like to use the name, photograph(s), video recording, and/or interview comments of students for educational and promotional purposes, including district-generated news articles and brochures. On occasion, the school also receives requests from the news media to photograph, film, or interview students while covering school events and activities. Such images and comments are used for news purposes only and not for commercial purposes.

As part of each school's parent/community information program, your school, the district may also wish to place students' pictures, schoolwork, and/or names on the district or school's website. Legitimate news media personnel or School District personnel do all photography, video recording, student comments, and posting on the Internet. In order to use such material, parental consent is necessary for any student under eighteen (18) years of age.

2012-13 SCHOOL YEAR

Please fill out this form and return to your school.

Please indicate below if you give permission for your child's name, image, or comments to be used:

For School District publications and educational organizations connected to the district	___ YES ___ NO
By the news media, including newspapers, radio and television	___ YES ___ NO
On the district/company and/or school website	___ YES ___ NO

I understand that the school and the district have no control over further distribution of a photo or image once it appears in a school or district publication or web site. By signing below, I hereby release the West Contra Costa Unified School District from any damages or injuries claimed by the student or parent related to production or distribution of the photo or image.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Revised 5/2/12

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

STUDENT RELEASE & PICK UP POLICY
(Elementary & Middle Schools Only)

As parents/guardian, I/we understand that the After School Program will begin immediately after school is out and will end at 6 p.m. In order to be released to go home from the program, **students MUST be signed out by one of the above-named parents/guardians, emergency contact, or by one of the individuals listed below.**

☐ I/we give my/our child, _____, permission to walk home or use public transportation unsupervised to return home.

---OR---

☐ I/we will pick up my/our child, _____, from the program.

I/we give permission to the following individuals to pick up my child:.

_____

Name *Relationship* *Phone Number*

_____

Name *Relationship* *Phone Number*

_____

Name *Relationship* *Phone Number*

X_____/_____

Signature of Parents or Guardian *Date*

*REMEMBER: Please pick up your child on time. The After School Program at each site starts at school dismissal and continues until 6:00 p.m. Any time after 6:00 p.m. will be considered late. Each late pick up will be documented and after 3 late pickups, your child may be dismissed from the program. If your child is not picked up on time the After School Program Staff will have no choice but to contact law enforcement or other authorities to pick him/her up.

**Individual's must bring valid photo identification with them when signing out students. No one under the age of 18 may sign a student out.

WAIVER OF PICK-UP (Optional)

If I/we arrive later than the dismissal time or if I am unable to pick up my/our child after the After School Program, my child has permission to follow the procedure marked below:

☐ I/we give my/our child, _____, permission to walk home or use public transportation unsupervised to return home.

***As parents/guardian, I/we understand that I/we hold West Contra Costa Unified School District, and their officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with the After School Program pick up policy.**

X_____/_____

Signature of Parents or Guardian *Date*

Revised 5/2/12

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

EARLY RELEASE POLICY
(Elementary & Middle Schools Only)

The ASES Grant requires that programs remain open until 6 pm and for at least 15 hours per week. Children may, however, leave the program early under certain conditions. See below for the legislation and examples of acceptable early release circumstances.

Legislation

California Ed Code 8483. (a) (1) Every after school component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program. For those programs or school sites operating in a community where the early release policy does not meet the unique needs of that community or school, or both, documented evidence may be submitted to the department for an exception and requires approval of an alternative plan. (*2) It is the intent of the Legislature that elementary school pupils participate in the full day of the program every day during which pupils participate and that pupils in middle school or junior high school attend a minimum of nine hours a week and three days a week to accomplish program goals.*

Parents who enroll their children in the After School Program based on the commitment to stay for the duration of the program day, may request an occasional /seasonal exception to the established attendance requirement. A child may be released early from the After School Program prior to 6:00 p.m. for the following reasons:

1. Attending a parallel program (other programs at school or community centers such as sports/cheerleading, dance, scouts, etc.)
2. Family Emergencies.
3. Medical/Dental Appointments.
4. Child accidents/illness that occur during the program time (program staff will call parent or guardian).
5. Seasonal Concerns (students that walk home).
6. Safety
7. Other (specify)_____

When a child is released early from the program, the parent will record the date and time of departure of the child and the reason. Parents/guardians or program staff (where applicable) will sign child out.

If a student will be leaving program early for an extended period of time, this must be submitted in writing using the Early Release Request Form. When the parent fills out the Early Release form, the duration of the early release (dates it will be in effect), as well as the days affected and what time the child will be leaving all need to be indicated.
[Example: Baseball practice/April 3-June 8/Tues and Thursday/4:15.]

<u>The Early Release Request Form is available from the After School Program Site Supervisor.</u>

Please sign below as acknowledgement that you have received this policy and have read and understand it.

*X*_____/_____
Signature of Parents or Guardian *Date*

Revised 5/2/12

WCCUSD AFTER SCHOOL PROGRAMS 2013-14

Portola Middle School

EARLY RELEASE REQUEST

I/we request early release of my child, _____,
from the After School Program on the following date(s)/day(s) and time(s):

FROM _____ TO _____
(date) (date)

☐ Mon _____ ☐ Tues _____ ☐ Wed _____ ☐ Thurs _____ ☐ Fri _____
(time) (time) (time) (time) (time)

☐ My child has permission to sign him/herself out on the specified dates above.

(Please mark a reason)

☐ Attending a parallel program (other programs at school or community centers such as sports/cheerleading, dance, scouts, etc.)

☐ Family Emergency
☐ Medical/Dental Appointments

☐ Seasonal Concerns (students that walk home)

☐ Safety

☐ Other (specify)_____

COMMENT (optional) _____

***As parent/guardian, I/we understand that I/we hold West Contra Costa Unified School District and their officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with my child's early release from the After-School Program.**

X_____ /_____
Signature of Parents or Guardian *Date*

Revised 5/2/12