



# RISING STAR ACADEMY

*Knowledge Leadership Faith*

## Rising Star Academy Aftercare / Before Care Program

Child's Full Name: \_\_\_\_\_

Parent Full Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### My child(ren) will be attending: (check all that apply)

\_\_\_\_\_ Before Care (7:15am-7:45am)      \_\_\_\_\_ Aftercare (3:15pm-5:00pm)

I understand that participants in this before/aftercare school program will not be permitted to leave with anyone other than the person(s) I have listed below.

1) Name \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

3) Name \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

I give permission for the following person(s) to pick up my child from Rising Star Academy's before/aftercare program.

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

\_\_\_\_\_  
Date





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## **Illness**

It is in the best interest of your child and the other children if you keep your child at home when he or she is ill. Children with fever, diarrhea, or vomiting will not be admitted to the program. If a child becomes ill while at the program, the parent will be called immediately to pick up the child. Parents will be notified regarding contagious illness. Children will be readmitted when they are no longer contagious.

## **Medication**

In accordance with state law, we will not dispense any medication to any child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. The parent must complete a "Parent Permission to Administer Medication" form, and give the form and the medication directly to the director in charge. All medication must be in its original container. If these steps are not completed, medication will not be administered.

Students who are required to take medication during program hours must have a written consent from the parent and the doctor administering the medication. Forms for this purpose are available from the director. All medication must be in its original container with an accurate pharmacy label intact.

## **Attendance and Late Pick-Up**

Parents must notify staff if their child will be late or absent. This is for the safety of the child. If the child is registered to come and does not appear, we will check first with the school's main office to see if the child was absent, and then we will call the parent and emergency contact numbers to locate the child.

## **Child Pick-Up and Drop-Off**

The children will be signed in by their teacher upon arrival. Parents are required to come in and pick-up their child and sign the child out. Parents will give the staff member the names of all persons authorized to pick up their children. Staff will ask for a picture id of anyone they do not know. Persons not listed as authorized to pick up will not be allowed to check out child(ren).



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- **After School Program fee will be \$200.00 per Month/ Per Child & Before Care will be \$50 per month/Per child, due by the 5<sup>th</sup> of every month. Check or Money Order payable to Rising Star Academy. Fee is to be paid in the school Office.**
- In the event of inclement weather, Rising Star Academy After Care Program follows the school's lead for school delays and cancellations.
- If your school has delayed opening, Before Care will not be available. The After School program will be in session. If your school is cancelled due to weather or unexpected issues, the After School Program will be cancelled.
- In the event that the after school is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program.
- All parents shall pick up their child from the After School Program. Parents are reminded to not block the driveway. Please turn off your car's ignition and take the key with you. Siblings of After School children should never be left unattended in the car.
- All parents dropping off their child for Before Care are reminded not to block the parking lot. Please turn off your car's ignition and take the key with you.
- At 7:45am your child will be escorted to their homeroom class.
- For the safety of your child, he or she will only be released to the parents or designated pickup person when they sign them out. Should another adult be picking up your child, please send written notification and be advised that they may be asked for photo identification. Once a child is released to his/her parents or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult. **Parents are requested to sign out their children at pick up time.**
- In the event that a child must be picked up early from the After School Program, (before 5:00pm), the parent must notify the Program Supervisor or staff member, either in writing or by phone to make arrangements for preparing your child (201)758-5590.
- In order that your child is not left or feeling confused or upset, we ask that you make every attempt to pick up your child on time. **Dismissal is at 5:00pm. If your child is not picked up by 5:00pm an additional fee of \$1.00 per minute will be charged.**
- If there are special court orders regarding parental custody- please provide documentation.

**4613 Cottage Place, Union City NJ 07087 Tel: 201-758-5590 Fax: 201-758-5589**

[www.rsanj.org](http://www.rsanj.org)



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- All communication between parents and RSA's Before/After School Staff members is to remain professional and respectful.

**I have read and reviewed the contents of the Rising Star Academy Before/After School Program, and I agree to accurately carry out the policies and procedures of the Rising Star Academy Before/After School Program. I am aware that failure to follow any of the above mentioned guidelines will lead to the termination of my child's participation from the program.**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_