





Physician's Name \_\_\_\_\_

Physician's Phone \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_

Subscriber ID # \_\_\_\_\_

Please answer the following health questions for your child. Provide additional information for any questions marked "Yes."

Does your child have any difficulty seeing?	Yes	_____	No	_____
Does your child have any difficulty hearing?	Yes	_____	No	_____
Does your child have allergies? (List allergies below.) *	Yes	_____	No	_____
If your child has allergies, are they potentially life-threatening?	Yes	_____	No	_____
If your child has allergies, does he/she have an epi-pen?	Yes	_____	No	_____
Does your child have asthma?	Yes	_____	No	_____
Does your child have an on-going health condition?	Yes	_____	No	_____
Does your child have any conditions that may limit him/her in afterschool activities?	Yes	_____	No	_____

\*Children with diagnosed food allergies must have an accidental exposure plan signed by their doctor before attending aftercare.

Please explain in detail any questions above to which you answered, "Yes."

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In the event of a medical emergency involving my child, I give CrossLife Community Church permission to take necessary measures to have my child treated or to call 911. I understand that every reasonable effort will be made to contact me and/or my child's physician, and I will be responsible for any costs incurred by treatment. I give CrossLife Community Church permission to share my child's pertinent medical information with faculty, staff, or medical personnel who need to know the information to provide necessary services.

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

\_\_\_\_\_  
Date

**I am registering the named child in the afterschool program for the months on page 4 and have included a deposit to secure my registration. The deposit is a non-refundable, non-transferable payment. I understand that I am responsible for paying for all the months for which I have enrolled my child, regardless of whether or not my child attends, and that payment for each month is due on the first of the month. My child will not be allowed to attend afterschool until payment for the month of attendance has been paid. There will be a \$25 fee charged for each returned check, and any changes after initial registration must be made in writing by the family and approved by afterschool administration. I also understand that if DSS or another third party is paying the program fees, I will be responsible for paying for any days my child does not attend where the third party reduces or denies payment. I will be responsible for paying any balances not covered by a third party, and payment will be due the first day of the month.**

I further understand that the Commonwealth of Virginia requires that the church have on file a physical and immunization form signed by a physician and a copy of the child's birth certificate. The student will not be allowed to attend afterschool without these documents being submitted.

I give permission for the named student to participate in all aspects of afterschool, including homework help, bible lessons, and indoor and outdoor play. I agree not to hold the church liable for injuries sustained during afterschool programs.

I understand that CrossLife Community Church's afterschool, like all of its programs, will encourage a culture that honors Jesus Christ. While no child is required to be Christian or will be pressured to make a profession of faith, students will participate in Christian activities such as daily bible lessons and prayer before snack.

I have read the attached afterschool procedures and code of conduct and agree to work in harmony with the afterschool's personnel in encouraging my child's compliance with the church's behavioral expectations. The afterschool leaders and the church's pastor reserve the right to dismiss any student who violates church rules or whose behavior is deemed harmful and unsafe for other students. No refund will be made in case of dismissal.

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Signature of Parent or Guardian

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Date

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**Registration Checklist:** To register for afterschool, please return the following to CrossLife Community Church.

- \_\_\_\_\_ Completed and signed Registration Packet (Pages 1-4)
- \_\_\_\_\_ Enrollment fee of \$50 due with Registration Packet (fee waived for DSS students)
- \_\_\_\_\_ Medical and immunization form signed by a physician
- \_\_\_\_\_ Birth certificate
- \_\_\_\_\_ Completed Medication Administration Forms if applicable

Mailing Address

CrossLife Community Church  
 1410 Old Brook Road  
 Charlottesville, VA 22901

The cost for afterschool is as follows:

- \$50 per week for full time
- \$36 per week for part-time at 3 days per week
- \$30 per week for part-time at 2 days per week
- \$20 per day for drop-in students (Drop-ins accepted if space is available.)

Afterschool is available from 3:00pm to 5:30p.m. Care will be charged at a rate of \$1 per minute for students picked up after 5:30pm.

Please indicate when your child will need care:

- My child will be enrolled full-time for the entire 2018-2019 school year.
- My child will be enrolled on a part-time basis for the days and months marked below
- I would like to register my child on a drop-in basis

Dates	Monday	Tuesday	Wednesday	Thursday	Friday
August 20-31:					
September 4-28:					
October 1-November 2					
November 5-20, 26-30:					
December 3-19:					
January 3-February 1:					
February 4-March 1:					
March 4-29:					
April 1-May 3:					
May 6-24, 28-31:					
June 3-7:					

**\*Because of limited space and high demand, we can only accommodate 7 part-time students per day. We will not exceed more than 30 students on any given day. Parents are encouraged to call Katherine Rogers, Afterschool Director, by telephone at 434-326-1145 or by email at [aftercare@crosslife.cc](mailto:aftercare@crosslife.cc) to ensure space availability prior to registering.**

CrossLife Community Church admits students of any race, color, national origin and ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the church. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs.

### **CrossLife Community Church Afterschool Procedures and Code of Conduct**

1. Afterschool begins at 3:00pm and continues through 5:30pm. Parents will be charged \$1.00 per minute for every minute past 5:30 p.m. when they are late picking up their children.
2. Students must be signed out of afterschool each day.
3. Payment – The \$50 enrollment fee is due with the initial program registration form. There is no enrollment fee for DSS paid applications. There are two payment options for Afterschool fees. Payments can be made on the first of the month for the upcoming month's care or payment can be made weekly on Mondays for the upcoming week's care. Mailed payments must be received prior to the first of the month. In person payments should be given directly to the Afterschool Leaders only. This will ensure proper credit to the student's account.
4. Dress code – students may wear traditional seasonal attire. Clothing should not contain graphics or writing that promotes profanity, alcohol, smoking, witchcraft, bullying, or inappropriate topics. Shirts must have sleeves and must not be low cut. Shorts must not be shorter than mid-thigh length. Because of outdoor play, children should wear appropriate shoes. Additionally, students may be outside for up to 2 hours per day. Parents should provide sunscreen for children who need it.
5. Students should bring an afternoon snack that does not require heating.
6. Medication – no medications of any kind will be dispensed without proper authorization. All medications must be given to the Afterschool Director for dispensing according to the following procedures:
  - A Medication Administration form must be completed and on-file in the program office.
  - Each medication must be in its original container and have directions for both the dosage and the time the medication is to be administered.
  - Crosslife Afterschool is not currently administering prescription medications, only over-the-counter medications. If you have a child that needs a prescription medication administered, Crosslife Afterschool will consider a change in policy. Please contact Katherine Rogers, Afterschool Director, if your child needs to take a prescription medication during afterschool hours or has an EpiPen.
  - Katherine Rogers can be reached by phone at 434-326-1145 or by email at [aftercare@crosslife.cc](mailto:aftercare@crosslife.cc)

## 7. Code of Conduct:

In order to develop a culture where safety, mutual respect, and fun can occur, it is important that all members of the CrossLife community adhere to the same behavioral expectations. Our general conduct policy includes the following:

- The afterschool leaders are in charge. Their rules and expectations are to be upheld by the students and supported by the parents.
- Students are to be courteous and respectful to adults, fellow students, and visitors. Speech towards others should be kind and free of name-calling, slander, and gossip. Students should show their respect by listening and paying attention as requested instead of talking and doing other off-task behaviors.
- Respect for the facilities is expected and is best demonstrated by community members cleaning up after themselves, keeping food to designated areas, and using materials and equipment for the purposes for which they were designed.
- Students are to use self-control in their behavior to ensure a safe environment for everyone. This includes staying in supervised areas, being careful in play, and leaving potentially unsafe objects at home.

Appropriate discipline occurs when parents and staff work together to encourage students to behave in a Christ-like manner, and positive reinforcement is used to encourage positive behaviors. However, when violations of the program's code of conduct occur, afterschool leaders will communicate with the parents in order to best correct the misbehavior. The following list outlines serious offenses at CrossLife Community Church that will be brought to the administrator's attention and may result in disciplinary action including suspension or expulsion from the afterschool program.

- Disrespect towards afterschool leaders and other members of the school community
- Honor offenses including lying, stealing, and cheating
- Profanity
- Derogatory actions or comments of a sexual or racial nature
- Possession or use of tobacco, alcohol, drugs, or drug paraphernalia
- Use or possession of weapons
- Deliberate defacing of school property, equipment, or supplies
- Tampering with fire alarms or extinguishers
- Possession of or accessing pornographic material
- Striking, hitting, or threatening other students or camp personnel
- Leaving class or campus without permission
- Forging parent signatures or using a forged note
- Participating in inappropriate physical acts of affection
- Bullying of any kind

## 8. Homework Policy

Students will be given 45 minutes to work in their homework daily. If students do not complete their homework within the time allotted, they will not be required to continue working. Children who wish to work longer than 45 minutes will have the opportunity to do so. Afterschool staff will provide homework help, however, staff to student ratios do not allow for individual tutoring.

## 9. Electronics Policy

Electronics are not permitted in afterschool. If students have cell phones, tablets, or electronics of any kind, they must be turned off and left in the child's backpack for the entirety of the program.

*Posted  
Dec 15, 2018*