

2018/19

LANGFORD FARMS CLUB
AFTER SCHOOL PROGRAM
CHILD ENROLLMENT FORM 2017/18



CHILD INFORMATION

Child's Name: _____ Date of Birth: _____ Age: _____
Street Address: _____ Telephone: _____ Sex: M / F
City, State, Zip: _____ Grade Entering Fall 2017: _____
School Attending: () Andrew Jackson () Lakeview Elementary () Mt. Juliet Elementary () W.A. Wright Elementary

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____ Parent/Guardian Name: _____
Relationship to Child: _____ Relationship to Child: _____
Street Address: _____ Street Address: _____
City, State, Zip: _____ City, State, Zip: _____
Cell Number: _____ Cell Number: _____
Work Number: _____ Work Number: _____
Email Address: _____ Email Address: _____

Any custody agreements, court orders, or restraining orders pertaining to this child: Yes__ No__
(If Yes, please contact the program director to discuss. Copies may be necessary to have on file).

PAYMENT INFORMATION

Registration Fee: () LFC Member Rate \$40/Family
() Non-Member Rate \$55/Family

Weekly Tuition Rates:

- () Weekly Auto-Payment (EFT/Credit Card) \$75/week
- () Weekly Cash/Check Payment \$75/week
- () Sibling Discount: \$25 off for additional siblings

Please refer to the enrollment information for details on other program related fees.

___ I authorize direct payment every Monday through my credit card or bank account according to the fees listed above.

___ I have read the enrollment information and acknowledge that I am responsible for knowing the contents.

___ I authorize Langford Farms to pick my child up from the school designated above.

PAYMENT METHOD: Payment may be made by cash, check, credit card or Auto-Pay. All accounts require a back-up payment method be kept on file. This information will only be used if you: indicate you wish to pay via an Auto-Payment, or if a balance is still outstanding by Friday.

Checks can be made payable to Langford Farms Club. If you would like to pay by credit card, please provide the following information:

DEBIT/CREDIT CARD:
Name on card _____
Card # _____
Exp. Date _____ CVV # _____

If you would like to pay by bank draft please provide the following:

ELECTRONIC FUNDS TRANSFER:
Bank Name _____
Name on Account _____
ABA # _____ Acct. # _____
___ Checking ___ Savings

Or attach a voided check.

LANGFORD FARMS CLUB 2018 Health Form (one form per child)



Child's Name _____

Custody: Mother__ Father__ Joint__ Name(s)_____ Emergency Number_____

Emergency Contact (non-parent):

Name_____ Relationship to Child_____ Contact #_____

Authorization for Pick-up: Your child will not be released to anyone else without written permission.

Name_____ Relationship to Child_____

Name_____ Relationship to Child_____

Name_____ Relationship to Child_____

Medical:

Is there any reason to restrict the child from any activity? Y / N

If yes, please explain _____

Does the child have any special limitations or concerns? Y / N

If yes, please explain _____

Is the child on any medications (prescribed or O-T-C)? Y / N

If yes, please explain _____

Does the child have any known allergies or dietary restrictions? Y / N

If yes, please explain _____

Primary Physician_____ Phone_____

Dentist Name_____ Phone_____

Preferred Hospital_____

Insurance:

Insurance Company_____ Name of Insured_____

Policy Number_____ Group Number_____

By Signing below I agree to the following:

- I grant permission for the above named child to participate in all planned activities of the LFC After School program, and absolve the Langford Farms Club and its personnel from any liability for injury or loss sustained by the child while engaged in such activities.
- I authorize Langford Farms personnel to pick my child up from the designated school and transport him/her to the club.
- I understand that photos or photographic images of my child may be used in connection with the promotional activity of the Langford Farms Club.
- I understand that weekly payments are to be made, or will be drafted, every Monday. I further understand that a late fee of \$10 will be added if payment is not received by 6:00pm on Wednesday. After 2 weeks late, I understand my child may be dropped from the program. Any returned payments will be collected, along with any processing or late fees if applicable in order to reinstate the account.
- I authorize the Langford Farms Club staff to provide emergency medical care at my expense.
- The Langford Farms Club is not responsible for lost, stolen or damaged personal property.
- The Langford Farms Club reserves the right to dismiss any child who jeopardizes the integrity of the program without a refund.

Signature of Parent or Guardian _____

Print _____

Date _____

2018/19

**LANGFORD FARMS CLUB
AFTER SCHOOL PROGRAM
ENROLLMENT INFORMATION**



Schools Serviced: We pick up daily from the following area schools:

Andrew Jackson Elementary Lakeview Elementary Mt. Juliet Elementary W.A. Wright Elementary

Additional Care: After School tuition is not assessed during the Fall, Winter and Spring Break Camps. A separate registration and payment is required to attend the camps.

Half-day pick-up from school:	No extra charge
Extended day rates: (teacher planning, stockpile, holiday)	+ \$20/1 st child (+10/siblings)
Fall/Winter/Spring Breaks:	\$30/day or \$125/week

Dates Open for Day or Week Camps: (Subject to change)

Thursday, August 2	January 2-7
October 8-19	Monday, January 21
Tuesday, November 6	Monday, February 18
Wednesday, November 21	March 11-15

Dates Camp Program Closed: (Subject to change)

September 3, Labor Day
November 22-23, Thanksgiving Holiday
December 24-31, Christmas Holiday
April 19, Good Friday

Schedule: We follow the Wilson county school calendar for holiday closings, snow days, fall, winter and spring break, and summer vacations but we make every attempt to support our Metro students. For our Andrew Jackson families we will communicate any updates to the Metro school calendar as necessary.

Payment: Weekly fees are to be paid in advance on Monday of the current week and are due, whether the child is present or not, in order to keep your reserved spot in the program. Payments that have been set up automatically, through a credit card, debit card, or bank draft, will be processed on Monday of the current week. A late fee of \$10 will be added if payment is not received by 6:00pm on Wednesday. Any account not current after 2 weeks will be suspended, and full payment must be made, plus any late fees and fees associated with attempts to collect payment, before the child can be accepted back into the program. Please contact the office at 615/754-8650 with any questions.

Hours: We are open from 2:00 until 6 PM during the school year. During vacation weeks and scheduled days off, we are open from 6:30 AM to 6 PM unless communicated otherwise. If school is closed for a weather related event, we will be open from 8:00 AM to 6:00 PM, unless otherwise communicated through group email or text. A late fee of \$1.00/minute will apply for parents picking up later than 6:00 PM. Please be prepared to pay on arrival.

Enrollment and Withdrawal: Enrollment is ongoing throughout the school year based on availability. Once you enroll your child in the Langford Farms After School program you are reserving a spot for that child for the school year. Any adjustments to participation in the program must be made, in writing or via email, at least 1 week in advance. Payment is required during that time.

Re-Enrollment: Families will be asked to submit paperwork for the upcoming school year in order to re-enroll in the program. Current families, and siblings, will be offered first opportunity and will have a deadline in the spring. After the deadline, we will begin accepting any new families. Participation is dependent on transportation from school availability, as well as program and age-group availability.

Homework Policy: We recognize the importance of getting homework done but ultimately it is the responsibility of each child. Our aim is to support this part of a child's education by providing a designated time, space, supplies if necessary and supervision. If a child does not have homework they may also read at book during this time. Due to space limitations it is not possible to have children do their work privately.

Playground and Outdoors: Every day, weather permitting, children in the program will play outdoors on the playgrounds or in the fields. Please be sure to plan accordingly and dress your children for the weather. All children will go outdoors if they attended school that day.

Snacks: Langford Farms provides an afternoon snack every day upon arriving at the program. We provide water and/or juice with their snack. If your child has a food allergy, please be sure to note that on their health form. On extended days and during camp weeks, please provide a morning and afternoon snack as well as lunch. We do not have the ability to refrigerate or heat lunches.

Behavior Management: At Langford Farms our focus is on promoting the spirit of cooperation and mutual respect among the children. The staff uses positive reinforcement and redirection when necessary to help children with inappropriate behavior. If this initial attempt does not work, a child will be asked to sit out in order to calm down. Staff will discuss why the behavior was inappropriate with the child and methods to try in order to prevent a reoccurrence in the future. If the disruptive behavior continues, the parent will be informed and their cooperation requested.

Termination and Suspension Policy: Children enrolled in the Langford Farms After School program, and their parents, are asked to support and follow our program rules and policies. These rules are designed to be fair, reasonable and age-appropriate. The rules are necessary in order the program to be a positive environment for all, and to ensure that everyone has a good time and remains safe.

Reasons for suspension and termination include:

- Physical or verbal abuse towards staff or other children
- Willful destruction of Langford Farms Club property
- Leaving the program without permission
- Endangering self or others
- Non-payment of tuition as described in "Rates" section

Seasonal Swimming: As part of the After School program, children will swim while the pools are open. Age appropriate groups will swim together and a schedule of days and times will be provided. Children must have a swimsuit to change into. Street clothing will not be allowed in the pools. A separate bag for their swimsuit and towel will help keep school work from getting wet.

Illness and Injury: Minor injuries (ie. nose bleeds, abrasions) will be treated by staff. In the event of a more serious injury, we will notify you immediately and treat the injury on-site, or if necessary, seek outside treatment. For a child who displays symptoms of illness, significant behavior change, or is visibly uncomfortable, parents will be contacted to take the child home. For the sake of all other children and staff, Langford Farms cannot provide care for sick children. While your child is waiting, we will provide necessary care.

Personal Belongings: After School scheduled programming runs until 5:30. From 5:30 – 6:00 children may use a small, personal item brought from home until parents come to pick up.

Absences and Notification: Please notify the club, via phone or email, if your child will be absent from the After School program. Examples: if a child is sent home sick from school, if a child stays home from school due to illness, has a doctor appointment, field trip, etc. Failure to notify us of your child's absence results in a delay for the buses as we must check with the school until we can determine the reason for the missing child. To assist with notification, we will also have a Long Term Calendar for parent notification of absences in advance, located in the check-out area of the club.

