

2019/20

AFTER SCHOOL PROGRAM  
CHILD ENROLLMENT FORM 2019-2020



**CHILD INFORMATION**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Sex: M / F  
City, State, Zip: \_\_\_\_\_ Grade Entering Fall 2019: \_\_\_\_\_  
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**

**New Family 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 \$80/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 further understand my account will be billed on Friday if payment or other payment arrangements have not been made.

\_\_\_ 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 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 2019/20 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

## 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. Unscheduled days out of school including weather closures, illness closures, etc. will not be discounted or refunded.

Half-day pick-up from school:

No extra charge

Extended day rates: (teacher planning, stockpile, holidays)

+ \$20/1<sup>st</sup> child (+10/siblings)

Fall/Winter/Spring Breaks:

\$25/day or \$115/week

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

October 7-11, Fall Break

Monday, February 17

November 25-27

Tuesday, March 3

December 23, 27, 30

March 9-13

January 2-6

Tuesday, May 5

Monday, January 20

Thursday, May 21

**Dates Camp Program Closed:** (Subject to change)

September 2, Labor Day

November 28-29, Thanksgiving Holiday

December 24-26, Christmas Holiday

January 1, New Year's Holiday

April 10, Good Friday

**Program Schedule:** We follow the Wilson county school calendar for holiday closings, 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. 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 Friday. 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.

**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. You may pay the late fee on arrival or it will be added to your account.

**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.

**Absences and Notification:** Please notify the club, via phone or email, if your child will be absent from the After School program. Not notifying 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 have a Long-Term Calendar for parent notification of absences in advance, located in the check-out area of the club.

2018/19

**AFTER SCHOOL PROGRAM  
ENROLLMENT INFORMATION (cont).**



**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.

**Daily Activities:** During program hours children will be divided into groups based on age and grade. Outdoor areas consist of 2 playgrounds and 3 sports fields. Indoor areas include the gym, rec room, game room, special project space, and interactive areas for kids' choice activities. Special events and weekly programming keep activities fresh and offer opportunities for trying new things and meeting new friends.

**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.

**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.

**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.