

2014--2015 SCHOOL YEAR

**FREE!!!**

# **Neighborhood House, Inc.**

## **AFTERSCHOOL PROGRAMS**

**WEEKLY  
PROGRAM**

**HOMEWORK  
HELP**

**HOT  
NUTRITIOUS  
MEAL**

**PARENT  
COUNCIL**



**Hours of Operation: 3:00 p.m.-5:30 pm**

**GRADES K-12**

**Activities Include:**

- Tutoring /Homework Help
- Arts and Crafts
- Nutritious Hot Meal
- Sports
- Computer Lab
- ENRICHMENT TRIPS
- READING PRORAM BOOK CLUB
- 4-H Program

**For More Information Please Contact:**

**Cynthia Williams  
Neighborhood House  
1218 B Street Wilmington, DE 19801  
302.483.1186**

**Registration for the NHI 2014-2015 After School Program is underway! Our first day will be September 8, 2014. The program will run Monday through Friday from 3:00pm-5:30pm and will follow the Christiana School District's academic calendar for the year. Stop in today for more information and your registration packet!!**

**VOLUNTEERS ARE WELCOME**



Dear Parent/Guardian

Thank you for choosing the Neighborhood House, Inc., Afterschool Program for your child's. We are looking forward to an exciting and memorable school year and we are delighted that you have chosen us. The program will begin on Monday, September 8, 2014 and end on Friday, June 2, 2015.

The Afterschool Program will provide a nutritious meal to all youth. All food will be provided to all students in attendance at no cost. A monthly calendar will be posted in dining areas. Your child may bring his or her own snack if they prefer.

We are looking forward to a fantastic school year. We have lots of fun and exciting activities and trips planned.

Carefully review all forms. Fill in all applicable information and sign where indicated. Forms will be checked for completeness before your child is allowed to attend the Afterschool Program.

Your child's afterschool experience will be educational, inspirational and fun! We look forward to having you and your child in our program. If you have any questions, please contact me at 302-483-1186 or 302-652-3928.

*Cynthia Williams*

## Neighborhood House, Inc. Afterschool Enrollment Form

Child's Full Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Grade entering in fall 2014

\_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Primary Guardian(s) \_\_\_\_\_ Primary Guardian Birthdate: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guardian: \_\_\_\_\_ Guardian Birthday: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you give permission for your child to leave at the end of the day without an adult?  Yes  No

If yes, at what time would you like your child to leave? \_\_\_\_\_

Emergency Contact Information (other than parent/guardians)

Name	Relationship to Child	Telephone Numbers

Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Medical/ Hospital Insurance/HMO Carrier: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

**Child Release Information (Please include emergency contacts!)**

The following people are authorized to pick up my child from the Neighborhood House Summer Enrichment Program

Name	Relationship	Primary Phone Number
_____	_____	_____
_____	_____	_____

**Neighborhood House, Inc. Afterschool Program Enrollment Form**  
**Health History**

**Health History**

If your child has problems with any of the following please circle & give additional comments below.

Frequent Colds/Sinus	Asthma	Behavior Problem	Fainting
Constipation/Diarrhea	Frequent Ear Infections	Seizures	Vision Difficulty
Speech Difficulty	Physical Limitations	Hearing Difficulty	Severe Illness
Emotional Problems	Surgery (explain below)	Other; _____	
Allergies (food, medicine, bee sting, etc.,) _____			

Additional information about your child (includes serious illness, accidents, operations, medications, etc.,. dates)

Special information we should know about your child

\_\_\_\_\_

Medication your child takes

\_\_\_\_\_

Special restrictions or considerations while at the Neighborhood House.

\_\_\_\_\_

Is the child progressing normally for their age group? \_\_\_\_ Yes \_\_\_\_ No If no, please explain

Female campers, has the girl menstruated? \_\_\_\_ Yes \_\_\_\_ No

**Parent's Authorization:** This health history is correct as far as I know, and the person herein described as permission to participate in all prescribed activities, except as noted above.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Neighborhood House, Inc. Afterschool Enrollment Form  
Parent/Guardian Signed Releases**

**Parent/Guardian Signed Releases**

**Permission to Provide Necessary Treatment of Emergency Care:** I hereby give permission to the medical personnel selected by the program administrator to order X-rays, routine tests, treatment, to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the youth director to secure and administer treatment, including hospitalization, for the person named above. The completed form may be photographed for trips out of camp.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Field Trip & Transportation Release:** The Neighborhood House, Inc. Afterschool Program has my permission to take my child on all pre-arranged trips as indicated on the afterschool calendar. I also give permission to take my child on walking trips throughout the Neighborhood House community and downtown Wilmington.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Photo Release:** I hereby give permission for my child's picture to be taken during any activity while a youth at the Neighborhood House, Inc. I agree that the picture(s) of my child may be used by Neighborhood House, Inc. for the purpose of public relations without compensation.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Child Release:** I give the Neighborhood House, Inc. Afterschool staff to release my child as indicated on the registration form. I understand that any changes to this information must be submitted in advance and in writing to the program administrator. In the event that there is a question about who my child is to go home with, the primary guardians will be notified.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**First Aid Release:** I give the Neighborhood House, Inc. Afterschool staff to administer first aid as they deem necessary. First Aid treatment may include rinsing, the use of soap and water and Band-Aids.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Parental Release for PG Rated Movies:** Throughout the school year, we may show a PG (Parent Guidance suggested) movie. Parental Guidance is defined as some material may not be suitable for children". This signifies that the film may contain some material parents might not like to expose to their young children. Explicit sex scenes and scenes of drug use are absent in PG movies. Nudity, if present is seen only briefly. Horror and violence do not exceed moderate levels. Examples of PG movies are "Like Mike", "Shrek", "Shrek 2", "Daddy Day Care", "Holes", "Pink Panther", "Charlie and the Chocolate Factory", "Madagascar", "Robots", "Because of Winn Dixie", "Racing Stripes" and "Good Boy". If you would not like your child to watch PG movies, they will be provided with an alternative activity outside of the movie viewing area.

\_\_\_ My child is allowed to watch PG movies **Or** \_\_\_ My child is Not allowed to watch PG movies

## Neighborhood House, Inc. Afterschool Program – Behavior Code

All youth and parents must sign that they have read and understand the behavior code and discipline consequences of the Neighborhood House, Inc. Afterschool Program.

We expect all youth to respect the teachers, staff, volunteers, fellow peers and themselves. Disrespect of any supervising adult or volunteers will not be tolerated. The first offense will result in a verbal warning, the second offense will result in a written warning, and the third time will result in the youth losing the privilege to participate in the next field trip or special event.

All students are expected to participate in all academic activities. We expect that all youth will try to start and complete academic tasks that they are given. We will try our best to place students in grade appropriate groups.

Any youth that has not demonstrated responsible behavior throughout the week (i.e. breaking rules, talking, refusing to follow directions, etc.) will not be permitted to attend the next field trip or special event. Responsible behavior includes, but is not limited to participating in whole and small group activities, following directions, respecting staff and other youth, refraining from fighting and other “hands-on” activities.

Behaviors which cause injury to others or significant property damage are grounds for immediate dismissal from the Afterschool Program. Major behavior problems are:

- Hitting, fighting, biting, or bullying
- Stealing
- Vandalism
- Possession of any type of weapon
- Hitting any adult counselor or volunteers
- Disrespect adult and counselor or volunteers

Major behavior problems will be managed in the following ways:

**1<sup>ST</sup> Incident:** Parents will be called in for a conference with child and Program Administrator. Child will not be allowed to attend until the conference takes place.

**2<sup>nd</sup> Incident:** Parent will be notified and another conference may be scheduled. Child may be dismissed from the Afterschool Program.

If a child misbehaves on a field trip, he or she will not be permitted to attend the following trip. In the event of a behavior which risks or causes injury to other individuals or their self, the child may be dismissed from the program or prohibited from taking any future field trips.

I have read and understand the Behavior Code. I agree to abide by the social policies for Neighborhood House Inc. I agree to inform my child about my expectations of his/her behavior.

Parents/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Neighborhood House, Inc. Afterschool Program – Policies**

**Pick Up Policy:** Youth need to be signed out at the end of each day. All youth must be picked up no later than 5:30 pm. Please do your absolute best to be on time or set up arrangements to have your child picked up if you are running late. Please call the Neighborhood House and ask to speak with Cynthia Williams, or leave a message at the front desk if you will be late. Multiple (5 or more) late arrivals to pick your child up may result in termination of services.

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

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**Computer Use:** I understand that computer usage at Neighborhood House, Inc. will be for educational and appropriate entertainment purposes. Appropriate entertainment is defined as child-friendly websites and games. Computer usage is allowed only with permission and supervision of Summer Enrichment Program personnel. **Any access by your child to restricted, unauthorized and/or inappropriate websites will result in loss of computer usage privileges for the rest of the summer.**

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

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If your child was suspended or did not attend school child **May Not** attend the Afterschool Program.

We ask that all students turn in report cards so we may better help the student.

Youth must come in prepared to do homework or we will provide work for them to do. If a child refuses to do work, the child will be asked to read a book during the homework period. If the child refuses, parent will be called to pick up student.

**Neighborhood House, Inc. Afterschool Program**  
**Health Policy**

**Health Policy:** Keeping your child healthy is important to both of us. By working together we can keep your child healthier. Children with temperatures over 101 degrees Fahrenheit, uncontrolled diarrhea, vomiting or any other illness listed below should not be in the center. Child care requirements require me to follow this policy. These requirements were developed directly from guidelines set by the American Academy of Pediatrics and American Public Health Association.

If your child becomes ill during the day, please don't bring them to the afterschool program.

I will encourage your child's good health by serving nutritious meals and teaching good hygiene to the children, especially hand washing.

I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in minor injuries do occur. I have been trained in first aid and CPR and will follow my training. If the situation is serious, I will call you and may even suggest that you take your child to the doctor or the emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contact person listed on your child information card.

It is also essential that you tell me if your child has been exposed to a contagious illness, such as chicken pox or strep throat, so I can watch for symptoms of the illness in your child and other children in care.

I have read and understand the health policy.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_