



# Manchester School District

## "Changing Lives Through Balance"

# 21st Century Community Learning Centers

# SESSION 2

## November 13th 2017- January 26th 2018

### HOW TO PARTICIPATE

**1. Choose the desired classes with your son/daughter.**

Sign up for as many classes as you wish. Classes are on a first-come, first-serve basis and may be cancelled due to low enrollment. Circle your choices on the course schedule (on back) and keep for your records. Student will be placed in Homework club and if no classes are chosen. Classes need to have at least 5 students signed up to run paid classes will run no matter what.

**2. Complete both sides of the registration form below.**

A separate registration form is required for each student. Incomplete forms will delay registration.

**3. Return the registration form along with payment (check, money order, cash) to the main office of your school.**

Please make checks payable to the Manchester School District. A \$30 fee will be assessed for checks returned due to insufficient funds.

### Payment:

A non-refundable registration fee of \$5 will be assessed for each student enrolling in the afterschool program. The cost for each class is as follows: All classes are covered by the \$5 Registration fee, unless denoted as extra pay class with an \$\$ next to class. For extra paid classes it is \$15 if the student receives free or reduced lunch, \$30 for all others. Unless noted, the fee per course covers the entire session. Families with more than one student enrolled may qualify for reduced rates.

Financial aid and scholarships are available. Please contact your site coordinator for more information.

**If you'd like to make a donation to the 21<sup>st</sup> CCLC program, please include amount on the course selection form.  
Thank you for your support!**

### THE FINE PRINT

The 21<sup>st</sup> CCLC wants your son's/daughter's after-school experience to be a positive one. Our goal is to provide a fun and safe learning environment for all participants. Please review the following information with your son or daughter.

**BEHAVIOR STANDARDS** - Students participating in the program are held to the Manchester School District's Behavior Standards. **Repeated disruptions or disrespect for others and/or for their property may result in removal from the program.**

**DISMISSAL** - Students will be dismissed from the program between 5:00-5:15. You must notify the site coordinator in advance if you are unable to pick up your student as designated. Failure to do so will result in a maximum waiting period of thirty minutes. If we are unable to contact you during that time, we may contact local authorities. If students ride is late 3 times in a session the student will be suspended for the rest of the session, or until parent/guardian meet with coordinator to make proper arrangements for the students dismissal from program.

**A late fee of \$5 may be assessed for every fifteen minutes after the designated pick up time.**

**ABSENCE FROM PROGRAM** - Time does not allow for parents to be contacted immediately when students are absent from the 21<sup>st</sup> CCLC program. Fees will not be refunded.

**CANCELLATION** - The program does not operate on holidays, school vacation periods or early release days and will be cancelled when schools close due to inclement weather or unforeseen events. Notification will be made through the school's standard procedure. In these cases, courses will not be rescheduled and fees will not be refunded.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Level \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Home Phone \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Father's Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

#### EMERGENCY CONTACTS (Other than parents)

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**My son/daughter has my permission to be dismissed from the 21<sup>st</sup> CCLC program as follows:**

Walk home. ( I am aware that crossing guards are not available.)  Be picked up by \_\_\_\_\_

Go to the \_\_\_\_\_ program.

**REGISTRATION FORMS ARE DUE TO FRONT OFFICE OR MRS. BALLE WITH ALL REGISTRATION FEES**  
**Forms turned in after start date are accepted up to 2 weeks before end of current session, then the new registration is necessary.**

Please complete both sides of this form.