

## After-School Program Sign-Up Form

We are pleased to offer an optional after-school program for our students. This program provides a safe and supervised environment where students can complete their homework, study, or engage in quiet activities until they are picked up. We also assign English and Math worksheets (Steps packets) to enhance student learning.

However, we have limited staff in the after school hours and cannot allow students to wander around campus as this could lead to unsafe situations. If your child is not here for the after school program or to participate in authorized and supervised club activities, they should return home at the end of the regular school day.

Please read the following information carefully:

- **After school study hall locations:** Students must be in the designated after school location until parents/guardians arrive.
- **Notification Requirement:** Students must notify the supervising staff if they need to leave the room for any reason and notify the teacher when they return.
- **Supervision Hours:** Mondays-Thursdays 3:00pm - 6:00pm / Fridays 1:30pm - 4:30pm
- **Pick-up Location:** B Building-West Parking Lot entrance
- **Code of Conduct:** Students are expected to follow all school rules as listed in the Arroyo Pacific Academy student handbook posted on the school website.

Please choose **one** option from the following:

\_\_\_\_\_My child will **not** participate in the after school program. He/she will remain on campus after school only if he/she is participating in authorized club activities. He/she will not require supervision after school, and I will be responsible for picking up my child on time after the activity is over. Signature: \_\_\_\_\_

\_\_\_\_\_My child **will** participate in the after school program but may walk/bike/take public transportation home at any time after school.

\_\_\_\_\_My child may not leave until I or other authorized persons come to pick him/her up or call/text with authorization for him/her to leave school. I understand my child will be subject to detention and may face additional consequences if he/she leaves the designated areas without permission.

**Note:** If school personnel cannot locate your child, we will contact the police for help to ensure that your child is safe.

**Parent/Guardian Agreement:**

Please complete the section below to acknowledge that you have read and understood the terms and conditions of the after-school program.

I, the undersigned, have read and understood the terms and conditions of the after-school program. I would like to enroll my child in the program and confirm that I have explained the rules of conduct to my child.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

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

Emergency Contact Information:

- Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Relationship to Student: \_\_\_\_\_

**Student Agreement:**

Please sign below to acknowledge that you have read and understood the terms and conditions/school rules of the after-school program.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation. Sincerely,

Administration

Arroyo Pacific/Steps Academy