



## **AFTER SCHOOL PROGRAM INFORMATION**

FALL SESSION: Monday, October 16, 2017 – Thursday, December 14, 2017  
**2:45 p.m. - 4:00 p.m.**

(Please mark your calendar with these times and dates)

Learning Prep School offers an After School Program for Elementary, Middle, and High School students. Please take time to review all of the forms as the After School Program can be a wonderful addition to your child's education.

Please return the following documents to the LPS Business Office (Attn: Alyson Humphreys):

- Application
- Emergency/Transportation Information Form
- Program payment

All paperwork must be in no later than October 10, 2017.

Students may not begin the After School Program until we have received the above documents and payment in full. Please note that no refunds will be issued unless the program is cancelled due to low enrollment or if the group is already full.

## **AFTER SCHOOL PROGRAM GUIDELINES**

1. All groups will meet from 2:45 pm - 4:00 pm. ALL STUDENTS MUST BE PICKED UP PROMPTLY AT 4:00 PM, IN THE HIGH SCHOOL PARKING LOT. It is your responsibility to arrange transportation for your child, by either you, a person pre-specified by you, or a scheduled cab from your child's school district.
2. If your child is picked up on a consistently late basis, they will lose the opportunity to attend the After School Program for the remainder of the session. No refunds will be issued.
3. We strongly encourage you to pack an afternoon snack for your child to help them sustain their energy and attention levels. We do not provide snacks for any students.
4. If your child will be absent due to other commitments (i.e. appointments, prior obligations) you are required to contact me at [ahumphreys@learningprep.org](mailto:ahumphreys@learningprep.org), on or before the particular day, as well as to notify the transportation company if necessary.
5. Programming will NOT run, be made up, or be refunded on early release days (whether scheduled or due to inclement weather). If weather is questionable and you have not received notice from us, please call the school to verify whether programs are running.
6. If your child seeks nursing assistance because of illness or injury during the day on which he/she is participating in after school programming it is up to the discretion of the nurses as to whether or not

he/she is capable of attending or continuing to attend that day. Please arrange for emergency transportation in the event that this occurs.

7. If your child is absent, withdrawn, suspended, or terminated from the After School Program, there will be no refund.
8. Students are expected to behave as respectful members of the school community during the After School Program. Incident reports are created when students are unable to manage themselves appropriately and safely within the structure of the program. Students who require this type of documentation for their behavior on a regular basis may be suspended from the next scheduled class or terminated altogether (given the severity of the circumstances, i.e. any actions that cause harm to themselves and/or others). \*\*Administrators reserve the right to determine whether that student will be terminated from the After School Program.

Please contact me directly on my cell phone and/or via email if you have any further questions or concerns throughout the program. We look forward a fun session!

**Alyson Humphreys**

*After School Program Director*

973 519 8013 (cell)

ahumphreys@learningprep.org



**Elementary and Middle School**

After School Program Application

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Student's Name:
Parent/Guardian's Name:
Address:
Phone Number:
E-Mail Address:

**Please check off the group(s) in which your child would like to participate.**

<b>MONDAY</b>	<input type="checkbox"/>	Minecraft	\$300.00
	<input type="checkbox"/>		
<b>TUESDAY</b>	<input type="checkbox"/>	Game Day	\$300.00
	<input type="checkbox"/>	Hip Hop	\$300.00

Total: \$ \_\_\_\_\_

**ALL FORMS DUE BY OCTOBER 10, 2017**

\*THE COURSES OFFERED IN OUR AFTER SCHOOL PROGRAM ARE SEPARATE FROM THOSE OFFERED IN THE SPECIAL OLYMPICS PROGRAM\*

Please make check payable to:                      **Learning Prep School**

Please return all forms and check to:            LPS Business Office  
 Attn: Alyson Humphreys  
 1507 Washington Street  
 West Newton, MA 02465

# EMERGENCY TRANSPORTATION INFORMATION FORM

STUDENT NAME:		
ADDRESS:		
HOME PHONE NUMBER:		
PARENT/GUARDIAN NAME:		
CELL PHONE NUMBERS:		
Parent/Guardian 1:	Parent/Guardian 2:	
WORK NUMBERS:		
Parent/Guardian 1:	Parent/Guardian 2:	
EMERGENCY CONTACT NAME:		
EMERGENCY CONTACT PHONE NUMBERS:		
Home:	Cell:	Work:
HEALTH PLAN AND #:		
My child [ ____ does/ ____ does not] have any known allergies		

MY CHILD WILL BE PICKED UP FROM THE AFTER SCHOOL PROGRAM BY:	BUS / CAB [   ]	PARENT [   ]
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**IF YOU CHECKED OFF BUS / CAB, PLEASE COMPLETE THE FOLLOWING:**

CAB COMPANY NAME: \_\_\_\_\_

CAB COMPANY'S PHONE #: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING:**

- All communication with the Bus/Cab Company is the Parent/Guardian's responsibility (i.e., days/time for pickup, cancellations, etc.).
- (3) or more late pickups will jeopardize your child's participation in the After School Program.

\_\_\_\_\_  
 PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
 DATE