

P.O. Box 1321 Phenix City, AL 36868
kwlakids.org/ 334-704-3150

PARENT INFORMATION

Parent(s)/Legal Guardian's Name: _____

Home address: _____ City: _____ State: ___ Zip: _____

(1) Parent/Guardian's Place of Employment:

Work Address: _____ City: _____ State/Zip: _____

Cell Phone number: () _____ Secondary number: () _____

Work Phone Number: _____ Email Address: _____

(2) Parent/Guardian's Place of Employment:

Work Address: _____ City: _____ State: ___ Zip: _____

Cell Phone number: () _____ Secondary number: () _____

Work Phone Number: _____ Email Address: _____

How did you hear about KWLA After-School/Summer Program? _____

Do you attend Technical College and/or a University? If yes, name of college

College Classification: _____ School Hours you attend class _____

Check if you receive: TANF ___ Food Stamps ___ Child Support ___ Childcare assistance ___

Disability Income ___ SSI ___ Pell Grant/Student Loans ___ Retired ___

If you receive financial assistance for childcare from DHR please provide certification number:

Additional Information (i.e. grandparents' phone number, emergency contact, health conditions, food allergies, etc.):

Name & Contact Information



CHILD(REN) INFORMATION

Child's Last Name: _____ First Name: _____

D.O.B. __/__/__ Grade Level for 2020-2021 School Year: _____ Allergies _____

Does your child(ren) have an IEP? Y__N__ *If yes, please a copy to Program Director.*

Additional Child(ren) in the household:

Last Name _____ First Name: _____

D.O.B. __/__/__ Grade Level for 2020-2021 School Year: _____ Allergies _____

Does your child(ren) have an IEP? Y__N__ *If yes, please a copy to Program Director.*

Last Name: _____ First Name: _____

D.O.B. __/__/__ Grade Level for 2020-2021 School Year: _____ Allergies _____

Does your child(ren) have an IEP? Y__N__ *If yes, please a copy to Program Director.*

Last Name: _____ First Name: _____

D.O.B. __/__/__ Grade Level for 2020-2021 School Year: _____ Allergies _____

Does your child(ren) have an IEP? Y__N__ *If yes, please a copy to Program Director.*

Last Name: _____ First Name: _____

D.O.B. __/__/__ Grade Level for 2020-2021 School Year: _____ Allergies _____

Does your child(ren) have an IEP? Y__N__ *If yes, please a copy to Program Director.*



KWLA PICK UP SERVICE AUTHORIZATION FORM

PHENIX CITY SCHOOLS PICK-UP

**RUSSELL COUNTY SCHOOL-
LADONIA/MOIS/MOPS**

M T W Th F (circle)	Child(ren) Names	Bus #	School Name	Pickup Time

**Persons authorized to pick up your child from KWLA After-School Program
(NOTE: *Proper identification must be provided*)**

Name: _____ Phone #: _____ Relationship _____

Name: _____ Phone #: _____ Relationship _____

Name: _____ Phone #: _____ Relationship _____



KWLA Afterschool/Summer Program Behavior Contract

Upon signing this document, both the parent and student agree to the guidelines set forth and will abide by the discipline actions issued if this contract is not followed.

- I will be on time and attend KWLA Afterschool/Summer Program daily.
- No cell phone usage allowed during KWLA Afterschool/Summer Program
- During the time I can use the computers it will be for educational purposes only.
- I will be respectful of my peers, fellow teachers and all program staff. This means that I will speak to others in a respectful manner and tone of voice.
- I will follow directions of KWLA Afterschool/Summer staff.
- I will not threaten or cause physical harm towards others, including possessing sharp or other dangerous instruments.
- I will respect the personal space of others and keep my body to myself.
- I understand that disrespectful behavior includes, but is not limited to, hitting, punching, kicking, biting, spitting, swearing, lying, bullying and refusing to listen to the KWLA staff.
- I will be respectful of the building, and any other location I may visit while attending KWLA Afterschool/Summer Program
- I will not litter, vandalize, steal, or destroy items that do not belong to me.
- I will follow all van/bus rules while riding to KWLA Afterschool/Summer Program.
- I agree to follow all KWLA Afterschool/Summer Program rules including those that are not listed on this behavior agreement or rules set forth by KWLA Board of Directors.

KWLA Afterschool/Summer Program utilizes the following if any of the above is broken:

First Occurrence – The first occurrence will result in a phone call home. A senior staff member will explain to the parent/guardian what happened and why such behavior is not acceptable. In the case where kicking, biting, or other severe behavior occurs, the child may automatically be given one day suspension from the program, with no refund for that day.

Second Occurrence – The second incident may result in immediate expulsion from KWLA Afterschool Program without refund.

Parent Signature

KWLA Student Signature



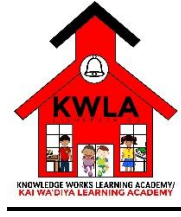
KWLA AFTER-SCHOOL PROGRAM WAIVER AND RELEASE FORM

I, _____, am a parent whose child _____ (child's name) is participating in the Knowledge Works Learning Academy (KWLA) after-school program from Fall 2020- May 21, 2021. As a condition of my participation in this program, I agree to and understand the following:

1. Release, waive, discharge and agree not to sue the Trustees of the Knowledge Works Learning Academy and all its successors, assigns, affiliates, officers, directors, employees and agents ("KWLA") from all manner of actions and causes of action, suits, debts, accounts, judgments, claims and demands whatsoever in law or equity, and attorney's fees, including all claims arising out of any incidents involving personal injury in any way by reason of participation in the program.
2. Assume any and all risks arising from his/her participation in the voluntary activity named above, including without limitation, the risks of bodily injury or property damage, the unavailability of emergency medical care or the negligent or the deliberate act of another person.
3. Indemnify, defend and hold the Trustees of Knowledge Works Learning Academy, its directors, officers, employees and agents harmless from any and all claims, causes of action, damages, judgments, costs or expenses that arise out of or relate to the negligent or intentional act or omission of the undersigned. Each of the undersigned expressly acknowledges that he/she has read and understands this Agreement and Release and signs it freely and voluntarily.

Name of Participant (please print)

Signature of Parent/Legal Guardian (please print)



KWLA PARENT AGREEMENT CONTRACT

1. The KWLA After School Program is an equal opportunity employer. No person, based on race, religion, color, or national origin, will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program.
2. KWLA exercises the right to pray over food and in general. KWLA's platform is based on character education and value systems consistent with spiritual values. If the parent/guardian opposes please put in writing that you want your child(ren) to be exempt from the above.
3. The KWLA After School Program will be licensed by the state of Alabama Department of Human Services.
4. The KWLA After School Program will be open from Monday - Thursday from 3:00 p.m. to 6:00 p.m. and Fridays from 3:00 p.m. – 5:00p.m. to provide quality after school care for children attending Russell County/Phenix City Schools K5 – 8th grades.
5. The KWLA After School Program will be closed *when* the Russell County/Phenix City Schools are closed. **If school is cancelled due to weather while the children are in school, KWLA After School Program will be closed also. Parents will be notified of KWLA open dates on holidays. Additional fee will apply. (see handbook policy)**
6. The KWLA After School Program will provide a daily nutritious afternoon snack.
7. Although we request your cooperation in not disturbing the program, parents are always welcome to visit our program. We do ask that you notify a member of our office staff, due to safety precautions.
8. While every attempt will be made to protect your child's personal property, The KWLA After School Program **will not** be responsible for any articles brought to the program.



9. The parent/guardian will be required to enter the building when picking up their child. For your child's protection, the "Sign Out" sheet must be signed by the person picking up your child each night. Only authorized adults will be allowed to pick up your child.
10. Positive reinforcement is our primary method of maintaining discipline at KWLA After School Program. In cases where our discipline procedure of time-out, isolation, counseling, parental contact and behavior redirection are not effective; the child may be removed from the program by the director.
11. The KWLA After School Program will not administer medication without first obtaining approval from the parent/guardian. If the child's temperature reaches 101 degrees, or the child appears to be ill, the parent will be called to immediately pick up the child.
12. In the event of an emergency, The KWLA After School Program has the permission of the parent/guardian to administer first aid or obtain emergency medical treatment, if necessary, for the child's welfare.
13. In order to meet the special academic needs of a child, The KWLA After School Program has the parent's permission to coordinate efforts with the Russell County/Phenix City School Districts.
14. It is understood by the parent/guardian that children in our care are subjected to be interviewed by Child Care Licensing, DFCS Special Investigations and/or law enforcement for investigative purposes and/or for determining our compliance with state of Alabama Licensing Requirements.



The KWLA After School Program fees are as follows:

REGISTRATION: A yearly registration fee of \$30.00 for each household is due when entering the program. The registration fee is non-refundable fee and due upon initial registration along with the first week of tuition.

The parent/guardian agrees to pay the weekly tuition fee as set by the KWLA After School Program. All tuition fees are due in advance. Checks should be made payable to KWLA After School Program. *If for any reason, except illness, the account has not been paid by the close of business on Wednesday of that week, a late fee of \$10.00 will be assessed. If the account has not been paid by the next Friday, the child will not be permitted to return until the past due account is brought current.*

15. The parent/guardian agrees to pay a \$25.00 charge for any check returned by the bank, or any transaction returned by CashAPP, or any money order currency company. If a check is returned by the bank, The KWLA After School Program reserves the right to require all future payments to be made in CashApp or Money Order. All fees and penalties associated with collecting past due accounts will be the sole responsibility of the primary parent/guardian.
16. The parent/guardian agrees to pay a **\$1 per minute, per child, late pick-up fee starting at 6:01pm Mon – Thursday and 5:01 pm on Fridays** and the time is determined by the clock at KWLA After School Program location.
17. **The parent/guardian agrees to notify KWLA After School Program’s verbally to the director or by text message one week in advance of the removal of their child from the program. Parents/guardians will be responsible for the week’s tuition if advanced notification is not given.**
18. This parent agreement is subject to change with a one week’s notice.

I, _____ (parent) agree to all terms in the parent contract, policy and procedures of KWLA, Inc. By signing I take full responsibility in paying KWLA, Inc weekly fee for after-school service for my child (ren).

Parent Signature

KWLA Personnel (witness)

Date

Date



FUTURE CARE SURVEY

Will you need full-time after-school services when regular school is out?
_____ No _____ Yes, if yes what holidays will you need child supervision?

(Please check all that apply)

____ December 23, 2020 -January 6, 2021 (Winter Break)

____ March 23-27, 2021 (Spring Break)

____ May 22, 2021 (Last Day of School)

Fees for the above services will be in addition to weekly rate.



KWLA Afterschool Rate: \$75.00 PER CHILD/PER WEEK

The first week and application fee is due during registration and thereafter weekly payments are due on Monday. A late fee of \$10.00 will be added after Wednesday at 6:01 p.m.

Application Fee is \$30 per household.

KWLA Afterschool Reduced Rate:

1st child: \$70 per week

2nd Child: \$145.00 per week

3rd Child: \$210.00 per week

4th Child: \$270.00 per week

The first week and application fee is due during registration and thereafter weekly payments are due on Monday. A late fee of \$10.00 will be added after Wednesday at 6:01 p.m. Application Fee is \$30 per household. In order to qualify for reduce rate household must show proof from the following: Free & Reduce Lunch, Food Stamps, TANF, Public Housing, SSI, SSA must be attached to the application during registration.

Payments accepted: CashApp (\$skwlakids), Check or Money Order.