

Office Use Only:

Application Date: _____

Date of Enrollment: _____

117 Waketa Dr.
Asheboro, NC 27203

336-498-7751

pam@northridgenow.org**Child Application 2016-17 – Monday – Thursday 2:45pm – 6:00pm**

Note: To be considered for a spot at The Dream Center, YOU MUST have every part of this application filled in. Any missing information will delay your application from being processed. Please also note that you will be contacted to let you know if your child has been accepted. Turning in an application does not guarantee a spot at The Dream Center. APPLICATION IS DUE BY September 1st!

Parents: This application must be completed and returned to The Dream Center or your school office. All pages must be filled out completely and all signature spots signed and dated before your child can be considered for enrollment. Signature spots are marked in red. Please attach a current copy of their immunization records. After your child has been accepted, you will receive a letter, parent handbook, and other information. You student cannot start until you have received this letter in the mail. We will not start until around October. Any questions, please contact Pam Hyatt at the information provided above. We look forward to working with your child!

Name of Child		Last	First	MI	Nickname	
Birth Date		Age (As of Sept 1, 2016)	Fall 2016 Grade	Male <input type="checkbox"/> Female <input type="checkbox"/>	Shirt Size <input type="checkbox"/> Youth Small <input type="checkbox"/> Adult Small <input type="checkbox"/> Youth Medium <input type="checkbox"/> Adult Medium <input type="checkbox"/> Youth Large <input type="checkbox"/> Adult Large <input type="checkbox"/> Youth Extra Large	
School Your Child Attends <input type="checkbox"/> Balfour Elementary <input type="checkbox"/> Randleman Elementary						
Address		Street number and Name/Apartment Number				
		City	State	Zip Code		

INFORMATION ABOUT THE FAMILY

Child Lives with (Please check all that apply) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Other					
Guardian #1 Name		Home Phone Number		Cell Phone Number	
Address		Street Number and Name/Apartment Number			
<input type="checkbox"/> Check here if address is the same as child.		City	State	Zip Code	
Place of Employment		Business Phone		Email	
Guardian #2 Name		Home Phone Number		Cell Phone Number	
Address		Street Number and Name/Apartment Number			
<input type="checkbox"/> Check here if address is the same as child.		City	State	Zip Code	
Place of Employment		Business Phone		Email	

Insurance Information

The Dream Center provides liability insurance. **It should be noted that the insurance of the parent will be considered primary coverage.** The insurance of The Dream Center will be available only as excess insurance coverage when a given family does not have coverage or when a family's coverage is insufficient. In order to better serve your child in the case of an emergency, please complete the following information.

Insurance Carrier	Policy #
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I have read and understand that my insurance is considered primary coverage, and the insurance of The Dream Center is only applied as excess coverage.

Parent/Guardian Signature: _____

INFORMATION ABOUT YOU CHILD

Does your child have any known allergies?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please explain:
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Does your child have any chronic illnesses/conditions?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, please explain:
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Any additional information about your child that may be helpful to The Dream Center staff, please explain below (example: eating habits, play habits, special fears, special likes or dislikes, etc.):

NOTE: A copy of the child's immunization record is required by state law before child attends The Dream Center. Please submit a copy with your application. We will be happy to make a copy if your child's immunization card.

Limitations

If your child has and/or is receiving special education for the following, please check the appropriate box to facilitate adequate recreational opportunities.

Vision Hearing Speech/Language Physical Therapy BD LD Other (Please Explain)

EMERGENCY CARE INFORMATION

Doctor Information

Name of Child's Doctor	Office Phone
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Doctor Address	Street Number and Name/Apartment Number		
	City	State	Zip Code

Dentist Information

Name of Child's Dentist	Office Phone	City Located
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Hospital Preference

Hospital Preference (local hospital required)	Phone
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I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately.

Parent /Guardian Signature _____ Date: _____

If neither father nor mother (or guardian) can be contacted, call: ALL INFORMATION MUST BE FILLED IN TO BE ACCEPTED!

Name	Relationship to the Child	House Number	Cell Number	Office Phone Number
Name	Relationship to the Child	House Number	Cell Number	Office Phone Number

If you cannot pick up your child, please give the names of the persons to whom the child can be released.

ALL INFORMATION MUST BE FILLED IN TO BE ACCEPTED!

NOTE: Must be 18+ Years old. A photo ID is required from the names listed below when picking up your child.

Name	Relationship to the Child	House Number	Cell Number
Name	Relationship to the Child	House Number	Cell Number

PERMISSION FORMS

Volunteer Release Authorization - Volunteers are always welcome at The Dream Center. Volunteers will never be left responsible for the care of children, and will only be present to interact in positive ways. Staff will maintain their regular ratios during visits, and the visits are under supervision of The Dream Center Staff.

I understand that volunteers will be interacting with my child. I give my consent for volunteers to interact with my child in the supervised presence of The Dream Center staff members. I understand that this authorization is valid till the end of enrollment.

Parent/Guardian Signature _____ **Date:** _____

Child Photograph Permission Form During the course of the academic year, The Dream Center may wish to use photographs of students, parents or other adults on Dream Center bulletin boards, in educational publications or in general media releases on a controlled basis. Any such photographs would highlight the child either demonstrating learning techniques or participating in approved Dream Center activities.

____ I consent to the use of my child's image; such use may include all Dream Center Publications (print, online, video, etc.). Such photographs would highlight the adult either demonstrating learning techniques or participating in approved school activities.

____ I DO NOT consent to the use of my child's image ever; this use includes all Dream Center Publications (print, online, video, etc.).

Parent/Guardian Name: _____

Parent/Guardian Signature _____ **Date:** _____

Activity Authorization

In addition, if the facility has planned activities outside the fenced are of the facility, I will allow my child to play outside the fenced area. I understand that this authorization is valid till the end of enrollment.

Parent/Guardian Signature _____ **Date:** _____

Grade and Score Parent Release

I _____ (Parent/guardian's Name) give permission to Randleman Elementary/Balfour School to share information on grades, scores, behavior, and concerns for my child _____ (child's name), with The Dream Center. The consent will expire in one year or when my child no longer attends The Dream Center.

Parent/Guardian Signature _____ **Date:** _____

Problems or Grievances

I understand that I can speak with the director, Pam Hyatt, if I have any questions or concerns. I understand I can call, email, set up a meeting, or speak with her at pick up time any day.

Parent/Guardian Signature _____ **Date:** _____

Policies and Procedures

Transportation Home Policy

You child is to be picked up by 6:00pm Monday – Thursday from The Dream Center. The Dream Center is not responsible for bringing home your child for any reason. If you cannot pick up your child, please send one of the people listed on your application for to come pick them up. Under no circumstances can any staff member of The Dream Center bring home your child. **Please remember that if a transportation change needs to be made, a note with parent signature and date must be given to The Dream Center Director.**

I understand this policy and will either pick up my child by 6:00 pm each day, or send someone on their approved list on the application to pick them up on time.

Parent/Guardian Signature _____ **Date:** _____

Safe Arrival and Departure Procedures

- Cars must be parked in designated spaces in the front of the 3 buildings – NO ONE IS ALLOWED TO PARK IN BETWEEN THE BUILDINGS.
- Parent or guardian must sign child/children out every day in the correct location.
- Parent or guardian must sign permission for weekly field trips for each child before the day of the field trip – please note the times that your child will return from the field trip. They cannot be picked up before that time on field trip days.
- Staff must be notified of child's departure
- Upon the child's departure, the adult or guardian that matches the paperwork must come inside the facility to sign their child out, and **to notify staff that the child is leaving**
- Authorization (picture ID must be presented and name must be on application form) is required in writing when anyone other than the designated adult arrives to pick up a child
- Children must never be left unattended before sign in or after sign out
- Children are not allowed out of The Dream Center without their parent/guardian
- **Always enter through the glass side door to sign in/out your child**

I understand this policy and will follow all safe arrival and departure procedures.

Parent/Guardian Signature _____ **Date:** _____

Student Policies and Procedures

- Students are required to wash hands first thing upon entering facility, before putting book bags/belongings up. They will wash hands when re-entering the building after playing outside and before meals.
- Students are not permitted in office area unless accompanied by an adult.
- Students are not allowed inside/outside without adult supervision. Students are not allowed to go inside for water during outside time without permission.
- Students are not allowed in any closets or storage areas. If they need/want any outside toys/materials, they must ask an adult.
- Students are not allowed in the kitchen area for any reason.
- Students should not be behind the check in area without a staff adult.
- Students should not go past the green line before being signed in.
- Students should not be in the large group area, outside, in another building, or in a separate room without an adult.
- Students are not permitted in parking lot area in front of buildings unless escorted by an adult.
- Students are not allowed to touch any electronic equipment unless given permission by an adult. Students should never touch sound equipment, floor lights, staff computers, or copy machines.
- Have fun, show God's love and respect everyone.

I understand this policy and will talk with my child and encourage them to follow all student policies and procedures.

Parent/Guardian Signature _____ **Date:** _____

General Transportation Policy

Note: This does not include field trips. There will be a separate permission form for these trips.

I _____ (parent/guardian) give permission for _____ (child's name) to be transported from their location to **The Dream Center** by a **15 passenger van**. This is valid from **9-1-16** to **9-1-17**.

I understand this policy.

Parent/Guardian Signature _____ **Date:** _____

Policies and Procedures Continued

Homework Policy

At The Dream Center, our goal is to offer children a well-balanced program. While we understand the importance that homework plays in the life of a child, as well as for the families we serve, we strive to meet the needs of the whole child. In addition to helping children meet personal academic goals, we recognize our responsibility to give children a chance to socialize, have time engaged in physical activity, work on enrichment activities, and have a nutritious snack and dinner.

Our schedule reflects current research showing children concentrate better and produce more work when they've had a chance for a physical break first. Therefore, team play is the first activity after arrival and snack.

Our philosophy is that children learn and grow through team building and structured play with enrichment activities to support the school day standards involved. We reinforce this by having materials and activity choices that support the Common Core and Essential Standards.

Student planners and reading logs will be checked daily by staff. Staff will initial they have seen it, but we encourage parents to still look at the planners and reading logs and sign them as well. While we can't promise accuracy and/or completion, we do wish to support the homework time in the following ways:

- Provide an hour time frame to work on homework with trained staff and volunteer help
- Provide paper, pencils, basic resource materials such as books, thesaurus, math materials, and dictionaries
- Provide enrichment activities for those who are done, including STEM (Science, Technology, Engineering, and Math) activities
- A small group setting
- A specific reading time to fulfill logs and school homework reading requirements
- If a student does not finish homework during that hour time, we will provide them a space and a teacher to work with them until they have completed their work.

Students who do not bring homework or finish early, will be required to choose from a variety of learning stations available to them on their grade level or differentiated need or attend STEM. Each child will also be required to read (whether it is their homework reading or a choice book for free read) for 20 minutes each day. Students are not permitted to play non educational games inside or outside during our homework time. This time is used for homework, tutoring, and educational enrichment.

I have read and agree to the homework policy stated above.

Parent/Guardian Signature: _____

Date: _____

Attendance Policy

Attendance is an **essential component** of our afterschool program. Our grant requirements are set to keep the program accountable and to collect data to show the state how we are using the grant money for the program. We are required to show attendance data and to have a certain amount of attendance in order to keep the program running. Because of this, your child's attendance is extremely important. Inconsistent or lack of attendance at the After School Program will result in the student's name being removed from the attendance roster. Notification for attendance roster removal will occur by written correspondence.

With our grant requirements, we ask that:

- 1. Every child enrolled at The Dream Center stay through the tutoring hour (4:40pm).**
- 2. Every child enrolled at The Dream Center attends at least three days per week.**
- 3. Parents notify The Dream Center director by phone, email, or note before the day if your child will not be attending a regular attendance day at The Dream Center (Note: We follow Randleman Elementary School's yearly schedule.)**

Attendance Policy Procedures

When a student has not attended three regularly scheduled days of The Dream Center without notification to the Director of their absence, the child will be placed on probation from after school Dream Center services, until the issue of non-attendance is addressed by The Dream Center Director and the parent/guardian.

- Notification of probation will be conducted by phone and written correspondence.
- During the probation period, your child will not be dismissed by the school to the After School Program. He or she will be dismissed to their bus for transportation home.

Arrangements to have your child re-activated can be made by contacting The Dream Center Director (336-498-7751).

If the student has not attended at least 75% (3 days a week) of the days The Dream Center is open:

NOTE: A phone call will be made at first to talk with the parents by a staff member or director to come up with a resolution

- If a resolution has not come about, a note will be sent home to parents notifying them of the attendance for the month
- A meeting will be set up with the parents to discuss the issues with attendance
- The student may be asked to leave The Dream Center a solution is not found to help keep up their attendance
- If a parent/guardian does not attend a meeting after being notified about their student not meeting the attendance guidelines, the student will be removed from the attendance list

I have read and agree to the Attendance Policy stated above.

Parent/Guardian Signature: _____

Date: _____

The Dream Center Behavior Management, Expectations, and Consequences Policy

At The Dream Center, we know that all students can behave appropriately. We as a staff have the desire to help students reach their full potential. As a staff we will work alongside with each student to help them learn to be their best each day. In the end our desire is that each student learns to become strong leaders who learn to be responsible, respectful compassionate citizens and leaders.

Behavior Expectations:

1. Respect yourself and others
2. Keep hands, feet, and objects to yourself
3. Follow directions the first time they are given
4. Listen to others and stay quiet while others are talking
5. Be prepared, and be your best!

Consequences:

Note: Parents will be notified for anything past a verbal warning.

1. Verbal Warning
2. Removal from activity to another location
3. Sent to director's office where a behavior plan will be filled out
4. Conference set up with the parents and director to help resolve the problem. At this point, the student can be asked to leave the program.

Positive Behavior and STAR REWARDS: For positive behavior, The Dream Center staff will be passing out STAR awards. These will be kept until the end of each month where they will be collected for a special recognition for those that have the most at that time. We will also keep a tally of how many each student has until the end of the year to see how well each student has done throughout the year.

Discipline and Behavior Management Policy: Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

We Do:	We Do Not:
<ol style="list-style-type: none">1. DO praise, reward, and encourage the children.2. DO reason with and set limits for the children.3. DO model appropriate behavior for the children.4. DO modify the classroom environment to attempt to prevent problems before they occur.5. DO listen to the children.6. DO provide alternatives for inappropriate behavior to the children.7. DO provide the children with natural and logical consequences of their behaviors.8. DO treat the children as people and respect their needs, desires, and feelings.9. DO ignore minor misbehaviors.10. DO explain things to children on their levels.11. DO use short supervised periods of "time-out"12. DO stay consistent in our behavior management program.	<ol style="list-style-type: none">1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.3. DO NOT shame or punish the children when bathroom accidents occur.4. DO NOT deny food or rest as punishment.5. DO NOT relate discipline to eating, resting, or sleeping.6. DO NOT leave the children alone, unattended, or without supervision.7. DO NOT place the children in locked rooms, closets, or boxes as punishment.8. DO NOT allow discipline of children by children.9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.⁸⁷⁷

Parent Behavior Contract

(NOTE: Students will be filling out their own contract at The Dream Center.)

Parent Contract

It is a privilege for my child to attend The Dream Center program. If my child cannot follow The Dream Center Behavior Management, Expectations, and Consequences Policy, they will be suspended from The Dream Center for a day. If their behavior continues, they will be suspended from the program for one week. If they continue to break their behavior contract, they will lose their privilege to attend The Dream Center.

As the parent/guardian of _____ (Student Name), I have read the The Dream Center Behavior Management, Expectations, and Consequences Policy, and understand it. I agree that my child is expected to follow all rules and if they do not, consequences will follow. I understand that the director is available to discuss The Dream Center Behavior Management, Expectations, and Consequences Policy with me further.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Behavior Matrix – See Final Page

As a community at The Dream Center, we need to be able to clearly know and understand the shared expectations for behavior. Therefore, we use the Behavior Matrix in each area of importance at The Dream Center. By using this, we expect to accomplish the following:

1. Defined Behavior Expectations
2. Acknowledge Appropriate Behavior