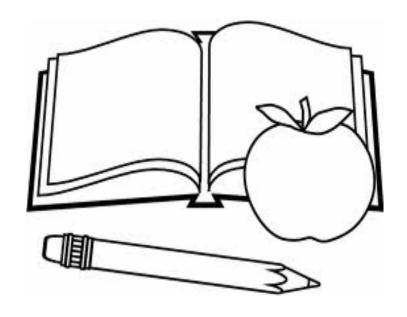


The Children's Program Registration Packet



Martha's Table, Inc. 2114 14th St., NW · Washington, DC 20009

Phone: 202 -328-6608 · Fax: 202-387-0011

www.marthastable.org

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Children's Program Enrollment Form

Fall/Spring 2010-2011

Application Number:			
Please Check One:	New Enrollee		Current Enrollee
*If your child is participating	ng in both Fall/Spring a	ınd Summer, plea	se check both:
2010-2011 Fall/S	pring	2010-2011 Sui	mmer
Child's Name (First, Middle	,		
Please Check One:			
Home Address (Street, Apar	tment, City, and Zip Co		
Parent or Guardian Name:			
In which ward does your far	nily reside?		
Home: ()	Work: ()	_ Cell: ()	
What grade will the child be	entering in Fall 2010?		
Child's Birthdate://_ (mm)/(dd)			
Name of Child's School and	School ID Number:		
Is your child receiving speci	al needs services in scho	ool?yes	no

*If yes, please attach IEP to enrollment application

MARTHA'S TABLE CHILDREN'S PROGRAM 2010-2011

POLICIES AND PROCEDURES

Please note that all policies and procedu	res must be initialed t	to insure that they i	have
been read and will be adhered to.			

been read and will be different to.			
Attendance Policy	Initials		
Absence from the program is a disruption of a studer child must stay at home until able to return to the pro- likely to last longer than two (2) days, please comple	ogram. If your child's absence is		
If your child is absent for more than 5 consecutive date terminated from the Children's Program.	ays without an excuse she or he will		
If you are a voucher client, your child can be termina without a legitimate documented excuse, i.e. a physic	•		
Your child will not be allowed to return to the program without this signed document acknowledging the absence is necessary along with a physician's note. All students must be picked up by 6:00PM. At 6:30PM it is at the discretion of the staff member on duty as to whether he/she will stay with the child or bring the child to the nearest police precinct. Continuous tardiness or failure to make arrangements for the pick up of a child will result in the dismissal of the child from the program. If you will be late for pick up, call the office and notify the Director or program designee.			
Program Hours:			
After School Care: Monday – Friday 3:00 – 6:00PM Full Days: 7:00AM – 6:00PM (must be present by 9:30AM)			
Responsibility for Program Materials and Proper	ty Initials		
The Children's Program takes great pride in its resources. It is the responsibility of each student to use program material in an appropriate manner. A parent/guardian may be asked to reimburse the program for the loss or damage of program property.			
Pick Up Policy	Initials		

Your child can only be picked up by the person authorized on the pick up list you provided. If the designated person is a minor, we will need a letter stating that he/she is authorized by you to pick up your child(ren).

You will need to notify us ahead of time if someone else is picking up your child or else your child will not be released. If a pick up problem arises because of legal issues, and the mother or father cannot pick up the child, the legal guardian will need to provide court papers, such as TPO (Temporary Protection Order).

Initials _____

Valuables

We do not recommend that program participants irreplaceable items to the program. Please do not money to the program, as the program staff will meash. Students are also not allowed to bring any chand-held games or talking dolls.	allow your child to bring large sums of not take responsibility for the loss of
Food Policy	Initials
There is no outside food allowed. If your child is Martha's Table will provide an alternate food for specific list of foods that the child is allergic to.	your child. Please provide us with a
Medication Policy	Initials
The program does not have a staff nurse and the program does not have a staff nurse and the production to children. This policy applies to be counter medication. A student may carry an inhat the student's physician, it is in the student's best in	th prescription drugs and over-the- ler on his/her person if, in the opinion of
Classroom Visits	Initials
Parents/Guardians are encouraged to visit the Chi observe the program please speak with the Direct group.	•
Telephone	Initials
Students are not permitted to use the phone for permitted to u	
Change of Address and Telephone Number	Initials
Please advise the program staff "immediately" who occurs. In case of an emergency, it is of the utmoinformed of current information. In addition, if c	ost importance that program staff be

numbers listed on the original enrollment application change, please notify and fill out

new forms as soon as possible.

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Inclement Weather	Initials	

When it is necessary to close school, delay opening, or dismiss early because of storm conditions, every attempt will be made to telephone your home ahead of time. Since the Children's Program will observe DC School Schedule, it is safe to assume that the program is closed whenever the city declares an emergency and DC public schools are closed. You may also telephone Martha's Table at 202-328-6608.

SCHOOL POLICIES

Curriculum	Initials

Year round we will be implementing an academic curriculum in which students will be reviewing concepts from the previous years and introducing new concepts to students. Students are required to participate in their classroom activities and classroom assignments. Failing to do so will result in that child's dismissal from weekly trips. If this behavior continues the result will be termination from the program.

Photo Release	Initials

During the course of the program, there may be occasions when photographs or videos may be taken of students. These pictures might be used as part of a program presentation, an exhibit, or publicity in a local newspaper or on cable television. If you do not want your child's picture taken or displayed, please notify the program staff in writing. Otherwise it will be assumed that photographing or videotaping of your child in the context of the Martha's Table Children's Program is permitted.

Release of Information Concerning Students

The Children's Program will not release information about students without parental consent. Under no circumstances are student names sold to any advertisement or marketing groups, nor do we endorse any of them.

CONDUCT CODE

The purpose of this conduct code is to guarantee the right of every student to participate in an orderly and safe atmosphere while at Martha's Table. Please review the conduct code together with your child. When you have completed this task, please complete the Student Contract and return it to Martha's Table Children's Program.

General Expectations

- A. It is expected that students will:
 - a. Travel through the building in a reasonably quiet and orderly fashion.

- b. Enter the building at the appropriately designated time, and not reenter after dismissal time without checking in with the staff. Students shall also not leave the program without permission of the staff at Martha's Table.
- c. Not bring objects to the program that are sharp or could be dangerous.
- d. Not chew gum or eat while in the building unless during snack or lunch.
- e. Behave properly during classroom instruction.
- f. Respect themselves, other students, and adults, and shall not intentionally abuse others verbally or physically.
- g. Use proper language, display good behavior, and not knowingly slur others racially, religiously, or personally.
- h. Demonstrate a respect for property such as program furniture, books, and other equipment.
- i. We are not responsible for any items such as book bags, clothing, jewelry, or any other items that are lost on or off the premises. We strongly advise that you do not send your child to Martha's Table with expensive items.

B. Unacceptable behavior includes the following:

- a. Unruly behavior such as fighting, physical or verbal abuse, shouting and being rowdy during classroom instruction.
- b. Leaving the program without permission.
- c. Use of profanity in both speech and gestures.
- d. Rudeness toward any Martha's Table staff or volunteers and disobeying instructions of employees or volunteers of Martha's Table.
- e. Loitering in halls or in the staircase.
- f. Taking the belongings of others without permission.
- g. Littering and discarding waste materials in areas other than containers.
- h. Throwing objects that could harm or injure others.
- i. Instigation of staff, volunteers and/or other students. This includes antagonizing in a manner in which the behavior is disruptive to the work of the program.

In all cases when problems arise, students should seek the assistance of one of the teachers or other available staff members to aid in the solution of such problems.

CONDUCT CODE (cont'd)

Expulsion from the Program

A. The expulsion of a student from the program is an extreme measure. It is reserved for instances of flagrant offenses or repeated disregard for program rules and policies. The decision to expel a student can be made at the sole discretion of the program staff and director. Every effort will be made to avoid expulsion through the parental/guardian contact. When all other efforts to provide positive remediation are exhausted, suspension remains the right of the program and will be instituted as follows:

- 1. The Teacher(s) will tell you what rule(s) your child has broken or will write it and give you a copy.
- 2. The Teacher(s) will give you an opportunity to explain why your child broke the rule or why you believe that your child did not.
- 3. If your child repeatedly has behavior problems, a warning letter will be sent home about the unacceptable behavior. If the behavior persists a mandatory conference will be held with the director within 5 days. If the issue is not resolved the child will be suspended from the program. Three times being suspended will result in immediate termination.

Specific Infractions of Program Rules Subject to Expulsion

- 1. Repeated cutting classes without authorization.
- 2. Leaving the program without authorization.
- 3. Fighting with another student.
- 4. Teacher assault.
- 5. Possession, use, or sale of drugs or of similar items including drug profanity.
- 6. Possession of explosives, for example, firecrackers, cherry bombs, smoke bombs.
- 7. Possession of a gun or any other weapon or any objects being used as a weapon.
- 8. Use, sale, or possession of alcoholic beverages.
- 9. Vandalism of Martha's Table property.
- 10. Insubordination and actions detrimental to the order of the program and safety to others.
- 11. Stealing.
- 12. Unexcused and excessive absences.

MARTHA'S TABLE CHILDREN'S PROGRAM 2010-2011

CONDUCT CODES Student Contract

Student Name
Parent/Guardian Name(s):
Child's Name the School Policies information provided to me about rules, and the appropriate conduct code while a participant at Martha's Table Children's Program. By signing this contract, demonstrate my agreement with the conduct codes and will abide by the established rules.
Student Signature
Parent/Guardian Signature
Director Signature
Please return this signed agreement to:
Martha's Table Children's Program 2114 14 th Street NW

Washington, DC 20009 202-328-6608 ext. 216 or 231

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The Children's Program Letter of Excused Absence

Date:	_		
Student Name:			
Parent Name:			
Classroom: A	B	C	D
Name of Teacher:			
Date of Absence:			
Reason For Absence:			
Parent/Guardian Authorizatio	n:		
Director's Approval:			

^{*}Attach any corresponding documentation such as a physician's note, etc.



The Children's Program Participant Permission and Release Form

This is to certify that the undersigned, as parent/guardian with legal representation for _______, a minor under the age of 18, consent to his/her participation in all Martha's Table off-site events as long as the minor is in enrolled in the children's program.

- 1. The undersigned has the authority to execute this release on the behalf of the minor.
- 2. The undersigned assumes full responsibility for the minor's participation.
- 3. The undersigned does release indemnity, and holds harmless Martha's Table with respect to any injury, disability, loss or damage to the person or property of the minor to the fullest extent permitted by law.
- 4. The undersigned hereby grants to Martha's Table permission to use the image, likeness and the voice of the minor. Such usage may include, but not limited to video, television, internet, print advertising and promotions.
- 5. The undersigned acknowledges that the child will not be allowed to participate in off site events in the absence of receipt of this release.

Guardian's Name:		
Child's Name:		
Address:		
Phone: ()		
Parent/Guardian Signature:	Date:	
Emergency Contacts and Phone Numbers:		
1	Phone:	
2.	Phone:	



The Children's Program Pick Up List

Child's Name:	
If an adult other than the parent/guardian is picking up a copy of his/her photo ID in the child's file.	child we must have a
NAME OF PERSON RESPONSIBLE FOR PICK UP:	
1	
2	
3	
I GIVE PERMISSION FOR A MINOR TO PICK UP MY C	HILD.
Name of Minor(s):	_ age:
	age:
Parent/Guardian Signature:	Date:



The Children's Program Parent Agenda

Student Attendance

 Days cannot be dropped. If a DHS participant is absent from the program for a maximum of 5 days without an excused absence. The participant is immediately terminated by DHS.

. Billing Procedure

- Always remember that payments for the Summer Camp Program are based on fulltime rates and before/after school programs are based on part time rates.
- Each payment is due on or before the 15^h of each month. If the 15^h of the month falls on a weekend day or holiday, payment is due on the last week day before the 15th of the month. You well have a Program Penalties for non-payment.
- Tuition payment is required for all days a child is enrolled. Since the program bases its tuition fees on actual costs, tuition is required whether a child is absent or not.

Late Pick-up & Late Fee

• If an emergency arises, and you know you will be late in picking up your child, please call the program and inform us. If parents have not contacted us by 6:05pm we will try to reach the identified emergency contacts. If the parent or emergency contacts cannot be reached by 6:25 pm, at the discretion of the staff member, the child will be taken to the nearest police station along with the parent and emergency contact information. Late fee: \$ 1.00 for every minute after 6.00pm.

Student Sign-in/Sign-out

Parents must come to the main door to sign a child out of the program. Calling the
office for a child's release is not permissible and allowing a child to leave the
program unaccompanied is not permissible unless there are extenuating
circumstances and a note is written to the Director stating that the child can leave
without parental supervision. This note will be kept on file.