

## BEFORE AND AFTER SCHOOL PROGRAM APPLICATION/AGREEMENT

The Beyond the Bell – Youth Services After School Program of organized games, enrichment activities, nutrition, physical fitness and homework time is provided for those students capable of independent supervision to, from, and at the playground site. The Beyond the Bell Youth Services After School Program is not a child care program. It is a permissive program. In order to participate in any Beyond the Bell After School Program, students must be in attendance during the regular school day. Students sign-in and leave the program by their own volition. Children are expected to conduct themselves appropriately and may lose the opportunity to participate if their behavior is disruptive. The elementary program is for students in elementary grades (grades 2 through 5/6) and the middle school program is for students in middle school grades (grades 6 through 8).

Parents and guardians are reminded that they must arrange ahead of time for how their child will be reunited

with them at the conclusion of the program. Any child not picked-up or allowed to walk home on their own prior to the conclusion of the program will be considered "unattended" and supervising personnel will begin "late child" procedures. If attempts to reunite the child with an authorized adult fail, supervising personnel will contact the Local Law Enforcement Agency for assistance and to take custody of the child. Failure to consistently arrange for appropriate supervision of your child by the conclusion of the program will result in the student losing the privilege of participating in the program. For emergency purposes, parents/guardians are required to complete and maintain all phone numbers and contact information.

The Beyond the Bell Youth Services After School Program is CLOSED on all non-instructional days (weekends, holidays, pupil free days, etc.). Playground services are only available during scheduled hours.

In order for a student to be approved to participate, the Before and After School Program Application/Agreement must be completed. Once completed and authorized by the Youth Services staff person on duty, the student may participate.

The persons responsible for the day-to-day operation of the Beyond the Bell Youth Services After School

Program can be reached by calling: *Youth Development Program (YDP) & Youth Services @ YDP sites - (818) 587-4300; Elementary Schools (other than YDP sites) - (310) 515-3010; Middle Schools - (213) 633-3500.*

### Acknowledgement:

I agree to the following rules and guidelines for my child to be eligible to participate in the Beyond the Bell – Youth Services After School Program:

- My child is in grades 2 through 8 at an LAUSD school, or lives in the residential area and attends another LAUSD school, e.g. magnet students, etc. (Note: Independent charter and private school students are not eligible).
- My child has been instructed by me to go directly from his/her classroom at school dismissal time to the designated supervised area for the Beyond the Bell – Youth Services After School Program and to sign-in at the designated location upon arrival.
- My child has been instructed by me that they must remain in the area supervised by the Beyond the Bell – Youth Services Program Supervisor ("coach") while participating in the program.
- My child will be directed by me daily when s/he should leave the Beyond the Bell – Youth Services After School Program for the day.
- My child will be directed by me daily on where they are to go immediately after leaving the Beyond the Bell – Youth Services After School Program (e.g. home, designated location, etc.).
- My child has been informed and instructed by me that once they leave the Beyond the Bell – Youth Services After School Program they may not return for the remainder of the day.
- I understand that if my child does not get picked-up by an authorized adult or leave by their own volition prior to the 6:00 p.m. closing time, staff will initiate late child procedures: At the conclusion of one hour of unsuccessful attempts to contact and reunite the child with the parent or designee, a child protective agency is contacted to assume responsibility for the supervision and safety of the child.
- I understand that participation in the Beyond the Bell – Youth Services After School Program is a privilege and failure by my son/daughter to abide by all rules may result in the loss of this privilege.
- I have provided more than one contact number and the names of additional adults that are authorized to pick-up my child in case of an emergency, or to be reached if my child becomes "unattended" and "late child" procedures take effect. The designated adult must show a photo identification before a student is released to him/her.

**BEFORE AND AFTER SCHOOL PROGRAM APPLICATION/AGREEMENT**

For Staff Use Only

--	--	--	--	--	--	--	--

DISTRICT ID NUMBER

\_\_\_\_\_

SCHOOL YEAR

**SCHOOL OF ATTENDANCE:** \_\_\_\_\_

<b>Program Applying for:</b> (check one)			
BEFORE-SCHOOL	AFTER-SCHOOL		OTHER PROGRAM
Morning Program	Youth Services	Grant Funded Program Name of Program _____	Name of Program _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPLICANT** (PRINT CLEARLY)

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_ DATE OF BIRTH: MONTH DAY YEAR \_\_\_\_\_ GRADE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**PARENT(s)/GUARDIAN(s)**

PARENT/GUARDIAN NAME		PARENT/GUARDIAN NAME	
FIRST NAME	LAST NAME	FIRST NAME	LAST NAME
PHONE NUMBER (MAIN) _____	PHONE NUMBER (OTHER) _____	PHONE NUMBER (MAIN) _____	PHONE NUMBER (OTHER) _____
EMAIL ADDRESS _____		EMAIL ADDRESS _____	

**EMERGENCY CONTACT/RELEASE INFORMATION** (provide a minimum of two contacts)

#1: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(s)	ADDRESS (STREET CITY ZIP)
#2: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(s)	ADDRESS (STREET CITY ZIP)
#3: RELATIONSHIP	NAME (FIRST LAST)	PHONE NUMBER(s)	ADDRESS (STREET CITY ZIP)

• I/We understand the Beyond the Bell Before/After School Program is available to students attending an LAUSD school.

• I/We authorize the Beyond the Bell Before/After School Program to contact, and if necessary, release my child to any of the above individuals listed as an Emergency Contact/Release Information. The above listed individuals must be 18 years or older.

• The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers, (2) increase public awareness and promote continuation and improvement of education programs, and/or (3) highlight accomplishments of students and educational programs including but not limited to honor roll, school/District awards, and graduation/culmination, through the use of mass media, displays, brochures, websites, social media, approved blogs, and related District publications.  Yes  No

• The After School Education and Safety (ASES) Program Act of 2002, enacted by initiative statute, establishes the After School Education and Safety Program to serve pupils in kindergarten and grades 1 to 9, inclusive, at participating public elementary, middle, junior high, and charter schools. The act gives priority enrollment in after school programs and before school programs to pupils in middle school or junior high school who attend daily. Pupils who are identified by the program as homeless youth or as being in foster care will be given first priority. Parents/guardians may indicate this information below:

Pupil designation (please check if applicable):  Homeless Youth  Foster Care

• Does your child have any physical, emotional, and/or learning difficulties? If so, please specify: \_\_\_\_\_

• Does your child have any food allergies? If so, please specify: \_\_\_\_\_

**ACKNOWLEDGEMENT**

PARENT/GUARDIAN NAME (PRINT) _____	PARENT/GUARDIAN SIGNATURE _____	DATE _____
PARENT/GUARDIAN NAME (PRINT) _____	PARENT/GUARDIAN SIGNATURE _____	DATE _____
SITE COORDINATOR NAME (PRINT) _____	SITE COORDINATOR SIGNATURE _____	DATE _____

## YOUTH SERVICES PLUS PROGRAM

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

611 JACKSON STREET  
LOS ANGELES, CA90012OFFICE (213) 633-3500  
FAX : (213) 633-3565

## PARENT / CHILD AGREEMENT

The Youth Services Plus provides academic assistance, recreation, and enrichment activities. The program operates on a 20:1 student to staff ratio. The hours of operation always start immediately after school and end at 6:00 P.M.

During the Youth Services Plus Program, your child will receive assistance with his/her homework, be involved in exciting recreation and enrichment activities, and be provided with an evening snack. Children may be released at any time to a designated adult during these hours.

Upon acceptance to the Youth Services Plus, the following guidelines must be met on a daily basis:

1. Your child may sign his/herself out or must be picked up by an adult (designated on the student's emergency card) 18 years of age or older.
2. Children must be picked up or have signed out before the end of the program's operating time. Check with your Youth Services Plus Site Coordinator for the program hours. If your child is not picked up before the program dismissal time, the Youth Services office will be notified. If your child is picked up late three times, your child may be dismissed from the program. If one hour passes and a child has not been picked up, the child will be considered an abandoned child and a law enforcement agency will be called to pick up the child.
3. If a child is disruptive, misbehaves and or poses a threat to other children, he/she may be dismissed from the program.
4. Your child must sign in to the program immediately after the school dismissal bell. Once the child is signed in, he/she may not leave without an authorized adult. Failure to comply will constitute grounds for dismissal from the program.
5. It is the intent of the State Legislation that middle school students attend a minimum of 3 days per week and participate in a minimum 9 hours of program activities. Failure to maintain this attendance average without a valid reason will be grounds for dismissal.
6. Verbally or physically abusive behavior towards school staff by a parent/student will constitute grounds for dismissal from the program.
7. Children will not be released to a parent/guardian who is deemed to be in an intoxicated state. Any such incident may also be grounds for dismissal from the program.
8. Evaluation of the Youth Services Plus effectiveness is essential to maintaining and developing an effective after school program. Please acknowledge the following:

• I give consent for my child to participate in activities/surveys designed to evaluate the effectiveness of the YS PLUS After School program.

Yes  No

• I give consent for the program staff/evaluation team to access my child's current and past records such as achievement scores, grades, attendance, etc.

Yes  No

9. I give my permission for my child to be filmed or photographed. I understand that all film or photos are the sole property of the Youth Services Plus, and may be used in displays to the public, to publicize the program, or for printed materials published by and/or for Youth Services Plus.
10. I understand that my child may be selected as a team member to participate in a Beyond the Bell youth sports tournament or enrichment teams, and the practices may take place during one or more of the daily rotations. I grant my child permission to participate with that understanding.

If your child is involved in other after-school programs (ELP OR EISA) he/she must first check in with the Youth Services Plus, and then go to the other after school program. Immediately after he/she is dismissed from the other program, your child must report to Youth Services Plus.

We are looking forward to your child successfully participating in the Youth Services Plus. I have read and authorized the above Parent/Child agreement policies.

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

DATE \_\_\_\_\_

## Middle School Early Release Policy Form

State Legislation governing after school programs for middle schools funded by After School Education and Safety Program and/or 21st Century Community Learning Centers mandates that such programs must operate from the close of school every school day until 6:00 p.m. Programs in schools that dismiss students after 3:00 p.m. must operate a minimum of 3 hours per day. The Los Angeles Unified School District requires a completed Early Release Policy form signed and dated by an authorized adult for any student released before 5:45 p.m. It is expected that middle school students attend 5 days a week and stay for the full duration of the program. In the event that a student is participating in other extracurricular activities during program hours, the parent/guardian or authorized person (18 years or older who is on the student's emergency card) may pick up his/her child or may authorize the child to sign out of the program under the following conditions:

**A:** Attending a parallel program (program in the school or community such as intervention programs, soccer, basketball, music lessons, religious education, etc.) as long as an agreement with the parent or guardian exists making this the child's enrichment component.

Please select the day(s) and enter the time(s) when the student will be picked up from the program.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

First day of activity: \_\_\_\_\_ Last Day of activity: \_\_\_\_\_

Activity/Class: \_\_\_\_\_

**\*This section must be completed each and every time the student enrolls in a new activity.**

**B:** During Standard Time, when the days are shorter and it gets dark early, a parent/guardian or authorized adult (18 years or older who is on the student's emergency card) may pick up his/her child under the following condition:

**Family does not have transportation and they need to walk home before it gets dark.**

My child will be picked up at: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Time \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**\*\*This option is valid only during Standard Time.**

**C:** Family emergencies (such as a death in the immediate family, natural catastrophic incidents, etc).

**D:** Medical appointments.

**E:** Climatic/Natural Disaster Conditions.

**F:** Conditions in regards to safety, as prescribed by the school safety plan, local district, or local government body.

**G:** Conditions pertaining to student health and welfare.

**H:** Court Order Mandate (Court Order documentation must be on file with agency).

**I:** School Related/Sponsored Activities/Events (Back-to-School Night, Open House, etc.)

Code/Time: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Dates/Initial: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

**\*\*\*This section must be completed each and every time the student leaves before the program closes.**

**THE EARLY RELEASE POLICY IS NOT INTENDED FOR THE DAILY EARLY DEPARTURE OF STUDENTS. FAMILIES MAY USE THE EARLY RELEASE POLICY SPORADICALLY. THE MISUSE OF THE EARLY RELEASE POLICY MAY RESULT IN THE TERMINATION OF SERVICES.**

**My child will be picked up by an authorized adult.**

**I authorize my child to sign out of the program and leave without adult supervision  
(Authorization for student to sign out of the program must be in the student's file).**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birth date: \_\_\_\_\_

In signing below, I request that my child be excused from the program at the specified time(s) and day(s) mentioned above. I understand neither the program provider nor the Los Angeles Unified School District is liable for incidents involving my child occurring after his/her departure from the program. I also understand services will be terminated if the program has a waiting list of students eligible to attend the program on a regular basis.

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative's Name

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

**This form must be completed each time the student leaves before the program closes.**

This section to be completed by site personnel.

Number of days the student has left early during the current school year: \_\_\_\_\_

(REVISED SUMMER, 2017)