



Early Literacy Academy
A Program of the Boys and Girls Clubs of
Southeast Georgia

CHILD ENROLLMENT FORM

Early Literacy Academy
2102 Albany St.
Brunswick, GA 31520

SECTION1: CHILD'S PERSONAL INFORMATION

Legal last name

Legal first name

Legal middle name

Date of birth:

Age:

Gender: M F

Parent(s)/ Guardian(s)/ Caregiver(s) Name &
Number: _____

Home Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Alternate phone #: _____

Child's Physician: _____ Physician phone #: _____

Allergies:

Person(s) to contact in case of an emergency when parents cannot be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

PROGRAM STAFF ONLY

Name of staff who collected this form: _____

Signature: _____ Date: _____

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Early Literacy Academy

Ethnicity Black, Non Hispanic ____ Hawaiian Native/Pacific Islander ____ White, Non

Hispanic ____ Alaska Native/American Indian ____ Asian ____ Hispanic/Latino ____

Other - Specify: _____

Is the student a special needs student? No Yes

If yes, please specify the child's special needs:

Known medical conditions (diabetic, asthmatic, drug allergies, etc.) _____

List all medications taken daily: _____

Participant lives with:

One parent: ____ Both parents: ____ Guardian/Caregiver: ____

Foster home: ____ Group home: ____ Grandparents: ____

Other: _____

How many people are in your household: _____

Photo release: I hereby give consent to the Boys's Girls Clubs of Southeast Georgia to use photo-graphs taken of my child(ren) while attending the club or on any field trips. These photographs may be used in any media outlet for advertisements, press releases, banners, website, or market-ing materials for the Boys & Girls Clubs of Southeast Georgia.

Parent signature: _____

Date: _____

Student Guidelines

All students are expected to behave in a polite and orderly manner. No student's misconduct will be permitted to interfere with another student's progress or safety. Parents are expected to assist club personnel in every way possible to ensure high standards of behavior and academic performance. If your child's behavior interferes with the learning and safety of others, you may be asked to take your child home for the remainder of the school day.

- No eating during instructional time. Eating is only allowed during breakfast and lunch periods.
- No outside toys may be brought to school unless specifically requested by the teacher for special times such as show and tell.
- Do not allow your child to bring items to school that are expensive or have sentimental value. The club is not responsible for lost or stolen items.
- Children should wear comfortable, safe, and appropriate clothing so they can participate in all activities. Children will be getting "messy" with hands on activities and playground time.
- Please mark your child's belongings. Any item found should be turned into the club office and placed in lost and found. Parents are welcome to look through the lost and found items at any time. Unclaimed items are donated to local charities twice a year.

Parent Guidelines

The Early Literacy Academy program provides the opportunity for parents to receive ongoing education on how to encourage literacy in the home and to extend the lessons their child experiences in the classroom.

The following guidelines must be adhered to in order to provide the best possible learning environment for the parent and the child.

- Parents must attend one session per week for a review of their child's thematic lesson plan. Sessions are held Monday and Tuesday mornings from 8:00 to 8:15.
- Parents must complete, within the school year, the online courses from Cox Campus.
- Parents must attend monthly evening workshops throughout the school year.
- Parents are responsible for upholding the attendance policy for their child.

Attendance Expectations

The literacy program is dedicated to providing quality instruction to students every day so that students may learn to their fullest potential. In order for students to reach that goal, they must be present to learn. Five (5) or more **unexcused** absences per semester may result in dismissal from the program. (A Semester is defined as a four month period, September through December and January through May.) Three (3) or more tardiness will be considered one (1) unexcused absence. Formal instruction begins promptly at 8:30.

And excused absence or tardiness is defined by the following guidelines:

- Personal illness that would endanger the student's health or the health of others.
- Serious illness or death in the student's immediate family.
- Special and recognized religious holidays observed by student's faith.
- Conditions rendering school attendance impossible or hazardous to health or safety.

Health and Wellness

It is the responsibility of the parent or guardian to notify the school, in writing, of any health problems of the student, such as diabetes, allergies, asthma, epilepsy.

Students are not allowed to have any type of medication on their person.

Medication cannot be given to your child by any staff member or volunteer. If your child requires medication during the day, it is the responsibility of the parent or guardian to administer. Relatives of students who are employed by the club are not allowed to dispense medication.

Students who are ill need to remain home for the sake of the student and his/her classmates. Students may not return to the program until they are free from fever, vomiting, or diarrhea for a full 24 hours without the assistance of medication. If a child returns to school before he/she is well, the parent will be notified and asked to take the child home until he/she is fully recovered.

TO ASSIST US IN CONTACTING YOU, PLEASE BE SURE THAT YOUR CURRENT ADDRESSES AND CURRENT TELEPHONE NUMBERS ARE ON FILE IN THE OFFICE, ALONG WITH INFORMATION FOR EMERGENCY CONTACTS.

I have read and understood the Early Literacy Academy Policies and Guidelines:

Signature: _____ Date: _____

Boys & Girls Clubs of southeast Georgia Early Literacy Academy Parent Commitment Agreement

The staff at the Boys & Girls Clubs of Southeast Georgia Early Literacy Academy look forward to working with you and your child for the 2019-2020 school year. Our goal is for your child to achieve the highest level of literacy readiness for his/her upcoming academic career. In order for that goal to be achieved, you and your child must commit to the following agreement:

I (parent's name) _____ and my child (child's name) _____ are willing and committed participants in the Boys & Girls Clubs of Southeast Georgia Early Literacy Academy program as set forth by the following guidelines:

- Commitment to attend scheduled days for the duration of the school year calendar with an understanding of the attendance requirements as outlined in the Parent Handbook.
- Commitment to adhere to all parental expectations as outlined in the Parent Handbook under "Parent Guidelines".
- Committed to follow through on the weekly "Take Home Activities" that are provided through the daily lesson plans and weekly parent newsletter.

Parent signature: _____

Date: _____