



BOYS & GIRLS CLUB
OF MOORPARK

2019-2020 School Year – ASES Program Registration (1st-6th grade)

Please sign below to request your child's space in our grant funded after school program for the 2019-2020 school year. Participants must meet all program requirements, a current Boys & Girls Club of Moorpark membership application must be on file, and all program fees must be current before your child will be considered for the ACE program.

Please read the policies and behavior expectations for the ACE program for the 2019-2020 school year on the attached pages before completing this form.

Enrollment in the program is not guaranteed. There are a limited number of spaces available. Grade level spots, previous enrollment (including consistent attendance), academic need, and family need will all be considered along with the date the application is turned in.

In addition, you may submit a letter with this form further describing your need for this program to be taken under consideration.

Families will be notified by EMAIL by June 28th 2019 of their student's official enrollment. If there is no reply to our email, your child's space may be not be secured for the next school year

CHILD'S NAME _____ Grade in Aug 2019 _____

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By signing below, you agree to the terms of enrollment for the ACE program.

Please initial each statement:

____ I have read (and agree to) the attached pages of ACE Policies and ACE Behavior Expectations.

____ I understand the attendance requirements and early pick-up restrictions.

____ I understand that homework time is only guaranteed before 5:30pm, and if I choose to pick my child up before 5:30pm it means he/she may not have had a chance to work on homework.

By signing this document, I give permission to the Boys & Girls Club of Moorpark to access my child's school files including but not limited to test scores, school attendance and special needs. A current Membership Application must be on file for students to participate in this program. All memberships expire on December 31.

PARENT'S SIGNATURE _____ **DATE** _____

PRINT NAME: _____ **E-mail:** _____

Contact Phone Number: _____

Staff use only: Date received _____ Staff Initials _____ Wait list: Yes No



2019-2020 School Year – ACE Program Policies

The Boys & Girls Club of Moorpark currently offers the ACE After-School Program on site at Campus Canyon School to all Campus Canyon students in grades 1-6. The ACE program is staffed by trained program professionals. This program is made possible by collaboration between the Boys & Girls Club of Moorpark and the Moorpark Unified School District.

The objective of our program is to provide safe and educationally enriching activities for youth during non-school hours. Our activities are designed to enhance the school's core curriculum and help students perform at grade level. We work together to broaden the base of support for education in a safe, constructive environment. Students participate in planned, educational based activities as well as structured, outdoor/fitness activities and only have "free-choice activities" at the end of the day during check-out time. Students also participate in BGC National programs as well as Campus Canyon after school enrichment.

Fees

To pre-register for this program, students are required to be 2019 members of the Boys & Girls Club of Moorpark. Membership forms and attachments must be completed each calendar year. There is a \$25 yearly membership fee. Membership forms are available online and our Administration Office at 4263 Tierra Rejada Rd.

There is a \$25/ month fee per child. Monthly fees are due on or before the 1st of the Month. Scholarships are available for those who qualify.

Pre-enrollment is required for this program. **Open Registration for this program begins 4/15/19. A waiting list will be created when the program is full.** For more information about this program, please contact our office at 805-529-1140 or the Campus Canyon Site directly 805-422-1306.

Snacks and Special Instructions

A healthy snack is provided each day. Students are encouraged to bring extra snacks if still hungry or on a special diet.

Students are expected to follow the same behavior policy upheld during the regular school day. Inappropriate and harmful behavior/language will not be tolerated.

Students must leave all toys and electronics at home.

Homework

Working on homework is **mandatory**; all groups will have at least 30-45 minutes to work on homework. Our Staff is available to assist with assignments and check for accuracy. Homework should be completed during designated homework time **only**. If your child is picked up before 5:30pm they may miss homework time and we cannot guarantee they will have had time to work on it.

Hours of Operation

The ACE program operates Monday - Friday, after school until 6:00 pm on all school days. Students leaving after 6:00 pm are considered late, and will be charged a **late fee of \$1, per minute, per child**.

A few grant requirements to participate in this program are as follows:

- Students must attend the ACE program 5 days a week and must attend every day they attend school.
- If your child is checked out early from school, please contact our office so the absence from the program may be excused.
- **Participants may not be picked-up until after 5:30 pm each regular day and 5:00 pm on minimum days.** If students are picked-up before 5:30 pm, or attend school and do not attend the ACE program without pre-approval, it will result in an un-excused absence, and may be dismissed from the program.
- Students may only leave the ACE program early 2 TIMES PER WEEK. **All situations must be pre-approved and supported with official, written documentation.** Documentation must be turned in

within **10 business days** following early pick-up. Failure to provide acceptable documentation will automatically count as an unexcused absence and may cause your child to be dropped from this program.

Acceptable situations include (but are not limited to):

- 1) Medical/Dental Appointments (only with doctor note)
 - 2) Student becomes ill or injured during the program
 - 3) Weekly non-school related commitments (club sports, church, scouts, tutoring, dance, etc.) with a copy of team schedule or class enrollment with both a **start** and **end** date listed.
- If the activity is ongoing, please provide a letter or email from the coach/teacher stating so.
If your child is attending “try-outs” an email or letter from the coach, or a flyer must be provided.

Examples of early releases that will not be excused are: Personal reasons, no reason given, family dinner, family event, family emergency, birthday, going out of town, vacation, no one can pick up later, etc.
Each student is allowed 2 unexcused early releases (sign out early) or absences (at school, not at program) each semester.

August – December: 2 unexcused

January – June: 2 unexcused

The third (3) unexcused will result in dismissal from the program.

Students must attend 5 days/week, 3 hours/day, minimum.

*Those not meeting program attendance requirements or behavior expectations will be dropped from the program. Our enrollment is limited and we only receive funds for the number of students actually attending each day.

Program Behavior Expectations

The Boys & Girls Club of Moorpark and Campus Canyon School hold high expectations for behavior from all students. Please read over these expectations with your child in order to ensure understanding. All School Rules/Expectations at Campus Canyon apply to the ACE Program. This includes behavior expectations, dress code, electronics/cell phone policies, and safety rules and procedures. In order to keep things simple, the ACE program has four Main Expectations. All apply in various forms in all locations.

1. Be Safe (stay with the group, walk)
2. Be Respectful (Walk through the halls quietly)
3. Be Responsible (Pay attention to where your group is going)
4. Make Good Choices (Keep your hands and feet to yourself)

Minor incidents are documented if a student is removed from his/her group. Multiple incidents (or a recurring incident) will result in a student being sent home and potentially suspended.

Major Incidents include (but not limited to) the following: Fighting (hitting, kicking etc.), leaving campus without permission, possessing weapons or drugs. These incidents result in automatic suspension.

After three (3) suspensions of any kind, a student will be dismissed from the ACE Program.

*These policies may be changed or updated to better fit the needs of the program.