



## Riverdale Chieftain Care Registration Agreement

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Custodial Mother: \_\_\_\_\_ Email: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Custodial Father: \_\_\_\_\_ Email: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Best number to be reached: \_\_\_\_\_ May also pick up:  Yes or  No  
 Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Best number to be reached: \_\_\_\_\_ May also pick up:  Yes or  No  
 Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Best number to be reached: \_\_\_\_\_ May also pick up:  Yes or  No

### Medical Information

Medical problems requiring special attention: \_\_\_\_\_  
 Special instructions in case of an emergency: \_\_\_\_\_  
 Medications taken regularly: \_\_\_\_\_  
 Allergies: \_\_\_\_\_  
 In case of an emergency, I authorize the designated program personnel to call for an ambulance.  
 YES \_\_\_\_\_ No \_\_\_\_\_

The program hours are 6:30 a.m. – 7:40 a.m. and 3:20 p.m. – 5:30 p.m. Monday through Friday.

Please fill in the exact days and times your child will be in attendance at the program:

| <b><u>Before School</u></b> | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------------|--------|---------|-----------|----------|--------|
| Drop Off Time               |        |         |           |          |        |
| <b><u>After School</u></b>  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Pick Up Time                |        |         |           |          |        |

**Walking Home:** If your child is walking home please indicate the time they should be released from the program \_\_\_:\_\_\_ P.M. This program will allow children who are in first grade and up to walk home.

I have read, understand and agree to the terms and conditions stated in this Registration Agreement. I understand this is not an all-inclusive list of policies and that they are further explained in the Parent Handbook. I give permission for my child to participate in the Riverdale Before/After School program and I agree to pay all related fees.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Riverdale Chieftain Care

***Chieftain Care is a before and after school daycare program for Riverdale Students in four year old kindergarten thru 5th grade.***

**Drop Off & Pick Up:** Please indicate the exact drop off and pick up times. This will better assist us in staff scheduling. If your schedule would happen to change, please inform the designated program personnel.

**Drop In Care:** In the event that your child needs to attend, but does not attend the program regularly, notice must be given 24 hours prior to attending. Notice may be given by calling the RES office or emailing the program personnel. Please keep in mind that the RES office closes at 4:00 p.m.

**Program Rates:**

|                             |                       |
|-----------------------------|-----------------------|
| <b><u>Before School</u></b> | 6:30 a.m. – 7:40 a.m. |
|                             | \$1.50                |
| <b><u>After School</u></b>  | 3:20 p.m. – 5:30 p.m. |
|                             | \$2.50                |

**Billing/Invoices:** The billing period will run Friday to Thursday. Invoices will go home in your child's designated before/after school program folder on Friday. All payments must be made to the RES office by Monday. If your payment is not received by Tuesday morning, your child will not be able to attend the program, until payment has been made.

**Late Pick Up Fee:** Children must be picked up by 5:30 p.m. The program charges a late fee of \$1.00 per minute past 5:30 p.m. The Fee will be added to your weekly bill.

**Closed Days:** The program follows the Riverdale School District Calendar for all holidays and scheduled days off. CC is closed @ 1:00 on December 22nd and June 1st.

**Severe Weather/School Closing:** The program follows the advice of the Riverdale School District when making decisions on school closings or delays due to severe weather conditions. When Riverdale School District is closed, the before/after school program will be canceled for the day. In the event that Riverdale Schools are delayed due to severe weather conditions, there will not be a before school program that day, the after school program will run as usual. In the event that Riverdale Schools are closing early due to severe weather, the afternoon program will be canceled.

**Early Release Days:** In the event that your child needs to attend, but does not attend the program regularly, notice must be given 24 hours prior to attending. Notice may be given by calling the RES office or emailing the program personnel. Please keep in mind that the RES office closes at 4:00 p.m.

|                             |                       |                       |
|-----------------------------|-----------------------|-----------------------|
| <b><u>Early Release</u></b> | 1:00 p.m. – 5:30 p.m. | 1:00 p.m. – 3:30 p.m. |
| <b><u>Rates</u></b>         | \$5.00                | \$3.00                |



## Riverdale Chieftain Care

**Discipline:** Participation in the before/after school program is a privilege. Students that are unable to follow the program rules will be unable to attend. The RES principal and/or designated personnel will make all final decisions.

**Health/Illness:** This program follows the Riverdale School District guidelines. If your child does not attend school due to an illness, your child will not be allowed to attend the before/after school program.

**Medications:** This program will not be administer medications.

**Attendance:** Please email or call the RES Office to notify if your child will not be attending on any given day.

### **Program Contact Information:**

RES Office: 739-3101 (if calling before 7:30 a.m. or after 4:00 p.m. please dial extension 2115.)

**Please fill out the Riverdale Chieftain Care Registration Agreement Form and return it to the RES office.**