



## After-School Program Registration Form 2025-2026

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

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Persons to whom student(s) may be released:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Date student(s) will start the After-School Program: \_\_\_\_\_

Days student(s) will be in the After-School Program and their normal pick-up times:

Please check days attending: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Normal Pickup Time: \_\_\_\_\_

**\*Please note, your child will be sent to the After-School Program on the days indicated above. If instead you wish to pick up your child when they would typically attend the After-School Program, please notify the office so we can have your child line up with their class at the end of the day.**

Program Policies and Procedures – please read carefully:

1. **Purpose:** The purpose of the ORCS After-School Program is to provide a quality resource for parents of Our Redeemer's Christian School students. Our mission is to

provide a Christ-centered, nurturing, safe environment where your children can receive help with homework, experience supplemental educational time with licensed teachers, and generally spend time growing with their Brothers and Sisters in Christ. A written daily schedule will be created each day to include opportunities for arts/crafts, outdoor play, snacks, interactive educational games, Bible stories, and/or other group activities.

2. **Ages**: The ages of the children are kindergarten through 5<sup>th</sup> grade.
3. **Hours**: The hours of operation are 3:30 pm – 6:00 pm Monday through Friday on days that school is in session.
4. **Program Acceptance**: Parents will apply to have children in the program.
5. **Fees**: The monthly fee is \$135 per student. The fees will be pro-rated the first month you start the program if starting after the school year has begun.
6. **Payment Terms**: The monthly fee will be billed on the first of each month through your FACTS Tuition Management account that you have set up for processing your tuition and other incidental payments. Fees for the program will be billed over nine (9) months, with the first payment due on September 1st and the final payment for the school year due May 1st. If your monthly payment is not successfully processed through the FACTS payment system you will have 10 days to resolve or your student will not be allowed to return to the program.
7. **Program Termination**: If you wish to discontinue participation in the program then a Program Cancellation Form must be completed in the school office by the 10th of the month or you will be charged for the following month's program fee. No credit or refund will be received for partially attended months.
8. **Late pick-up**: In order to respect the time of the instructors we expect punctuality when picking up your children from the ORCS After-School Program. We also realize that extraordinary circumstances sometimes occur. If there is advance knowledge that a child may be picked up late please call (701) 818-4042 to check if alternative plans are a possibility. Otherwise, a \$15 late fee will be assessed for each part of 15 minutes past 6pm. Should a parent regularly run late, the ORCS After-School Program reserves the right to cancel the contract for services.
9. **Supervision**: Children will not be left unsupervised except for bathroom breaks and for brief age-appropriate tasks. Two staff will be on duty and will conduct the same policies of supervision employed during the school day.
10. **Behavior Policy**: ORCS After-School Program is committed to creating a successful environment for your children. When a child is behaving inappropriately, they will be redirected, have discussion and reason, and follow through will occur. If reoccurring bad behaviors do not appear to be improving, a conference will be called to include parents, child, teacher and administrator to plan appropriate steps.

11. **Accidents/Illness/Emergency:** When a child becomes ill or is injured during the After-School Program, the parent/guardian will be contacted immediately. If the parent cannot be reached our staff will adhere to the emergency contact information on your child's registration form.
12. **Releasing a child:** When a child is released, the authorized person must sign the child out on our sign out sheet. No one will be released to anyone that is not on the registration form unless you notify us to do so. In certain cases, a child may sign themselves out only if the parents have provided written permission for their child to perform this responsibility.
13. **Medications:** We administer life sustaining medications only. It is recommended that children needing medication should receive it from the school nurse prior to the end of the school day or from their parents after pick-up. If your child needs life sustaining medication (ex. Epi-Pen, Seizure medicines etc..) we must have them stored for the school year with our program. The physician's prescription must also be on file with instructions to administer, signed by the parent or legal guardian. We have paperwork available at each program center, or we can email documents to you to sign.
14. **Snacks:** We distribute snacks daily. We will distribute snacks following outdoor/gym time each day or approximately 3:50. We will serve a healthy snack that may include fresh fruit, crackers, goldfish, or vegetables. If your child has a food allergy, please discuss with us what is appropriate food for them or provide their own snacks.
15. **Transportation:** The ORCS After-School Program will not provide any transportation for children.
16. **Weather:** In the event of bad weather or extreme cold, children will remain indoors and will access the gymnasium when it is available. In winter months children will receive shorter segments of outdoor time as the temperatures drop and will remain indoors anytime the "feels like" temperature is below -10. Children should be prepared with appropriate winter weather attire. In the event of a blizzard or other weather-related circumstances parents will be notified to pick up children.
17. **Program Cancellation:** the ORCS After-School Program will only be available on Our Redeemer's Christian School scheduled school days. If school is cancelled for weather-related or any other reasons the parents will be notified in as timely a manner as possible. If the school holds classes on an originally scheduled school holiday (i.e. storm "make-up" days) the After-School Program will be also open.
18. **Concerns:** Should you have a concern or complaint regarding our program, please share it with an instructor, or the school office at (701) 839-0772. If the nature of the complaint is serious the Ward County Social Services may be contacted directly at (701) 852-3552.

19. **Mandatory Abuse Reporting:** If child abuse or neglect are suspected, the staff at ORCS After-School Program are defined as mandated reporters by the North Dakota Century Code, and will notify Social Services at (701) 852-3552.

As the legal guardian for the above-named student(s), I have read, understand, and agree to abide by the policies and procedures detailed above.

\_\_\_\_\_  
*Parent / Legal Guardian's Signature*

\_\_\_\_\_  
*Date*

Registration Accepted and Approved by:

\_\_\_\_\_  
*School Administrator's Signature*

\_\_\_\_\_  
*Date*