

John Stanford International School
PTSA After School Activities Registration Form
2009-2010

1. Contact the teacher or coordinator listed on the schedule to be placed on the roster.
2. Fill in this registration form – one form per child, per class. Make sure that you have read and signed the parent agreement. Feel free to make your own copies of the form. Additional copies can be found in the Volunteer Room at school or online at the school's web site www.jsisweb.com.
3. Check class schedule(s) for fee amount and payee(s). Include check(s) with this registration form in an envelope marked "PTSA After School Activities" and CLASS NAME, and return to the school office.
4. Your child is registered for the class when you receive **confirmation from the coordinator**. You must have some contact with the teacher or coordinator before sending your child to the activity.

Registration Information:

Afterschool Activity _____ Day (circle one) **Mon** **Tue** **Wed** **Thur** **Fri**

Name of Student _____ Grade _____ Japanese / Spanish / BOC

Morning teacher and room # _____ Afternoon teacher and room # _____

Fee included \$ _____ Donation to scholarship fund \$ _____
 Check here if you'd like information about scholarship

Name of Parent / Guardian Contact _____

Phone numbers (list home, work, and cell) _____

Email address _____

Activity Contact Information:

Tell us how we can get in touch with parent(s)/guardian(s) and / or one emergency contact during this activity.

1. Name _____ Phone #s: _____
2. Name _____ Phone #s: _____
3. Name _____ Phone #s: _____

LSA: Is your child enrolled in LSA on the afternoon of the activity? **YES / NO**
If yes, please check with LSA for sign-in and sign-out procedure.

Bus: Does your child usually take the bus home? **YES / NO** Bus # _____
Please ensure that your child's afternoon teacher knows that your child will not take the bus on activity days.

Parent Agreement: Please read and sign.

Attendance. Parents are responsible for reminding their children and notifying their classroom teacher or LSA about an after-school activity. Children are responsible for finding the activity classroom after school. If your child needs help navigating to the activity, individual teachers or coordinators may be able to assist. Please contact them directly. If your child is home sick or will be absent from an after-school activity, please contact the coordinator or teacher to let them know.

Pick up policy. Be aware of what time the activity ends. Please be considerate of teachers and parent volunteers and make sure that you are on time to pick up your child. All children must be signed out by an adult by within 5 minutes of the end of the activity (unless prior arrangements are made with the teacher or volunteer).

Late fee. Parents will be charged a fee of \$1/minute after the 5 minute grace period. Money will go to our scholarship fund.

Snacks. Unfortunately, snacks cannot be eaten in the classrooms. If your child brings a snack, they will be asked to eat it in the hallway outside the classroom.

Transportation. Parents/guardians are responsible for making arrangements for transportation home after the activity.

Emergency phone numbers. The school office is not open after 4pm. Please check with the teacher or volunteer coordinator for an emergency phone number for after-school activity.

Parent / Guardian Signature _____ Date _____