

Student Registration Form
21st CCLC Schuylkill ACHIEVE Afterschool Program
Minersville

Please complete ALL requested information and print legibly. Thank you.

Student's Name: _____

Student's Grade _____ Date of Birth: ____/____/____

Parent/Guardian Name(s): _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email(s): _____

Emergency contacts: In the event that a parent or guardian cannot be reached in an emergency situation - or if the student is absent without excuse.

Name: _____ Phone: _____

Name: _____ Phone: _____

Medical conditions or allergies:

Dietary restrictions:

Each week of the school year, my student will typically attend the program on: Mon Tues Wed Thurs
(Circle the days)

- My student will ride the bus home
- My student will be picked up by _____

Parent/Guardian Signature: _____

Others authorized to pick up my child in the event that this person is not available - please note their relation to your student: _____

Notes to parents/guardians (please read and check off):

- I am aware that the program runs 4 days per week and if my student will be absent, the Schuylkill ACHIEVE Site Coordinator must be notified.
- I have completed the Emergency Plan Form.
- I have received and acknowledge the Safeguarding Sensitive School, Teacher and Student Data Form.
- I have received a copy of the Parent Handbook.
- My student is eligible to receive free or reduced lunch. *Your student does **not** need to qualify for free or reduced lunch to be able to participate in Schuylkill ACHIEVE Afterschool.
- My student may be photographed in the Schuylkill ACHIEVE program for media purposes. **Check the box for YES.**

Additional parent or guardian information:

Do you have any skills, talents, or activities that you would like to share with 21st CCLC Schuylkill ACHIEVE students during the Afterschool Program or during a Family Event?

*Parent and guardian feedback is important to us!

*Please join us for monthly Family Nights! Your child *loves* when you join us for some fun!



* Parent/Guardian Signature: _____

* Date: _____

Please direct any questions to your school's Schuylkill ACHIEVE Site Coordinator

Emergency Plan Form

21st CCLC Schuylkill ACHIEVE Afterschool Program

Schuylkill ACHIEVE will be closed whenever schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site. In the event of an early dismissal, you will be notified and children who attend the After School Program will be sent home on the bus. Please make sure that someone will be home to meet your child and that your child knows exactly what to do if he or she arrives at home and you are not there.

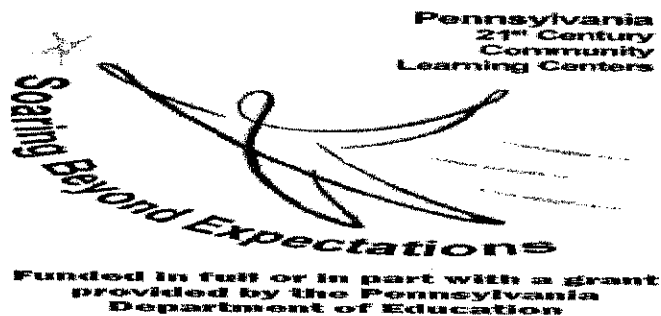
Depending on the circumstance of the emergency, we will use one of the following protective actions:

1. **Sheltering-in-Place:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. You will be notified as soon as it is safe to do so.
2. **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the building or the area. In this case, children will be taken to a relocation facility. Students will then be sent home on the bus. The relocation site will be posted on the door at the time of the emergency.

Schuylkill ACHIEVE instructors maintain an emergency file for the after school program. Any time students leave the building for the purpose of a field trip or emergency, the emergency file accompanies the group, should it becomes necessary to contact guardians.

Please completely fill out the following page for our traveling emergency file.

If any of the information changes while your student is enrolled in ACHIEVE, please be sure to share those changes with the instructors.



STUDENT EMERGENCY FILE

Student's Name and grade _____

Emergency Contacts for Student: Contacts will be called in the order listed until someone is contacted.

Please include yourself if you are the guardian and want to be contacted first.

Name: _____

Cell phone # _____

Work phone # _____

Home phone # _____

May your student leave with this person if they arrive at the relocation site before the bus? Y or N

Name: _____

Cell phone # _____

Work phone # _____

Home phone # _____

May your student leave with this person if they arrive at the relocation site before the bus? Y or N

Name: _____

Cell phone # _____

Work phone # _____

Home phone # _____

May your student leave with this person if they arrive at the relocation site before the bus? Y or N

Parent/Guardian Signature _____

Date signed _____

Safeguarding Sensitive School, Teacher, & Student Data
The Schuylkill Intermediate Unit 29's Schuylkill ACHIEVE Program

This Plan to Safeguard Sensitive School, Teacher, and Student Data is intended to promote the protection of the confidentiality, integrity, availability, and accountability of collected data for program evaluation purposes. Student data, such as test scores and demographics, will be collected and stored in a database maintained by the Schuylkill Intermediate Unit 29. The data obtained by the Schuylkill Intermediate Unit 29 from Pennsylvania school districts, charter schools, non public schools, and AVTS buildings will initially include individually identifiable information such as student names and/or identifiers assigned by schools. The Schuylkill Intermediate Unit 29 has established a series of safeguards to assure that confidential information is not compromised.

The data files will be protected from use by anyone other than authorized members of the program and evaluation teams. These identifiable files will be stored in a password-protected system or on CD-ROM, in a locked file cabinet at the Schuylkill Intermediate Unit's Maple Avenue Campus, 17 Maple Avenue, Mar Lin, PA 17951. Individual identifiable student data will be accessible to the following staff:

Schuylkill ACHIEVE External Evaluator, Site Coordinator(s)/Staff working for Schuylkill ACHIEVE, and the Program Coordinator for Schuylkill ACHIEVE.

Once the need for these data has passed and/or the contractual/program period has ended, which ever comes first, the data file will be securely destroyed. All information that identifies students, teachers, and schools will be destroyed at the end of the contractual period.

All information collected will be restricted to access and used solely for serving student needs and approved program evaluation purposes. Students will never be identifiable in any reports provided to entities or individuals outside the Schuylkill Intermediate Unit 29. Each staff member above receives proper training and ongoing updates on the importance of confidentiality of the data, including the specifics of the Family Educational Rights and Privacy Act (**FERPA**). Information can be found at USDE's FERPA page: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The Schuylkill Intermediate Unit will not release under any circumstances, identifiable information to any other person or organization without written consent from the student, parent, or individual (except as allowed or required by law). According to FERPA, the following information is considered "directory" information and may be disclosed without consent: students' name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. See FERPA website for conditions on the release of directory information.

For more information about data security and confidentiality, please contact the Schuylkill ACHIEVE External Evaluator at 570-544-9131 x 1243

Parents/Guardians, please keep this form for your reference.