



## PARENT INFORMED CONSENT

### **PROGRAM POLICIES**

1. If my child will be absent from Club Orion After School I will call as soon in advance as possible; preferably no later than noon of the day my child will be absent.
2. My child will only enter or leave the building escorted by people authorized to drop off or pick up my child. The person picking up my child may be asked to show picture identification. Only caregivers over 18 years of age will be able to check my child out of the program.
3. The Orion School has my authorization for my to child participate in any transportation involving special activities away from the school.
4. Photographs will be taken only with the express permission of the Orion School Director. Photographs will be used for such purposes as publicity and media reports on the program. I will be asked for permission before my child is specifically identified in a published photograph.
5. Records concerning my child(ren) will not be released unless requested by me in writing. All records are kept confidential. Appropriate state officials have the right to enter The Orion School building, inspect my child's file, and interview my child at any time without notification.
6. Parents are responsible for keeping the program advised of any significant changes in the information that they provided at the time of enrollment concerning numbers, work locations, emergency contacts, family physician, etc...
7. Once we have met enrollment goals, we will start a waiting list. There is a two week period to submit Enrollment forms when you are notified of a vacancy. After two weeks, the next family on the list is given the opportunity to register and the first family moves to the end of the list.
8. The Orion School program will operate according to a risk management plan designed to protect children from any danger of abuse or neglect. Program staff is required by state law to report to the appropriate authorities any suspicion that a child has been abused or neglected or is in danger of abuse or neglect.
9. The Orion School program has an emergency preparedness plan in place. My child may participate in Fire and Disaster drills as needed.
10. Club Orion After School is hosted by The Orion School; 458 Ponce de Leon Ave. Atlanta, GA 30308. Program information is available on our web site [www.TheOrionSchool.org](http://www.TheOrionSchool.org). Natalie Wylie, After School Director or Laura Markson, Orion School Founding Director can be reached by phone at 404.551.2574

### **PROGRAM ACTIVITIES/SCHEDULE**

1. Club Orion will include both structured activities and free play indoors and outdoors with an emphasis on the needs of children who have developmental differences including ADHD and Asperger's Syndrome. A program wide positive behavior plan will be in place.
2. Daily snack will be provided as part of the program.
3. A Daily schedule will be posted in the space where Club Orion meets.

### **HEALTH AND MEDICAL**

1. I will provide a written authorization for any medication given to my child. This will includes date, name of child, name of medication, prescription number, if any, dosage, date and time of day medication is to be given. Medicine will be in the original container with my child's name clearly marked on it.
2. It will be my responsibility to keep my child's records current to reflect any significant changes,

such as phone numbers, work details, emergency contacts, child's physician, child's health status and immunization records, etc.

3. I will supply immunization Form #3231 to The Orion School prior to my child's first day of attendance.
4. The Orion School agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
5. In cases of illness, I will be called and possibly required to pick up my child(ren) as soon as possible.
6. The Orion School personnel will have current First Aid and CPR training certification at all times while my child is enrolled in the program. In cases of simple injury, the program staff will perform routine care and first aid, such as washing wounds and applying bandages. This information will be documented. In the event of a bee sting or other stings antihistamines will be given orally. I will inform the Orion School of all known allergies of my child(ren).
7. In case of medical emergency, I will be called and will take responsibility for obtaining the necessary medical treatment. If program staff determine that immediate or professional care is required, they will call an Emergency Medical Service (EMS). The program staff will respond as necessary until EMS arrives. In the event emergency treatment is required, I give consent for my child(ren) to be taken to a nearby medical facility and if necessary for treatment by a qualified physician. An EMS driver or I, myself will transport my child(ren) to an emergency facility. Cost incurred from treatment of any injury or illness occurring within the program is my responsibility.
8. To the best of my knowledge, my Child(ren) has/have no condition which restricts his/her full participation in the The Orion School program. If in the future any restrictions are necessary, I will inform The Orion School program in writing.

#### **PAYMENT POLICIES and FEES**

1. The Orion School will not give refunds or credits for absences due to illness, vacation or any other reason
2. The Orion After School hours are from 2:30-6:00 Monday through Friday. We follow APS when schools are closed for inclement weather or other unusual events.
3. Parents are required to pick up children by 6:00 PM. Children may be picked up prior to this time but must be picked up by 6:00 PM. There is a 5 minute grace period after 6:00. After two late pick ups, a \$1.00 a minute fee will be charged for late pick up, retroactive to 6:00 and payable at time of pick up.
4. Parents are required to give the program a minimum of two weeks notice before withdrawing their child(ren) from enrollment. Notice of withdrawal must be submitted in writing and program fee will be charged for two weeks beyond the receipt of the written withdrawal notice.
5. You will be billed per semester once registration is received. Payment must be received by the first day child attends program.
6. An annual \$75 non-refundable registration fee is due for each child attending the After School Program.



I would like to register my child for the following Club Orion After School Options:

\_\_\_ **Full School Year Monday through Friday**                      **\$4000**

\_\_\_ **Specific day per week for the school year \***                      **\$1200 for each day (for the year)**

**\*Check the day(s) your child will attend** \_\_\_ **Mon** \_\_\_ **Tue** \_\_\_ **Wed** \_\_\_ **Thu** \_\_\_ **Fri**

I have read and agree to abide by the policies and procedures listed in the informed consent for *The Orion After School Enrichment Program*.

**All** parent/guardians must sign.

Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ **Enclosed is \$75.00 non refundable registration fee**