

**RED CABOOSE AFTER SCHOOL CHILD CARE
ENROLLMENT FORM 2011-2012**

1. Name of Child _____ Sex _____

Date of Birth _____ site: Lapham Marquette grade in 11/12 _____
month / day / year (please circle one)

Name of Child _____ Sex _____

Date of Birth _____ site: Lapham Marquette grade in 11/12 _____
month / day / year (please circle one)

2. Parents or Guardians:

FAMILY STATUS: married () divorced () separated () single () partnered ()

RESIDENCE: child lives with: both parents together () mother only () father only ()
shared/split custody () other _____

LEGAL CUSTODY: both parents () mother () father () guardian/s _____

NAME OF PARENT (mother/father/guardian): _____
(please circle one)

home address _____ zip _____

home phone _____ work phone _____ cell phone _____

employer/school _____

email address _____

NAME OF PARENT (mother/father/guardian): _____
(please circle one)

home address _____ zip _____ send copy of bill? ___yes ___no

home phone _____ work phone _____ cell phone _____

employer/school _____

OTHER INVOLVED PERSON or PARTNER: _____

home address _____ zip _____ send copy of bill? ___yes ___no

home phone _____ work phone _____ cell phone _____

employer/school _____

3. CHILD'S PHYSICIAN: _____ phone: _____

address _____

4. Do you receive child care tuition assistance?

City Day Care () County () CCTAP () other (please specify) _____

Name AND phone number of case worker, if any _____

5. REQUESTED ENROLLMENT SCHEDULE: (2 day minimum) M T W R F (circle days needed)

6. All enrollment requests submitted after Thursday, August 25, 2011, will start on September 8th, the 2nd week of school. First day of enrollment: _____ 2011.

PARENT PERMISSIONS, PAYMENT AGREEMENT

1. EMERGENCY MEDICAL CARE: I give my consent for emergency medical care or treatment to be used only if I cannot be reached immediately. In case of emergency (accident or illness) and I cannot be reached, I give full permission to Red Caboose to transport my child to the nearest available health care facility. I will assume full responsibility (including financial responsibility) for services rendered.

2. FIELD TRIPS: I understand that field trips (including swimming), by bus, van, or on foot, are an integral part of the Red Caboose program. I agree to let my child go on all field trips (including swimming) during the time she/he is enrolled in the Red Caboose program.

3. PHOTOGRAPHS or VIDEO: I agree and consent to the use of any photographs or video taken of persons under my guardianship. These pictures are understood to be used by Red Caboose for educational, advertising and publicity purposes only.

YES _____ NO _____

4. SCHOOL TO RC TRANSFER: I give my child permission at school dismissal to walk from his or her classroom to the Red Caboose After School rooms.

5. PAYMENT OF FEES:

A. I agree to pay my tuition **IN ADVANCE**: weekly _____ bi-weekly _____ monthly _____.
Do you want an email bill?
If so, insert your email address here: _____

B. I agree to pay for the days my child is enrolled, whether or not my child is in attendance.

C. I agree to give Red Caboose a two-week written notice before changing schedule or withdrawing my child. If I do not give notice, I agree to pay two full weeks fees upon withdrawal.

6. TEACHER COMMUNICATION: By enrolling my child in Red Caboose, I give permission to the Red Caboose staff to speak with Lapham &/or Marquette school staff to discuss matters related to my child. This permission is in effect until my child no longer attends Red Caboose.

PARENT/GUARDIAN SIGNATURE:

_____ signature _____ date _____ print name

The CACFP is operated in accordance with USDA policy, which does not permit discrimination because of race, color, national origin, sex, age, or disability. If you believe that your child has been treated unfairly in receiving food services for any of these reasons, write immediately to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

FOR OFFICE USE

Received by _____ on _____ SAPD _____ BC

Check # _____ Amount _____ Referred by MMSD T C

red caboose day care center, inc. - school age program

654 Williamson St. Madison, WI 53703 • 608-251-5432 • fax 608-256-1615 • school.age@redcaboose daycare.org

School Age Programs Enrollment Information 2011-2012 School Year

Mission

Red Caboose School Age Program's mission is to help each child become an active and positive member of his or her Red Caboose, Lapham/Marquette, neighborhood, city, state, national and global community. It is our goal that each child will:

- 1) learn to interact peacefully and meaningfully with peers and adults.
- 2) develop thoughtful decision making skills.
- 3) have the opportunity to recognize and pursue his or her interests.
- 4) learn how to build a positive self image.
- 5) learn how to recognize and address the physical/social/emotional needs of himself or herself and peers.

RC History and Overview

Red Caboose is a non-profit corporation opened since 1972. It is licensed by the State of Wisconsin and accredited by the City of Madison. Toddler and preschool children are cared for at 654 Williamson Street. We have been providing After School Care at Lapham since 1990 and at Marquette School since 1992. In addition, since 1976, Red Caboose has operated a Summer Camp for School Age children. This is a full day recreational program for Kindergarten through fifth graders. We are committed to serving children from every race, culture, socio-economic background, ability, or special need.

Program Structure

In order to provide a high quality After School Program we maintain a ratio of 1 teacher to 10-12 children, a nourishing snack, and a variety of cooperative play and learning opportunities for your child. Our program is child centered. It allows time for quiet play and reading, active and outdoor play, field trips, small and large group and individual activities. Activities are also offered in the areas of arts and crafts, construction, small manipulatives, games, dramatic play, science, computer, and cooking.

Red Caboose at Lapham Elementary Grades K-2

We currently have three program spaces at Lapham. Two are in the upstairs gymnasiums and the other is in the first floor auditorium. The children are divided into three groups of up to 32 children (per day) and are placed to allow for a mixed age group, familiar and new friends, and healthy group dynamics. New enrollees are generally placed with these considerations in mind and to coordinate their schedules with open slots. The groups have opportunities to intermingle during each day when both groups are on the playground.

Red Caboose at Marquette Elementary Grades 3-5

At Marquette, we serve up to 56 children per day in 2 groups, with a group of up to 24 per day in the 2nd floor elementary gym and a group of up to 32 per day in the cafeteria. These mixed age and gender groups operate separately but do have chances to interact during active play, on the playground and during some select activities. If you know of other children who are attending Red Caboose you can make a request to have your child placed in that room if their schedules coordinate with open slots.

Program Schedule

The After School Program starts at school dismissal (Mondays 1:00 and Tuesday – Friday at 2:32p) and closes at 5:45p. Late Pick-up Fees will be assessed if you pick up your child after 5:45p. We provide full day programming (7:30a - 5:45p) at Lapham and/or Marquette on those days when school is closed for in-service, teacher conferences, and most school vacations. *Please note that a separate registration is necessary for these no public school days.*

Enrollment Procedures

In order to register and request a slot in the program you must send in the completed enrollment form with \$40 for the one-time registration fee (per family) and \$25 for the annual parent dues (per family), along with the first week's tuition (for each child) or an authorization form from the city or county. These fees are non-refundable. There is a minimum enrollment of two days per week and parents are charged for the scheduled days they sign up for regardless of attendance.

The following enrollment priorities are used to determine the order of enrollment for each school year. The School Age Program Director will resolve any priority issues or conflicts and all decisions of the School Age Program Director are final. A waitlist is maintained when requests for enrollment exceed capacity.

* All of the following except for priority # 6 apply to children attending Lapham and Marquette Elementary Schools.

- 1) First priority is given to children currently enrolled in the School Age Programs and in Red Caboose's Grasshopper Room who will attend Lapham. These children will be enrolled in the order of the date of return of the re-registration form until the priority deadline – February 25, 2011.
- 2) If space remains available, second priority is given to siblings of currently enrolled School Age and Child Care Center children and children of Red Caboose staff members. These children will be enrolled in order of the date of return of the registration form until the second priority deadline (Kindergarten registration day) – March 7, 2011.
- 3) If space remains available, third priority is given to children currently on the Lapham or Marquette waiting lists. These children will be enrolled in order of their respective wait list as long as the registration form is returned by the second priority deadline (Kindergarten registration day) – March 7, 2011.
- 4) If space remains available, fourth priority is given to children in grades K-5 whose new registration forms are returned by/on Kindergarten registration day – March 7, 2011. These children will be enrolled by a lottery format for each site.
- 5) If space remains available, fifth priority is given to children whose re-registration or new registration forms are returned after the respective deadlines. These children will be enrolled in order of the date of return, based on the number of days difference between the deadline and the return date.
- 6) If space remains available, sixth priority is given to children attending schools other than Lapham or Marquette Elementary Schools. These children will be enrolled only when children in all of the above groups have been enrolled and spaces still exist and will be otherwise enrolled in order of the date of return of enrollment forms.

***Enrollment Packets need to be returned to 654 Williamson Street no later than Thursday, August 25 for children to start attending on the first day of school Thursday, September 1, 2011. Any packets received after that deadline will begin the second week of school on Thursday, September 8, 2011.**

If you have any questions please contact Lisa Fiala, School Age Program Director at 251-5432 or at school.age@redcaboose daycare.org.

IF SENDING ENROLLMENT FORM AND FEES THROUGH THE MAIL, PLEASE SEND TO:

Red Caboose School Age Programs
654 Williamson Street
Madison, WI 53703