

A Guide To The Enrichment Program

A. What do I need to do to participate?

1. You must be a member of MARCH
2. You must turn in a Medical Release/Release Liability Form at registration.
3. You must turn in a signed statement that you have read these guidelines.
4. Your children must read sections F - I

B. What if I can't attend, but want to send my children?

1. You CANNOT drop your children off and leave.
2. You CAN leave 6th grade and older if:
 - a. you have served your required service hours AND
 - b. they are in their appropriate classroom AND
 - c. you sign out at the desk AND
 - d. you tell us if someone other than yourself will be picking your children up.
3. If the parent is sick or will be out of town, you may send children if they are 6th grade or above AND
 - a. if you have another adult attending the enrichment classes that will be responsible for your child/children AND
 - b. you must let the substitute coordinator know of your absence and have substitutes for each hour.

C. How do I pay?

1. You may pay with one check made out to MARCH Enrichment
2. All fees are due at registration

D. How many hours do I have to work?

1. You must plan to serve in at least one of the following:
 - a. Teacher's assistant
 1. Be on time to the class
 2. be willing to pass out papers, be helpful, etc.
 3. keep order in the classroom so that the teacher can teach!
 - b. Nursery/Preschool Worker
 1. two adults must be present with the children
 2. when taking children to the restroom, make the other worker aware of your absence
 3. co-operate with the class coordinator regarding plans she has for the class during that hour
 - c. Set Up
 1. must be at the facility 30 minutes before classes begin
 2. will require moving/lifting tables and chairs
 3. counts as 2 hours of service
 - d. Clean Up
 1. must stay up to 45 minutes after the last class
 2. will require moving/lifting tables and chairs
 3. counts as 2 hours of service

2. Service Hours required
 - a. If your children are enrolled in enrichment for **1** hour, you must serve **1** hour.
 - b. If your children are enrolled in enrichment for **2** or **3** hours, you must serve **2** hours.
 - c. If your children are enrolled in enrichment classes for **4** hours, you must serve **3** hours.
3. Mom's with children infant to 4 years, please sign up to work in the nursery/pre-school with your child. If you have older children, arrangements may be made to assist in one of their classes.
4. Kindergarten children may not be in study hall without mom. Schedule your free your to be with your child's free your if necessary. If you can't schedule your free hours at the same time, kindergarten children must be enrolled in the pre-school for that hour.

E. How do I receive information and keep up on current events?

1. For correspondence purposes, you will have a file with your name on it in a portable filing system. This will be sitting close to the front doors.
2. Be sure to check your mailbox before you leave each week.

F. May I bring visitors?

1. Visitors are always welcome at MArCH
2. Please check with your teachers to make sure they are comfortable with visitors
3. Make a nametag for your visitor. Nametags will be located with the mailboxes.

G. Is there a dress code?

1. Any shorts must be at least fingertip length.
2. No offensive T-shirts
3. No shirts that show the tummy
4. No narrow straps on sleeveless shirts

H. How can I stay out of trouble?

1. Stay in your appropriate classroom - do not wander around
2. Do not chew gum
3. Do not run
4. No loud talking
5. Participate in your classes
6. Don't talk while the teacher is talking
7. If you see trash in the halls, bathrooms, etc. Pick it up.

I. How can I keep from being expelled?

1. First offense - verbal warning
2. Second offense - a note will be sent home to the parent and a call is made by the chairman of the discipline committee
3. Third offense - A meeting will be held with the child, parent, class co-coordinator and any other involved adult (teacher, etc.)
4. Fourth Offense - Suspension of the **entire family** for the rest of the semester.

DETACH AND RETURN SIGNED PORTION ONLY

We have read and hereby agree to abide by the above MArCH Enrichment Classes Guidelines.

Child Signature _____

Child Signature _____

Child Signature _____

Child Signature _____

Child Signature _____

Child Signature _____

Parent Signature _____

Date _____

PERMISSION/RELEASE FORM

You may put all of your children on one form

Mother's Name: _____ Home Phone: _____

Father's Name: _____ Work Phone: _____

Child's Name	Date of Birth	Medications
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Name of Physician: _____ Phone: _____

Health Coverage: Name of Company _____ Policy # _____

Employee SS# _____

Please indicate below if there are any allergies, physical limitations, or other relevant medical information:

Parent or Guardian: Please sign the release for emergency medical treatment in case we cannot reach you immediately.

In the event I cannot be reached to give my consent, I, the undersigned parent/guardian of (please list each child's name) _____

Hereby authorize MArCH or it's agents to consent for me to any x-ray, examination, anesthetic, medical or surgical diagnosis, treatment, or hospital care deemed necessary or advisable by a licensed physician. It is understood that this authorization is given in advance of any special diagnosis, treatment of hospital care being required, but it is given to provide authority and power on the part of MArCH or it's agents to give specific consent to the diagnosis, treatment, or hospital care which in the best judgment of a licensed physician is deemed advisable.

(Signature of Parent or Guardian)

(Date)

STATEMENT OF RELEASE FROM LIABILITY

From: _____
(Parent's Name - Please print)

I hereby authorize my child/children to attend classes coordinated by MArCH to be held at Cottonwood Baptist Church during the 2002-2003 class term. I understand that all reasonable precautions will be taken to keep my child/children safe. I will not hold MArCH, members of MArCH, enrichment teachers, or Cottonwood Baptist responsible for harm or injury that may occur in the course of any Enrichment Classes.

(Parent's Signature)

(Date)