

# Neighborhood House Peninsula SUN Community School Winter 2015 Extended-Day Program Registration and Release Form

Please print legibly and complete one form for each student.

**Notice of Non-Discrimination:** SUN Community Schools programs and services reflect the diversity of our community. We do not discriminate on the basis of religion, race, ethnicity, gender, national origin, sexual orientation, age or disability.

## Student Information:

Student Name *First & Last*: \_\_\_\_\_ Date of Birth *incl. year*: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: M F

Race/Origin: *Mark as many as appropriate*

- African       Asian       Black/African American       Latino/Hispanic       Middle Eastern  
 Native American or Alaska Native       Native Hawaiian or Pacific Islander       Slavic       White       I decline to answer

Primary Language spoken at home: \_\_\_\_\_

## Parent/Guardian Contact Information:

#1 Name: \_\_\_\_\_ Address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ *Email will be used for Peninsula SUN information only.*

#2 (if applicable) Name: \_\_\_\_\_ Address (if different than above) \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ *Email will be used for Peninsula SUN information only.*

## Emergency Contacts: *In case neither parent/guardian can be reached.*

Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

## Dismissal Instructions:

**SUN staff cannot excuse students to leave the cafeteria on their own unless they have permission to walk home. Students are not allowed to wait on the porch because there is no supervision.**

When the program dismisses, my child will:

- Walk Home unaccompanied with my permission       Be Picked Up **In Cafeteria** by an authorized person

Please list all adults **authorized** to pick up (in addition to parents/guardians/emergency contact listed above):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

My child **DOES NOT** have permission to go with the following adults: \_\_\_\_\_

## Allergies/Medical/Other Concerns:

**SUN Staff cannot administer medications. Please contact the program coordinator with questions.**

Please list any allergies or medical concerns, or anything else about this student of which we should be aware:

\_\_\_\_\_

\_\_\_\_\_

Please turn over, check appropriate boxes and sign releases in 2 places.



Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

**Publicity/Transportation/Internet Release:** *If not marked, consent will be assumed*

My child has permission to be photographed for publicity purposes by Neighborhood House:  YES  NO

My child has permission to be transported in Neighborhood House vehicles:  YES  NO

My child has permission to use the Internet with adult supervision for SUN coursework:  YES  NO

**Release and Liability:** *Please read all information and sign and date where indicated (in 2 places).*


**1. READ AND SIGN: SUN Community School Release of Student Information 2014-15**

Our SUN Community School is a collaboration of Portland Public Schools, Multnomah County, the City of Portland and many community partners and agencies who come together to support children's success in school and life. We do this by working together to meet the specific needs of our students and their families.

In order to provide your child with the best services and support possible, the SUN Community School Site Manager needs your permission to be able to share information with the people who are teaching and serving your child specifically. This information may include student name, student ID #, grade level, achievement test scores, course grades and grade point averages, attendance, Individual Education Plan, demographic, and behavior/discipline information. The SUN Community School Site Manager will only share this information when it is required by a partner organization or supports your student's success. This information may also be shared with the City/County SUN Initiative and their evaluation contractors for program evaluation.

Organizations receiving information about your student are informed of state and federal confidentiality provisions. This includes employees and volunteers managed by the SUN Community School site manager and staff of other partner agencies providing the activities in which my child participates. They are not authorized to release information to any agency or person not listed in this release without specific written consent of the parent/legal guardian.

Children may participate in SUN activities whether or not their Parent/Guardian agrees to the release or exchange of educational information to other staff or agencies.

 **Check one box AND sign below:** This permission is effective from **9/1/2014** until **8/31/2015** unless cancelled in writing.

**YES**, I authorize the release and exchange of student records with staff of programs/activities that I register my child for and for evaluation purposes.

**NO**, I do NOT authorize the release and exchange of student records with staff of programs/activities that I register my child for evaluation purposes, but I want my child to participate in SUN activities.

**X**

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

**2. READ AND SIGN: Permission for Enrollment and Neighborhood House Release Form from Liability 2014-15**

I give permission for my child(ren) to participate in Neighborhood House/SUN School activities. I understand that even when reasonable precautions are taken, accidents can sometimes still happen. Therefore, in consideration for Neighborhood House allowing my child(ren) to participate in Neighborhood House/SUN activities, I understand and expressly acknowledge that I irrevocably release Neighborhood House/SUN and its staff members from all liability for any injury, loss or damage arising in any way whatsoever out of my child(ren)'s participation in activities, whether on or off Peninsula School premises. I understand that this release includes claims of negligence, action or inaction of Neighborhood House or its staff, directors and officers, other than gross negligence or willful misconduct. I have read and am voluntarily signing this authorization and release. I have read this form and grant permission for my child(ren) to participate in all activities through Neighborhood House/SUN.

 **Parent/Guardian please sign: \*\*Signature REQUIRED to participate in SUN School\*\***

**X**

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

## Class Selection Form

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

For each day you would like your child to participate in SUN, please choose one class for each time slot, along with an alternative. **Placement in classes is NOT guaranteed.** Class selection will be made by a lottery. Placement notices will be sent home by Friday, Dec. 19.

	Class Choices	
	First Choice	Alternate
Mon		
Tue		
Wed		
Thu		

### Behavioral and Attendance Expectations

Students can be dropped from a class for not meeting behavioral or attendance expectations. Every effort will be made to solve any problem before a student is dropped, including working with parents/guardians. Please call the SUN coordinator with any questions.

#### Behavioral Expectations

The safety and well-being of all participants and staff is of utmost importance. To ensure safety in the SUN Community Schools, we require that all participants be able to follow all of the following criteria:

1. Be age-appropriate for the activity or program.
2. Be able to maintain safe behavior during the activity. This means they can participate without harming themselves or others. Specific required behaviors include:
  - Treating adults and other students with respect.
  - Following directions of adult instructors and coordinators.
  - Remaining in assigned supervised areas for the duration of the program.
  - Engaging in safe, non-violent behavior.
3. Participate meaningfully in the activity and not disrupt or distract others.

If you have questions or concerns about whether your child can follow the behavioral expectations above or whether s/he will benefit from the program being offered, please talk with the Peninsula SUN CS Site Coordinator, Pam Lyons, at 503-916-6274

#### Attendance Expectations

Students are expected to commit to attending SUN Classes in which they are enrolled, including arriving on time and remaining for the duration of programming. Inconsistent attendance can result in the student being dropped from classes and their spot in the program offered to another student.