Release to ASP Due to Personal Emergency 2019-2020

<u>This Is Not An After School Program Application</u>

<u>Applications and *Family Handbooks* are available in each ASP Site Office and at www.fcboe.org</u>

Please complete:

Student Name _____ Home Phone # _____
Last *First*

Parent/Guardian Name _____ Cell Phone # _____

Teacher _____ Grade _____ Bus # _____

Dear Families:

Occasionally, a personal emergency may prevent you from picking up your student(s) from school by 2:45 or the time designated in your school's handbook. The After School Program will provide emergency services for you in this situation, provided you have <u>no outstanding balance</u> due to ASP and space is available in the program (Check with your ASP site coordinator. We must have adequate staff in place for the day). Completing, signing and submitting this form to your student(s)' teacher will allow your school's front office to place your child in the after school program in the event of a personal emergency. If this service opportunity is abused by frequently failing to pick up your student(s) on time and/or neglecting to pay the ASP fees at the time that your child is picked up, the proper authorities will be called.

Families of **<u>students NOT REGISTERED in the After School Program</u>** for 2019 - 2020, please complete the section below:

In case I have a personal emergency that prevents me from picking up my child from school by 2:30 or the time designated in my child's school handbook, I grant permission for the school staff to place my child, (listed above in the school's After School Program.

I accept responsibility for paying the emergency fees below when I pick up my child by 6:30 p.m.:

- Emergency 1st - $20 - $5/hour up to $20
- Emergency 2nd- Registration Fee + Emergency rate
- Emergency 3rd - $80 - Non-reserve fee; covers days in same week ONLY (no "carry-overs"). Check for space availability.

_____ _____
Parent/Guardian Signature Date

If your **<u>student(s) are REGISTERED and normally ATTEND the After School Program</u>** in 2019- 2020 and you want your child placed in **<u>ASP on a day you have NOT RESERVED SPACE</u>** you hereby accept the responsibility for paying the emergency/non-reserve fees listed above by 6:30 pm that day.

_____ _____
Parent/Guardian Signature Date

This form must be signed and on file for your child to stay in the After School Program <u>one time</u> due to a personal emergency.