

**Cutten-Ridgewood  
After School Program Registration**

**Child Information**

Name \_\_\_\_\_  
 Grade \_\_\_\_\_  
 Teacher \_\_\_\_\_

School      **Cutten**      **Ridgewood**

**Days Needed**    M    T    W    TH    F

**Parent/Guardian Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Pick Up Information**

**Cutten Students only**

My child may walk or ride a bike home.  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 At what time may they leave? \_\_\_\_\_

**Cutten and Ridgewood Students**

I will pick up my child: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Someone else will pick up my child.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

My child may be picked up by:

\_\_\_\_\_  
 Name Relationship/Phone

\_\_\_\_\_  
 Name Relationship/Phone

\_\_\_\_\_  
 Name Relationship/Phone

**Emergency Information**

Who can we contact in case of an emergency if we are **unable** to contact you?

**1. Name** \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_

**2. Name** \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_

**3. Name** \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Relationship \_\_\_\_\_

**Medical Information**

Does your child have any medical conditions or allergies? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your child take any medication?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 Type: \_\_\_\_\_  
 Is there any other information we should know regarding your child? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I give permission for any licensed medical provider to perform any necessary medical service should there be an emergency situation when I am unable to be contacted.

**Parent/Guardian Signature:**

\_\_\_\_\_  
 Name Date

**Cutten-Ridgewood After School Programs  
A S P**

Ridgewood Grades TK-2 Cutten Grades 3 - 6

**Discipline Procedures**

The goal of ASP is to offer a fun after school care program within a safe environment through games, projects, enrichment activities, field trips and caring relationships with program staff. ASP is not an academic tutoring program, nor does it require homework completion. During free choice times, students may choose to complete homework, and staff may offer assistance upon student request.

As during school hours, students are expected to exhibit *TIGER Pride*, and consequences are based upon the *Cutten School District Consequence Matrix*. All students who attend Cutten School review and sign acceptance of this plan with their parents / guardians at the beginning of each school year, or upon enrollment in the school mid-year. ASP staff use problem solving, conflict resolution, redirection, positive reinforcement, an engaging menu of activities, and appropriate consequences to support *TIGER Pride*.

**Consequences build upon previous incidents.**

**Depending upon needs, meetings and/or support plans may be part of the procedures.**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> incident | • Warning and redirection  |
| 2 <sup>nd</sup> incident | • Rule review and time-out of the activity to reflect and to regain composure  |
| 3 <sup>rd</sup> incident | • Exclusion from the activity and/or a preferred activity<br>• Opportunity for restitution   |
| 4 <sup>th</sup> incident | • Behavior referral to principal and/or school social worker<br>• Exclusion from the activity and/or a preferred activity with time out in the office<br>• Parent notification and/or daily behavior log established |
| 5 <sup>th</sup> incident | • Parent meeting (a plan may be developed at this meeting)   |
| 6 <sup>th</sup> incident | • One day ASP suspension   |
| 7 <sup>th</sup> incident | • Multiple day ASP suspensions   |
| 8 <sup>th</sup> incident | • Student dropped from the program   |

Behaviors resulting in significant program disruption or an unsafe environment immediately go to a 4<sup>th</sup> – 8<sup>th</sup> incident status, depending upon the nature of the behavior. The *Cutten School District Consequence Matrix* lists these behaviors:

- Harassment, intimidation, or discrimination (gender, racial, ethnic or sexual) committed verbally, physically, in writing, or electronically
- Bullying – severe or pervasive physical or verbal acts or conduct, including communications made in writing or electronically, as defined by Ed. Code 48900 (r)
- Defiance – refusal to comply after given the opportunity
- Severe behavior placing self or others at risk
- Continued or severe aggression or threat of severe aggression
- Leaving the ASP boundaries without permission

My child and I reviewed the ASP Discipline Procedures together and we agree to strive for *TIGER Pride* and to abide by the ASP Discipline Procedures.

\_\_\_\_\_  
Parent or Guardian Name (print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date