



# AT-A-GLANCE



Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

School and Grade as of Sept. 2023: \_\_\_\_\_

## FAMILY INFORMATION

Parent / Guardian 1: \_\_\_\_\_

Parent / Guardian 2: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address (if different from participant):  
\_\_\_\_\_  
\_\_\_\_\_

Address (if different from participant):  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Second Phone: \_\_\_\_\_

Second Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Parents are:             Married     Single     Separated     Divorced

Custodial Parent is:     Parent 1     Parent 2     Other (*specify*): \_\_\_\_\_

Best phone number to call if we need to reach a family member during AH hours: \_\_\_\_\_

## EMERGENCY INFORMATION

- In case of emergency, I give authority to the JCC staff to obtain necessary medical treatment for my child with the understanding that the family will be notified as soon as possible. (*Required*)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- In addition to any regularly authorized pick-up contacts, *in an emergency*, the following **LOCAL** people are authorized to pick up my child when I send word or cannot be reached to collect my child myself. (*Required*)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Emergency Contact 1:</b> _____	<b>Emergency Contact 2:</b> _____
Relationship to Child _____	Relationship to Child _____
Preferred Phone: _____	Preferred Phone: _____
Second Phone: _____	Second Phone: _____



## 2023–24 PARENT CONTRACT



I, \_\_\_\_\_, have read the Almost Home (“AH”) Parent Handbook.

*With regard to payments, I understand and agree that:*

- My annual fees for AH are based on a school year, beginning the first day of school and accounting for holidays and other school closings, and do not include JCC membership fees.
- My annual fees for AH will be divided into 10 equal installments; the first installment was due upon registration and the remaining 9 installments will be deducted from my credit/dedit card or bank account on the first of each month beginning September 1, 2023 and through May 1, 2024.
- A \$25 processing fee may be assessed in all instances of declined payments.

*With regard to enrollment, I understand and agree that:*

- Policies and fees apply to each child I have enrolled in AH
- I may terminate my child’s enrollment in AH by communicating with the JCC in writing (e.g., email to [AlmostHome@shamesjcc.org](mailto:AlmostHome@shamesjcc.org)) at least 10 business days in advance of my child’s anticipated last day.
- No reduction in fees will be given for absences.
- If my child is asked to leave the program for any reason, a pro-rated refund will be issued.

*With regard to communication, I understand and agree that:*

- If my child will not be attending AH as scheduled, or will have a change in arrival time, I am responsible to notify AH by 2 PM ([AlmostHome@shamesjcc.org](mailto:AlmostHome@shamesjcc.org) or 914.366.7898 x1168).
- If someone other than those previously authorized will pick-up my child, I am responsible to notify the JCC (with my handwritten signature) and to instruct the designated person they must provide photo identification.
- I will collaborate with AH staff to maximize my child’s success in the program. This includes conversing with staff about my child’s needs, growth, behavior, etc.
- I will respond to the email regarding the Remind app which will be used for program communication.
- I will provide staff with any new phone numbers, e-mail addresses, or other contact information in the event they change during the year.
- I will read the Parent Handbook cover to cover.

**By signing this form, I understand and agree to the above statements.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDENT CONDUCT



I agree to communicate with my words, not my hands; to listen to the words of others and not to use my words to hurt others. I will do my best to make choices about my actions that keep me and those around me safe. I will follow staff directions and instructions and respect the property of others.

If there is an activity I don't want to participate in, I will not spoil it for others but will find another way to fill my time without disrupting the activity. If I cannot find something to do on my own, I will ask the staff members for help.

I will try to be a positive role model for others; to be helpful, thoughtful and cooperative. I will contribute my ideas and suggestions in a constructive and polite way and help the staff to understand the kinds of things I like to do.

I understand that if I disrupt the work of others, knowingly destroy the property of others or the equipment at the JCC, or use inappropriate language, I will lose privileges including, but not limited to, use of technology, playground and field time. If I use my words or hands to hurt others I understand that the consequences may include suspension or expulsion from Almost Home.

If using computer technology during Almost Home I agree to practice safe computing and understand that I may be suspended from using technology during program if I do not. I will ask questions if I do not understand parameters of what is or is not safe computing during Almost Home.

**By signing this form, we agree to the above statements.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_