## GREATER PHILADELPHIA COMMUNITY ALLIANCE FY 24 Rising 1<sup>st</sup> -8<sup>th</sup> Summer Achievers Program REGISTRATION INFORMATION AND APPLICATION

## PLEASE READ CAREFULLY!!!

- 1. Registration application must be filled out COMPLETELY. All highlighted fields must be filled out. DO NOT write "same as above" in any section. DO NOT leave anything blank. Please WRITE N/A if something does not apply. Incomplete packets will not be accepted, and a spot will not be reserved until the packet is fully completed.
- 2. Applications must be handed in directly to the Site Director of the program. Applications should NOT be dropped off to the school or to school personnel. Parents are responsible for making sure the Site Director receives the application and confirms your child's enrollment.
- 3. If you have your child's most recent health assessment, please submit it to the Site Director. Health assessments should be provided before the start of the program. If you cannot provide one by the start date, please speak to a program Site Director.
- 4. Any questions regarding the program should be addressed to the program's Site Director listed below.

## PROGRAMA DE VERANO DE LA ALIANZA COMUNITARIA DEL GRAN FILADELFIA INFORMACIÓN DE REGISTRO Y SOLICITUD

## :::POR FAVOR LEA CUIDADOSAMENTE!!!

1. La solicitud de registro debe llenarse COMPLETAMENTE. Todos los campos resaltados deben ser llenados. NO escriba "igual que arriba" en ninguna sección. NO deje nada en blanco. ESCRIBA N/A si algo no se aplica. No se aceptarán paquetes incompletos y no se reservará un lugar hasta que el paquete esté completamente completado.

2. Las solicitudes deben entregarse directamente al Director de Sitio del programa. Las solicitudes NO deben entregarse en la escuela ni al personal de la escuela. Los padres son responsables de asegurarse de que el Director del sitio reciba la solicitud y confirme la inscripción de su hijo.

3. Si tiene la evaluación de salud más reciente de su hijo, envíela al Director del sitio. Las evaluaciones de salud deben proporcionarse antes del inicio del programa. Si no puede proporcionar uno antes de la fecha de inicio, hable con un director de sitio del programa.



Office Use Only Enrollment Date: City Span Date: Staff Signature:

# FY 24 Rising 1<sup>st</sup> -8<sup>th</sup> Summer Achievers Enrollment Packet

| Office Use Only                                                                                                                                                                       |                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| DHS Referral: Yes No                                                                                                                                                                  |                                                         |
|                                                                                                                                                                                       |                                                         |
| Program Site:   Childs   Fell   Sharswood/Fell   S                                                                                                                                    | teel Vare Washington                                    |
|                                                                                                                                                                                       |                                                         |
|                                                                                                                                                                                       |                                                         |
| Parent: Please take the time to complete this application in<br>being returned and your child's enrollment being delayed.<br>incomplete application. If a particular field does not a | Your child's spot will not be confirmed with an         |
| Student Prof                                                                                                                                                                          |                                                         |
| Student Information:                                                                                                                                                                  |                                                         |
| PLEASE PRINT ALL INFORMATION CLEARY                                                                                                                                                   |                                                         |
| Youth's Full Name:                                                                                                                                                                    |                                                         |
| Gender: □ Male □ Female □ Agender □ Bi-Gender □ Gender Non-conform                                                                                                                    | ning Date of Birth: Age:                                |
| Street Address:                                                                                                                                                                       |                                                         |
|                                                                                                                                                                                       |                                                         |
| City & State: Philadelphia, PA Zip: 191 Home Telephone:                                                                                                                               |                                                         |
| School Name: Student ID #:                                                                                                                                                            |                                                         |
| Grade level during <b>2023-2024</b> School year:                                                                                                                                      |                                                         |
|                                                                                                                                                                                       |                                                         |
| Race: (check all that apply)                                                                                                                                                          | Ethnicity: (check all that apply)                       |
| [] American Indian or Alaska Native                                                                                                                                                   | [] Hispanic/Latino of any Race                          |
| <ol> <li>Asian</li> <li>Dischart African American</li> </ol>                                                                                                                          | <ul> <li>Non-Hispanic</li> <li>Not Disclosed</li> </ul> |
| <ul> <li>Black or African American</li> <li>Native Hawaiian or Other Pacific Islander</li> </ul>                                                                                      | U Not Disclosed                                         |
| [] White or Caucasian                                                                                                                                                                 |                                                         |
| [] Two or more races                                                                                                                                                                  |                                                         |
| [] Other (write in)                                                                                                                                                                   |                                                         |
|                                                                                                                                                                                       |                                                         |
|                                                                                                                                                                                       |                                                         |
| *Primary language spoken at home: 🛛 English 🔅 🗆 c                                                                                                                                     | other (write in):                                       |

### EMERGENCY CONTACT/ PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124 (a) (b), 3270.181 & 182: 3280 124 (a) (b), 3280.181 & 182: 3290.124 (a) (b), 3290.181 & .182

| CHILD'S NAME                                                                     |                           |                                |              | BIRT          | HDATE                                  |                  |  |
|----------------------------------------------------------------------------------|---------------------------|--------------------------------|--------------|---------------|----------------------------------------|------------------|--|
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| ADDRESS                                                                          | CITY & STATE              |                                |              | ZIP C         | ZIP CODE                               |                  |  |
|                                                                                  |                           |                                |              | 191           |                                        |                  |  |
| MOTHER'S NAME/LEGAL GUARDIAN                                                     | EMAIL ADDRESS             |                                |              | D.O.B         | H                                      | OME PHONE NUMBER |  |
| ADDRESS                                                                          | CITY & STATE              |                                |              | ZIP C         | ODE                                    |                  |  |
|                                                                                  | Philadelphia, PA          |                                |              | <u>191</u>    |                                        |                  |  |
| BUSINESS NAME                                                                    |                           |                                |              | BUSI          | NESS TELEPH(                           | ONE NUMBER       |  |
| ADRESS                                                                           | CITY & STATE              |                                |              | ZIP C         | ODE                                    |                  |  |
|                                                                                  | Philadelphia, PA          |                                |              | 191           |                                        |                  |  |
| FATHERS NAME/LEGAL GUARDIAN                                                      | EMAIL ADDRESS             |                                |              | D.O.B         | H H                                    | OME PHONE NUMBER |  |
| ADDRESS                                                                          | CITY & STATE              |                                |              | ZIP C         | ODE                                    |                  |  |
|                                                                                  |                           | Philadelphia, PA               |              |               |                                        |                  |  |
| BUSINESS NAME                                                                    |                           |                                |              | BUSH          | NESS TELEPHO                           | ONE NUMBER       |  |
| ADDRESS                                                                          | CITY & STATE              |                                |              | ZIP           |                                        |                  |  |
|                                                                                  | Philadelphia, PA          |                                |              | 191           |                                        |                  |  |
| EMERGENCY CONTACT NAME                                                           | RELATIONSHIP TO CH        | HILD                           |              | TELEPH        | TELEPHONE NUMBER WHEN CHILD IS IN CARE |                  |  |
| 1.                                                                               |                           |                                |              |               |                                        |                  |  |
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| 2.                                                                               |                           |                                |              |               |                                        |                  |  |
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| 3.<br>NAME OF PERSON CHILD MAY BE RELEASED TO                                    | RELATIONHIP TO CHILD      |                                | DRESS        |               |                                        | TELEPHONE NUMBER |  |
| NAME OF PERSON CHILD MAY BE RELEASED 10                                          | KELATIONHIP TO CHILD      | ADI                            | JKESS        |               |                                        | IELEPHONE NUMBER |  |
| 1.                                                                               |                           |                                |              |               |                                        |                  |  |
| 2.                                                                               |                           |                                |              |               |                                        |                  |  |
| 3.                                                                               |                           |                                |              |               |                                        |                  |  |
| NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROV                                      | IDER                      | I                              |              |               | TELEPHONE N                            | NUMBER           |  |
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| ADDRESS                                                                          |                           |                                |              |               |                                        |                  |  |
| SPECIAL DISABILITIES (IF ANY)                                                    |                           |                                | ALLERGIE     | S (INCLUDING  | MEDICATION                             | N REACTION)      |  |
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| MEDICAL or DIETARY INFORAMTION NECESSARY IN                                      | AN EMERGENCY SITUATION    | MEDICATION, SPECIAL CONDITIONS |              |               |                                        |                  |  |
| ADDITIONAL INFORAMATION ON SPECAIL NEEDS O                                       | F CHILD                   |                                |              |               |                                        |                  |  |
| HEALTH INSURANCE COVERAGE FOR CHILD or MED                                       | ICAL ASSISTANCE RENIFITS  |                                | POLICY N     | MBER ( REQU   | JIRED)                                 |                  |  |
|                                                                                  |                           |                                |              |               |                                        |                  |  |
| PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM<br>OBTAINING EMERGENCY MEDICAL CARE | 4 BELOW TO INDICATE PARE! | NTAL CONSENT<br>ADMIN. OF MIN  | OR FIRST- AI | D PROCEDDU    | RES                                    |                  |  |
| X                                                                                |                           | X                              |              |               |                                        |                  |  |
| WALKS AND TRIPS                                                                  |                           | SWIMMING                       |              |               |                                        |                  |  |
| x                                                                                |                           |                                | NO SWIMM     | ING – DO NOT  | SIGN                                   |                  |  |
| TRANSPORTATION BY THE FACILTY                                                    |                           | WADING                         |              |               | <b>a</b> 1                             |                  |  |
| x                                                                                |                           |                                | NO WADING    | G – DO NOT SI | GN                                     |                  |  |

PERIODIC REVIEW (Every 6 months)

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF PARENT OR GUARDIAN

DATE

\*\*\*\*\*Family Size & Income: (Means Test)

| Is the Child a U.S Citizen or qualified alien? | _Yes      | No                            |  |
|------------------------------------------------|-----------|-------------------------------|--|
|                                                |           |                               |  |
|                                                |           |                               |  |
| Does your family receive any of the following  | benefits? |                               |  |
| Cash Assistance                                |           |                               |  |
| $\Box$ S.S.I                                   |           |                               |  |
| Food Stamps                                    |           |                               |  |
| Medical assistance                             |           |                               |  |
| Medicaid                                       |           |                               |  |
| □ Free or Reduced lunch                        |           |                               |  |
| □ No Benefits                                  |           |                               |  |
|                                                |           |                               |  |
| Total Size of Household:                       | T         | otal Yearly Household Income: |  |
|                                                |           |                               |  |

\*\*\*\* Does youth receive Therapeutic Staff Services (TSS)?

 $\square$  Yes (If yes, a mandatory meeting must be held with the parent, child, TSS worker and the site director.)  $\square$  No

\*\*\*\* Does youth receive Individualized Education Program (IEP) assistance?

□ Yes

 $\square \ No$ 

\*\*\*\* Does youth receive any Prevention Services Support?

□ City of Philadelphia DHS

Truancy Case Management

Family Empowerment Services (FES)
 Community Umbrella Agencies (CUA)

🗆 No

Please use this space to specify any special needs your child may have:

#### **Closing Statement:**

I hereby certify that the statements in this application are correct and true. I understand that my child's enrollment as a student is based, in part, on the information provided within this application and my agreeing to the terms as outlined in writing by Greater Philadelphia Community Alliance.

PRINT NAME

SIGNATURE

DATE

| T # .1                                                                                                                                                                                                                                                                                 | the Dhile delicht - C-L - IT                                                                                                                 | National to                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parent/Guardian                                                                                                                                                                                                                                                                        | ize the Philadelphia School I                                                                                                                | District to                                                                                                                                                           |
| Release additional school record regarding,                                                                                                                                                                                                                                            |                                                                                                                                              |                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                        | Student Name                                                                                                                                 | Date of Birth                                                                                                                                                         |
| to Greater Philadelphia Community Alliance empl<br>Childs and Arthur.                                                                                                                                                                                                                  | oyees of the following summ                                                                                                                  | er program sites: Sharswood, G.W.                                                                                                                                     |
| <b>RECORDS TO BE RELEA</b>                                                                                                                                                                                                                                                             | ASED <mark>(CHECK ALL THA'</mark>                                                                                                            | <mark>F APPLY)</mark>                                                                                                                                                 |
| Attendance recordsHealth Records                                                                                                                                                                                                                                                       | Students School IDR                                                                                                                          | eport CardsStudent Profile                                                                                                                                            |
| D                                                                                                                                                                                                                                                                                      | o Not Authorize                                                                                                                              |                                                                                                                                                                       |
| Emerge                                                                                                                                                                                                                                                                                 | ncy Medical Care                                                                                                                             |                                                                                                                                                                       |
| uthorization                                                                                                                                                                                                                                                                           | :                                                                                                                                            |                                                                                                                                                                       |
| nereby authorize the Greater Philadelphia Commun                                                                                                                                                                                                                                       | ity Amarice employees to:                                                                                                                    |                                                                                                                                                                       |
| <ul> <li>Transport my child to a medical facility in case</li> <li>To render medical treatment and assistance to t<br/>during the course of the program.</li> </ul>                                                                                                                    | <b>e</b> .                                                                                                                                   | should be necessary or desirable                                                                                                                                      |
| Authorize                                                                                                                                                                                                                                                                              | <b>CONE ONLY</b> $\rightarrow$                                                                                                               | Do Not Authorize                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                        |                                                                                                                                              |                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                        | ES MEDIA REALEASE CON                                                                                                                        |                                                                                                                                                                       |
| eby give permission for my child,                                                                                                                                                                                                                                                      |                                                                                                                                              | , to participate in acaden                                                                                                                                            |
| eby give permission for my child,<br>chment activities sponsored by Greater Philad                                                                                                                                                                                                     | elphia Community Alliance                                                                                                                    | , to participate in acaden<br>e. I agree that Greater Philadelp                                                                                                       |
| by give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization                                                                                                    | elphia Community Alliance<br>is of my child(ren) taken<br>including, but not limited                                                         | to participate in acaden<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-scho                                     |
| by give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization<br>vities, and field trips. Such photographs may b                                                 | elphia Community Alliance<br>as of my child(ren) taken<br>including, but not limited<br>be used in promotional br                            | to participate in acader<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-sch                                      |
| by give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization                                                                                                    | elphia Community Alliance<br>as of my child(ren) taken<br>including, but not limited<br>be used in promotional br                            | to participate in acader<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-sch                                      |
| by give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization<br>vities, and field trips. Such photographs may b                                                 | elphia Community Alliance<br>is of my child(ren) taken<br>including, but not limited<br>be used in promotional br<br>areness of the program. | to participate in acaden<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-scho                                     |
| reby give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization<br>vities, and field trips. Such photographs may bonable circumstances that serve to enhance awa | elphia Community Alliance<br>is of my child(ren) taken<br>including, but not limited<br>be used in promotional br<br>areness of the program. | to participate in academ<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-scho<br>ochures, annual reports, and oth |
| reby give permission for my child,<br>chment activities sponsored by Greater Philad<br>munity Alliance is allowed to have photograph<br>chment activity sponsored by the organization<br>vities, and field trips. Such photographs may bonable circumstances that serve to enhance awa | elphia Community Alliance<br>is of my child(ren) taken<br>including, but not limited<br>be used in promotional br<br>areness of the program. | to participate in acader<br>. I agree that Greater Philadelp<br>as related to any academic and<br>to, summer programs, after-sche<br>ochures, annual reports, and oth |

#### CITY OF PHILADELPHIA AFTER SCHOOL PROGRAM DATA SHARING CONSENT FORM

#### Agency Name: Greater Philadelphia Community Alliance

#### **Program Location:**

#### **Purpose:**

The City of Philadelphia (the City) funds after school programs, also called "Out of School Time" (OST) through various city agencies and departments; other OST programs are funded and run by independent providers (collectively "OST programs"). When you enroll your child in an afterschool program, the City will collect information from you and your child and from OST programs and the School District of Philadelphia and store it in a secure centralized system, where it may be shared with other OST programs in order to help to manage the programs, provide academic assistance, publicize the programs, identify unused participant public benefits, as well as improve programming, services, and participant safety.

Process:

• When you sign up for an afterschool program, you will be asked to provide information about your child, including but not limited to his or her name, age, address, and other demographic information.

• OST program staff may also visit the program and talk to your child about being at that program and may also ask your child to complete short surveys about the program to learn more about the experience; these visits are a part of afterschool programs for every child and every afterschool site.

• Additional information may be added to your child's file, including from the School District (if you agree) and other OST programs your child has attended including but not limited to: date of birth, gender, race, ethnicity, phone, ID, school name, grade, and attendance. **Information Privacy and Sharing of Information:** 

• The information that is collected about your child will be shared with staff at the afterschool program.

• In addition, the information about your child will be shared with approved City and OST program and administrative staff.

• If the City ever allows the information to be used for research or evaluation purposes, no identifying information about your child or your family will be shared.

• All of the information will be stored in a database that complies with requirements for managing student education records as set forth in the Family Educational Rights and Privacy Act (FERPA).

• Furthermore, the system is guarded by layered security protocols that prevents unauthorized persons from accessing the system. You also have the right to inspect and review documents collected and maintained in that system.

Consent to Collection and Use of Child's Information:

• I give permission to the City Out of School Time program to collect, store, and share the information I provide on my child for use in the OST program as outlined above and for my child to complete programmatic surveys that may be shared with other OST programs.

• I give permission for the OST program to provide the School District of Philadelphia with information about my child's attendance in the OST program for the purposes of programming for my child and overall program evaluation.

• I give permission for the OST program to check my child's name against any public benefit databases run administered by or for the City for the purposes of locating additional benefits to which my child or family may be entitled.

• I give permission for the School District of Philadelphia to release my child's educational reports to the OST programs that have need for it. The information to be released under this consent is: all records; grades, test scores; AIMS scores; attendance; and any other measurements of academic performance tracking programmatic progress. The information will be released for the following purposes: programming for my child and overall program evaluation.

If you do not give permission for the School District to release your child's educational records, please initial here

• I give permission for the OST program to photograph, digitally record, videotape, or audio tape my child while s/he is participating in the OST program. I further agree that any material may be used in publications, promotional literature, or in other similar ways, and that such use shall be without payment of fees. I understand that any photographs, videotapes, or audio tapes shall remain the property of the City and that I do not have the right to prior approval of their use. I release and hold harmless the City of Philadelphia, the City OST program, OST providers and their officers, employees, and agents from all claims and causes of action that I or my child may have as a result of the use of my child's photograph, videotape, or audio tape in connection with the program.

If you do not give permission for the OST program to use your child's image, please initial here

• I understand that I may revoke this consent upon providing written notice to the OST program that my child attends. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to the OST program for the reasons described above.

#### ACKNOWLEGEMENT AND SIGNATURE:

By signing below, I acknowledge that I have read and understand this OST Data Sharing Consent Form and agreement to have my child's information shared as described above.

| Child Name:                              |         |
|------------------------------------------|---------|
| Child Address:                           |         |
| Parent Name:                             |         |
| Parent Signature:                        |         |
| Date:                                    | -       |
| Witness Name:                            |         |
| Witness Signature:                       |         |
| Agency: Greater Philadelphia Community A | lliance |



#### The City of Philadelphia Out-of-School Time Project CONSENT TO RELEASE EDUCATION RECORDS UNDER FERPA

Student Name:\_\_\_\_\_\_Student ID #:

The Out-of-School Time Project ("OST") is a Philadelphia effort to improve the well-being of children and youth through effective academic support, enrichment and youth development activities during non-school hours. OST programming provides safe, constructive activities to children when they are not in school, and has been demonstrated to improve in-school performance.

In order to assess and improve the quality of OST programs, The City of Philadelphia Department of Human Services (the "City") asks for permission to collect personally identifiable information from education records regarding children's school performance. The City will collect standardized test scores, report cards and school attendance, disciplinary and other relevant school records ("education records"). The City will use these education records to measure the impact of OST programming on children's school performance and to improve the quality of those programs.

I am the parent or guardian of the student named above ("Student"). As authorized by applicable law, including but not limited to the Family Education Rights and Privacy Act, 20 U.S.C. 1232g, and 34 C.F.R. Part 99 ("FERPA"), I consent and authorize The School District of Philadelphia (the "School District") to release education records concerning the Student, including confidential records of the School District, to the City's Department of Human Services, the Public Health Management Corporation, and my Student's OST program ("Recipients").

The School District releases these education records in connection with the Student's participation in an OST program. The School District may disclose these education records only to the Recipients, and the Recipients may share this information only with other named Recipients, and with the Recipients' officers, staff, administrators and

independent contractors under the Recipients' control. The Recipients may use these education records to research, study or evaluate OST programs.

If I ask, the School District will provide me with a copy of the records disclosed.

FERPA and other applicable laws protect the confidentiality of and your right to privacy concerning the Student's education records. The Recipients shall keep all information concerning the Student confidential and private to the fullest extent provided by applicable laws, including FERPA. Neither The School District nor the Recipients require me to waive any rights under these laws, and I give my consent voluntarily.

| Parent/Guardian Signature (or Student's signature, if<br>Student is 18 years old or an emancipated minor) | Date:                    |  |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--|
| Name of school in which Student is currently enrolled                                                     | Student's Grade:         |  |
| <u>Greater Philadelphia Community Alliance</u><br>Name of Student's OST Provider Agency                   | Student's Date of Birth: |  |
| Name of Student's OST Provider Location (School Name)                                                     |                          |  |
|                                                                                                           |                          |  |

### **Client Rights & Responsibilities**

The following is a summary of the policies of Greater Philadelphia Community Alliance in regards to client rights and responsibilities. This document, and/or a summary of key points, will be displayed publically at all Greater Philadelphia Community Alliance sites and provided to any clients accessing services through the agency. A client is assumed to be any individual at least 18 years of age; Greater Philadelphia Community Alliance will not provide services to minors without the expressed consent of a parent/guardian.

Normal business hours for Greater Philadelphia Community Alliance are 9am-5pm Monday through Friday. All federal and state holidays are observed. Certain programs operate alternate hours as determined by program schedule. For client convenience, appointments may be scheduled outside of normal business hours on an as-need basis and according to staff availability. All agency closings due to weather will be posted on <u>www.myfoxphilly.com</u> and announced via the local Fox TV station.

Client Rights **Client Responsibilities** You have the right to fair treatment and not be discriminated against by You are asked to collaborate in any service planning and provide a signature 1. 1. reason of race, color, religion, national origin, sex, age, sexual orientation, indicating agreement with plans made. Services cannot be provided without such physical ability, or primary language. an agreement. 2. You have a right to have information communicated to you in your primary 2. You are asked to cooperate in and follow through as needed according to any language in either oral or written format, whichever is most appropriate. service plan. 3. You are an active partner in developing service plans as appropriate to the You have a responsibility to attend all appointments as scheduled. If cancellation 3. programs in which you participate. You have a right, along with other family is necessary, it is your responsibility to do so at least 24 hours in advance of the members, to make decisions regarding your service plan. You have the right appointment. to refuse services offered and discontinued at any time, and to be notified in 4. You are required to conduct yourself in a safe manner, which includes not bringing advance of any potential consequences. weapons or being under the influence of illegal substances on the premises. It is a You have a right to protection of confidential information in accordance policy of Greater Philadelphia Community Alliance to treat all individuals with 4. with Greater Philadelphia Community Alliance policies on confidentiality dignity and positive approaches. Physical restraint interventions are not used with and privacy, which can be provided upon request. You are guaranteed any clients over the age of 14 and only brief holdings may be used in emergency confidential service according to the following principals: You are the situations with any Out of School Time youth under 14. However, the police may primary source of information. Information about you or your family will be notified immediately of any individual who is perceived through their behavior only be shared within the organization on a need-to-know basis. Other to be a safety threat to others and/or refuses to vacate the premises. You are asked to participate in Greater Philadelphia Community Alliance organizations will only be given information with your expressed 5. consent. Exceptions include professionals conducting audit reviews and evaluation of services, which may include a follow up contact with you regarding the effectiveness of services provided. Your identity will be protected as much as authorities where a legal report is mandated by law as in cases of suspected child abuse, domestic violence, elder abuse or threats of possible during any evaluation of services. Your refusal to participate in any violence to self or others. The agency may refer clients to external research evaluation will not affect the quality of services offered to you. Should you decline, please notify program staff. studies but will not directly provide confidential client information or data You may be asked to adhere to additional program standards as outlined during to outside agencies or universities. 6. You have a right to revoke any authorization to obtain or release information the intake process of that particular program. 5. about you or your family, with the exception as noted above. Any Greater Philadelphia Community Alliance staff member or volunteer is a Mandated You have a right to access your records unless deemed harmful or prohibited 6. Reporter. If a Greater Philadelphia Community Alliance staff member or volunteer has by law, and to add additional information and statements. Requests for reason to believe that any individual may harm themselves or another person, s/he will records should be made directly to the program supervisor. contact the appropriate authorities to ensure safety for all. If a Greater Philadelphia 7. You have a right to be informed in advance of Greater Philadelphia Community Alliance employee or volunteer has reason to believe that a child may be a victim Community Alliance discontinuance of services and the reasons for any of child abuse (including neglect), s/he will report to the Dept. of Human Services in order to discontinuation. Generally, Greater Philadelphia Community Alliance will protect the safety of the child. discontinue services if you consistently fail to keep appointments, fail to comply with individual program requirements, if services are deemed inappropriate, or if you violate any general policies of Greater Philadelphia Consent: I give permission to receive services provided by Greater Philadelphia Community Alliance in regards to safety, etc. You have a right to request Community Alliance and acknowledge that I have read and understand Client Rights information about alternate services if Greater Philadelphia Community and Responsibilities. Alliance cannot or will not service you. 8. You have a right to work with a trained service provider who is supervised Client's Name (Print): by qualified staff according to the requirements of the program you are Signature: engaged with. 9. You have a right to be fully informed of all charges and payment procedures for services rendered. All services at Greater Philadelphia Community Alliance are provided free of charge except certain services within the Staff/Witness Signature: \_\_\_\_ Date: Housing and Out-of-School-Time programs, which will inform all potential clients in advance of any fees associated with the service. (If Applicable) I give permission for my child/ren to receive services from Greater 10. You have a right to register complaints about any aspect of the services Philadelphia Community Alliance provided by Greater Philadelphia Community Alliance. Any complaints should first be discussed with the staff member you are working with, and if necessary, the program supervisor. If you are dissatisfied with the Parent/Guardian Signature Date: response, you may file a formal grievance with the Executive Director. The process for filing a formal grievance is available upon request from the (Optional) I consent for the following individual to receive information about my program manager. Should you make a complaint, you have a right to a copy case from Greater Philadelphia Community Alliance: of the grievance procedure and a written response. A civil rights grievance

Name

Relationship

process is also available; information will be provided upon program intake

or upon request.

## AGREEMENT

55 PA CODE CHAPTERS 3270.123 & 181(C); 3280.123 & 181(c); 3290.123 & 181(c)

| NAME OF CHILD                                   |                       |                                      |                     |                 |
|-------------------------------------------------|-----------------------|--------------------------------------|---------------------|-----------------|
| FEE AMOUNT PER-DAY-W                            | veek N/A              | DAY PAYMENT TO BE MAD                | N/A                 |                 |
| Services to be provided as part of the          | a day care fee (exam  | ples; transportation, ca             | re, meals, etc.)    |                 |
| Activities incl                                 | ude but ar            | e not limite                         | ed to acad          | emic            |
| enrichment (ST                                  | FFAM DI               | SI SEL I                             | itersev) a          | norte           |
| cintennent (S                                   |                       |                                      | filleracy), s       | sports          |
| & fitness, healt                                | hy living,            | special ev                           | ents and t          | rips.           |
|                                                 |                       |                                      |                     |                 |
| 3pm                                             | 6pm                   | ERSON(S) DESIGNATED BY P<br>1.<br>2. | ARENT TO WHOM CHILD | MAY BE RELEASED |
| \$ \$10 first 15 mins Plus \$1/min              |                       | 3.                                   |                     |                 |
| Extra services to be provided at an ad          | ditional fee if appli | cable                                |                     |                 |
|                                                 |                       |                                      |                     |                 |
|                                                 |                       |                                      |                     |                 |
|                                                 | -N/A                  |                                      |                     |                 |
|                                                 |                       | _                                    |                     |                 |
| I, the parent/guardian;                         |                       |                                      |                     |                 |
|                                                 |                       |                                      | •                   |                 |
| received complete writte<br>3280.121, 3290.121) | en program inform     | nation at the time of                | f enrollment. (§ 32 | 270.121,        |
| agree to update the em                          | propov contact/p      | arantel concept form                 | . information       |                 |
| changes occur or every                          | 6 months at a m       | inumum. (§ 3270.12                   | 4, 3280.124, 329    | 30.124)         |
|                                                 |                       |                                      |                     |                 |
|                                                 |                       |                                      |                     |                 |
|                                                 |                       |                                      |                     |                 |
|                                                 |                       |                                      |                     |                 |
| SIGNATURE-OPERATOR                              | DATE                  | SIGNATURE-PAR                        | ENT OR GUARDIAN     | DATE            |
|                                                 |                       |                                      |                     |                 |
| DATE OF CHILD'S ADMISSION                       |                       | 22;((0)9)(6);)                       | aviaw               |                 |
| DATE OF WITHDRAWAL                              |                       |                                      |                     |                 |
|                                                 |                       | IGNATURE-PARENT OR GUA               | RDIAN               | DATE            |
| 03892A                                          |                       | GUAL CALL CALL CALL                  |                     | CY 321 - 12/99  |

## **CHILD HEALTH REPORT**

|                                                                                            |                     |                                       |              | 1               |                 |                                                                                               |  |
|--------------------------------------------------------------------------------------------|---------------------|---------------------------------------|--------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------|--|
| CHILD'S NAME: (LAST)                                                                       | (1                  | IRST)                                 |              | PARENT/GU       | ARDIAN:         |                                                                                               |  |
| DATE OF BIRTH:                                                                             | Н                   | OME PHONE:                            |              | ADDRESS:        |                 |                                                                                               |  |
| CHILD CARE FACILITY NAME:                                                                  |                     |                                       |              |                 |                 |                                                                                               |  |
| FACILITY PHONE:                                                                            | ē                   | OUNTY:                                |              | WORK PHO        |                 |                                                                                               |  |
|                                                                                            | C                   |                                       |              |                 | NC.             |                                                                                               |  |
| I authorize the child care staff and my child                                              | l's health pro      | fessional to co                       | ommunicate d | irectly if need | ed to clarify i | formation on this form about my child.                                                        |  |
| PARENT'S SIGNATURE:                                                                        |                     |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 | ······                                                                                        |  |
|                                                                                            |                     |                                       |              |                 | · · · · · ·     | child care facility needs a copy of the form.                                                 |  |
|                                                                                            | UION PERI           | INENT TO RU                           |              |                 | J DIAGNUSI      | S/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY)                                                   |  |
|                                                                                            |                     |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 | EDICATION AND SPECIAL DIET. ALL MEDICATIONS /<br>CAL CARE. ATTACH ADDITIONAL SHEETS IF NECES: |  |
| D NONE                                                                                     |                     |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 |                                                                                               |  |
| CHILD'S ALLERGIES (DESCRIBE, IF ANY)                                                       | :                   |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 | TACH ADDITIONAL SHEETS IF NECESSARY TO                                                        |  |
| DESCRIBE THE PLAN FOR CARE THAT SH<br>EQUIPMENT AND PROVISION FOR EMERC                    |                     | OLLOWED F                             | OR THE CH    | ILD, INCLUE     | NING INDIC      | ATION OF SPECIAL TRAINING REQUIRED FOR STA                                                    |  |
| D NONE                                                                                     |                     |                                       |              |                 |                 |                                                                                               |  |
| IN YOUR ASSESSMENT, IS THE CHILD AE                                                        | LE TO PAR           | TICIPATE IN                           | CHILD CAR    | E AND DOE       | S THE CHIL      | D APPEAR TO BE FREE FROM CONTAGIOUS OR                                                        |  |
| COMMUNICABLE DISEASES?                                                                     | AIN YOUR A          | NSWER:                                |              |                 |                 |                                                                                               |  |
| · · · · · · · · · · · · · · · · · · ·                                                      |                     |                                       |              |                 |                 |                                                                                               |  |
| HAS THE CHILD RECEIVED ALL AGE APPRO<br>SCREENINGS LISTED IN THE ROUTINE PRE               |                     |                                       |              |                 |                 | EARING OR LEAD SCREENINGS WERE ABNORMAL<br>THE DATE THE SCREENING WAS COMPLETED AN            |  |
| HEALTH CARE SERVICES CURRENTLY RECO<br>BY THE AMERICAN ACADEMY OF PEDIATRIC                |                     | INFORMAT                              |              | T REFERRAL      | S, IMPLICA      | TIONS OR ACTIONS RECOMMENDED FOR THE CH                                                       |  |
| SCHEDULE AT <u>WWW.AAP.ORG</u> )                                                           |                     | VISION (                              | subjective ( | until age 3)    |                 |                                                                                               |  |
| 🗆 YES 🗆 NO                                                                                 |                     | HEARING                               | (subjectiv   | e until age     | 4)              |                                                                                               |  |
|                                                                                            |                     | LEAD                                  |              |                 |                 |                                                                                               |  |
| RECORD DATES OF IMML                                                                       | INIZATIO            | S BELOW                               | OR ATTAC     | Н А РНОТО       | COPY OF 1       | HE CHILD'S IMMUNIZATION RECORD                                                                |  |
| IMMUNIZATIONS                                                                              | DATE                | DATE                                  | DATE         | DATE            | DATE            | COMMENTS                                                                                      |  |
| НЕР-В                                                                                      | remitra pana mising |                                       |              |                 |                 |                                                                                               |  |
| ROTAVIRUS                                                                                  |                     |                                       |              |                 |                 |                                                                                               |  |
| DTAP/DTP/TD                                                                                |                     |                                       |              |                 |                 |                                                                                               |  |
| HIB                                                                                        |                     | · · · · · · · · · · · · · · · · · · · |              |                 |                 |                                                                                               |  |
| PNEUMOCOCCAL                                                                               |                     |                                       | <u> </u>     |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 |                                                                                               |  |
| POLIO                                                                                      |                     |                                       |              |                 |                 |                                                                                               |  |
| POLIO                                                                                      |                     |                                       |              |                 |                 |                                                                                               |  |
|                                                                                            |                     |                                       |              |                 |                 |                                                                                               |  |
| INFLUENZA                                                                                  |                     |                                       |              |                 |                 |                                                                                               |  |
| INFLUENZA<br>MMR                                                                           |                     |                                       |              |                 |                 |                                                                                               |  |
| INFLUENZA<br>MMR<br>VARICELLA<br>HEP-A                                                     |                     |                                       |              |                 |                 |                                                                                               |  |
| INFLUENZA<br>MMR<br>VARICELLA<br>HEP-A<br>MENINGOCOCCAL                                    |                     |                                       |              |                 |                 |                                                                                               |  |
| INFLUENZA<br>MMR<br>VARICELLA                                                              |                     |                                       |              |                 | SIGNATURE       | OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT                                                   |  |
| INFLUENZA<br>MMR<br>VARICELLA<br>HEP-A<br>MENINGOCOCCAL<br>OTHER<br>MEDICAL CARE PROVIDER: |                     |                                       |              |                 | SIGNATURE       | OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT                                                   |  |
| INFLUENZA<br>MMR<br>VARICELLA<br>HEP-A<br>MENINGOCOCCAL<br>OTHER                           |                     |                                       |              |                 | SIGNATURE       | OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT                                                   |  |
| INFLUENZA<br>MMR<br>VARICELLA<br>HEP-A<br>MENINGOCOCCAL<br>OTHER<br>MEDICAL CARE PROVIDER: |                     | PHONE:                                |              |                 |                 |                                                                                               |  |

health assessment. You must have a <u>complete</u> health assessment.

Parents may write immunization dates; health professional should verify and complete all data.