



**BROOKLAND-LAKEVIEW**  
21<sup>ST</sup> CENTURY COLA PROGRAM

*Character building. Optimal reading and writing. Learning through the arts.  
Achieving math proficiency.*

## Registration Form

**2022-2023 Brookland-Lakeview 21<sup>st</sup> Century COLA Program | Afterschool Program**

**21<sup>st</sup> Century Community Learning Center**

Monday-Friday | 3:30 pm-6:30 pm

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

Grade:  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup> Gender:  Male  Female Birth Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Start Date for the Afterschool Program: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

School Attending:  Northside Middle School\*  East Point Academy Middle Campus  
\*Transportation from the school and to the home will be provided for Northside Middle School students.  
Please indicate if your Northside Middle School student will be a bus rider or car rider.  Bus  Car

Student resides with:  Both Parents  One Parent  Legal Guardian  Other

Name of Parent/Guardian: \_\_\_\_\_  
First Name Last Name

Address: \_\_\_\_\_  
Street City Zip Code

Home Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

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

Father's Place of Employment: \_\_\_\_\_

Work Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Work Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact #1 (Other than Parent):

\_\_\_\_\_  
First Name Last Name Telephone #

Emergency Contact #2 (Other than Parent):

\_\_\_\_\_  
First Name Last Name Telephone #



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**Transportation Information Sheet**  
**Brookland-Lakeview 21<sup>st</sup> Century COLA Program | Afterschool Program**

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

Drop-Off Address:

\_\_\_\_\_  
Street City Zip Code

Person at drop-off location: \_\_\_\_\_  
First Name Last Name

Home telephone # of drop-off location: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

Are there any special directions for this drop-off address?  Yes (please indicate below)  No

Authorized persons to pick up your student from the Afterschool Program:

\_\_\_\_\_  
First Name Last Name

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
First Name Last Name

Home Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_\_) \_\_\_\_\_

I understand that my child must attend regularly, exhibit acceptable behavior, and be picked up promptly at dismissal time if she/he is a car rider.

I acknowledge that all the information given is correct to the best of my knowledge. I am the parent/guardian and have legal custody of the child being enrolled.

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



**Please keep for your records.**

**Policies and Procedures**

**COVID-19 Precautions**

One of the principal goals of the Brookland-Lakeview 21<sup>st</sup> Century COLA Program is to exercise maximum efforts to protect the welfare and safety of all students who participate in the 21<sup>st</sup> Century Community Learning Center afterschool and camp programs, as well as other programs sponsored by the Center. In keeping with this goal, the Center's staff will adhere to the CDC COVID-19 mitigation strategies, including masking, hand washing, social distancing, disinfecting surfaces, and so forth to protect our program participants. Parents should notify the Brookland-Lakeview 21<sup>st</sup> Century Office promptly if their child has been tested positive or have come in contact with someone with COVID-19.

**Attendance**

Students need to have regular attendance to receive the most benefit from the homework assistance, tutoring, and other services. Regular attendance, therefore, is highly preferred for all students who are enrolled in the program. It is requested that parents notify the Brookland-Lakeview 21<sup>st</sup> Century Program's Office if the student will not be present for a particular day.

**Behavior**

Students will be expected to obey the Lexington School District Two Student Handbook. The Brookland-Lakeview 21<sup>st</sup> Century COLA Program will use a Positive Behavior approach to discipline. The goal of this approach is to teach and have students learn proper behavior in a positive setting. Students who fail to respond, or to participate in this manner, however, and receive a total of 3 write-ups for negative behavior during the afterschool or summer camp program, or on the bus, may be dismissed from the program. Parents, of course, will be notified prior to the point of dismissal. Parents, in fact, will be contacted when a student's behavior is disruptive and prevents others from learning. Parents may be requested to come in for a parent conference, as a condition for continuing in the program. There will be zero tolerance for misbehaving.

**Transportation**

*Bus Riders*

Students must behave appropriately while riding the bus. If for any reason a student must be returned to the BLEC facility on 2 different occasions, they may not be allowed to continue to be transported to their residence by bus.

*Car Riders*

Car riders who are registered for the program should be picked up promptly between 6:20 pm and 6:30 pm, Monday-Friday. Parents should contact the Brookland-Lakeview 21<sup>st</sup> Century COLA Program if they find it necessary to arrive late to pick up their son/daughter from the program.



**Please keep for your records.**

**Dismissal**

Dismissal will begin at 6:20 pm. Parents who have indicated that their child is a car rider may pick up their son/daughter at Bogan Hall (located behind the main office building) between 6:20 and 6:30 pm Monday-Friday. Prior to 6:20 pm, parents must come to the front office to complete the sign-out process.

**Early Dismissal**

Parents may arrange with the Brookland-Lakeview 21<sup>st</sup> Century Program's Office to pick up their son/daughter early if needed. To avoid any unnecessary interruptions in the classroom instruction, early dismissals may be requested via email. The request must include time, date, person picking the student up, and be from the email on file. Anyone desiring to sign out a student must provide a picture ID and be listed as having permission for pick up.

**Cell Phone/Electronic Devices**

Students are prohibited from visible display, use or turning on of any unauthorized electronic device or portable cellular phone during the program hours or while being transported on the school bus. Such devices may be permissible if used as part of an assignment. If a student needs to be contacted or given a message, the Brookland-Lakeview 21<sup>st</sup> Century Program's should be notified, and the message will be given to the student.

**Student Personal Items**

The Brookland-Lakeview 21<sup>st</sup> Century Program's will not be responsible for lost, stolen, or damaged IPODS, IPADS, MP3 Players, cell phones, any other electronic devices, valuables, or money.

**Internet Use**

Internet access is available to students and teachers. Precautions will be taken to restrict access to controversial materials.

Parents will be notified if a violation is made to any portion of these policies and procedures.