

Dear Parents and Guardians,

Welcome to 2018-2019 school year. As we begin to organize the schedule for our first semester of the 2018-2019 program year, we wanted to take a moment to inform everyone about the iLearn Academy for Grades 4-8 (funded by the 21st CCLC) that will begin on September 17th, 2018. Registration is open to all 4th through 8th grade students through the school website until September 12th, 2018. The program will run Monday through Friday from 3:15 to 6:10 p.m. There is no fee for this program. Each day, students will have one academic class (ELA or MATH), one homework help class, and one enrichment class. The first 65 students who return the "Commitment Form and Packet" will be guaranteed spots in our program.

Enclosed, you will find copies of our Registration Form, Sign Out Permission Form, Code of Conduct, Late Pick Up Fee Policy, Commitment Letter, Snack Waiver, and Photo/ Movie Release. As we look to follow the guidelines that the State of NJ has set for our program, we need to ensure that this paperwork has been returned for each child.

Sincerely,

Mr. Kamuran Soydam
iLearn Academy Passaic Campus
Site Coordinator
Tel: 862-225-94-00
Email: ksoydam@passaiccharter.org

"This project was funded in its entirety with the federal Elementary and Secondary Education Act, as amended by No Child Left Behind, Title IV, Part B, 21st Century Community Learning Center (21st CCLC) grant funds through a grant agreement with the New Jersey Department of Education."

iLearn Academy-21st CCLC Program Passaic ASCS Campus
2018-2019 Registration Form

Child/Children's Name: _____ Grade: _____
_____ Grade: _____

EMERGENCY CONTACT:

Please list those (other than parents) who may pick up your child/children:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Children will not be allowed to leave with anyone without authorization from a parent/guardian. IDs will be checked before a child is released.

NOTE: Please list anyone who may NOT pick up your child: _____

Please list any allergies or other conditions you feel we should be aware of:

Consent Given for Emergency Care: _____ (please initial to grant consent)

Research documents that after school programs are most successful when student attendance is consistent, so we hope parents will encourage daily attendance. This represents a wonderful opportunity for your child to get the extra time and extra help that will enable him/her to excel in school and beyond. When picking up your child you are responsible for signing out your child/children each day.

Parent Signature: _____ **Date:** _____

iLearn Academy 21st CCLC Program- Passaic ASCS Campus
188 1st St
Passaic, NJ 07055
Tel.862.225-9400

CODE OF CONDUCT (Grades 4-8)

iLearn Academy committed to the ideal of academic excellence. This ideal can be attained only in a safe and orderly environment that allows teachers to teach and students to learn. Good behavior and academic achievement are closely related. Hence, we expect all students to behave in a manner that will reflect favorably on themselves, their school, and their community. Respect for the right of all students to receive a quality education requires faithful adherence to school rules and regulations. Fortunately, Passaic ASCS students have traditionally displayed the finest traits of school citizenship. It is our hope that this document will enable all students to continue along the path of success.

The rules and regulations listed below comprise iLearn Academy's Code of Conduct:

1. Students should practice good school and classroom attendance and report to both on time. Students must be in their classrooms by 3:15 PM. Students who are repeatedly absent and/or tardy will be reviewed by the Project Director and/or the Coordinator. A parent will be contacted if a student is absent and/or tardy on a frequent basis. Any student who is absent more than five times may be dismissed from this program.
2. Students should dress appropriately. No hats, hoods, bandanas (headgear) are to be worn in the building. Sweats tank tops, blouses that expose shoulders and midriff, etc. are inappropriate. Clothing with obscene and/or derogatory slogans/graphics or wording promoting alcohol, tobacco, and drugs is strictly prohibited. Students may not bring water guns, toys, radios (walkmans), beepers/cell phones, skateboards, game boards, dice, playing and collectible cards, electronic games, or other disruptive items to school. Do not bring valuables and large sums of money to school.
3. Disrespectful or defiant behavior towards a staff member is not tolerated. Students are expected to follow all reasonable requests and directions given to them by a staff member.
4. Students must all sign out/in in the teacher's daily log when leaving the classroom.
5. Fighting and bullying are not permitted and may lead to suspensions and other penalties. Assault and other violent physical attacks on students or teachers would result in immediate suspensions and police charges. Any disciplinary infraction will result in a disciplinary report sent to the Site Coordinator.
6. Students should respect their school and take pride in it. Vandalism and graffiti in the building or on school grounds can lead to serious penalties. Any disciplinary infraction will result in a disciplinary report sent to the Site Coordinator.
7. Obscene language is unacceptable in a school setting. Any disciplinary infraction will result in a disciplinary report sent to the Site Coordinator.
8. Possession of controlled substances (drugs, alcohol, cigarettes), stealing, and bringing of knives/weapons of any kind to school are strictly forbidden and will be dealt with severely by school and police officials. Any disciplinary infraction will result in a disciplinary report sent to the Site Coordinator.

9. Snack activities will include sitting at your assigned classroom only. Students may only leave their assigned room when given permission by supervising personnel. Students, when given permission to attend the lavatory, must utilize the sign in/out procedure that is established. Students are required to clean up their areas of all food and debris that is on the table and floor.
10. Gambling of any kind is prohibited in school or on school grounds at all times. The selling or trading of collectible cards and other objects is prohibited. Students may not sell candy or other items for profit or reasons otherwise in the school building. Any disciplinary infraction will result in a disciplinary report sent to the Site Coordinator.
11. Good sportsmanship should be exhibited at all athletic and competitive events. This includes physical education activities, both inside and outside of the classroom setting. Good conduct and manners must be exhibited on all field trips and student visitations. Students must demonstrate good behavior and the proper decorum at all assemblies, concerts, and after school programs that are conducted in the school building.
12. Cheating/Plagiarism of any kind is a forbidden behavior. Students are responsible for their own work at all times. Failure of a subject for a marking period and/or the year and suspension from school are consequences for repeated offenses.

Please refer to the Passaic ASCS parent handbook for specific policies, procedures and penalties regarding the Code of Conduct.

We believe that Passaic ASCS students are the best. Continue this tradition by applying the Code of Conduct daily along with a good school attitude and school pride.

LEVELS OF DISCIPLINE BASED ON SEVERITY OF THE INFRACTION

1. Parent Notification
2. Conference between teacher and parent.
3. Suspension from the program
4. Writing assignment based on disciplinary issue.
5. Removal from the program

STUDENT NAME _____ PARENT NAME _____

GRADE _____

As a parent/guardian, I have read the Code of Conduct and have explained these rules to my child.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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Late Pick-up Fee Policy

iLearn Academy-21st CCLC program ends at 6:10 PM, Monday through Friday. You must notify Site Coordinator as to your time of arrival if after 6:10 PM. If the staff does not hear from you by 6:10 PM, it is the 21st Century program's policy to begin calling your emergency contacts to pick up your child. It is very stressful to some children when their parent does not arrive on time. A fee of \$5 will be charged for every 5 minutes past 6:15 PM. You must pay this fee in order for your child to return to iLearn Academy-21st CCLC program.

If the late fee payment is not received, the student will be removed from iLearn Academy-21st CCLC program until the payment is made.

If a parent/guardian fails to pick up the child until 6:30 pm and no one has been contacted, the Site Coordinator will contact legal authorities to pick up the child.

STUDENT NAME _____ PARENT NAME _____

GRADE _____

As a parent/guardian, I have read the LATE FEE POLICY and agree to pay a late fee if my student is not picked up on time.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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Dear Parents and Guardians,

Welcome to 2018-19 school year. iLearn Academy funded by 21st CCLC Program is an enrichment program, and NOT aftercare. As per our grant guidelines, it is encouraged that all students participating in the program attend the program five afternoons per week, from 3:15pm to 6:10pm. Attendance is taken daily by our staff. If a child must be picked up early or must miss their classes due to illness or a doctor's appointment, please contact our program via phone 862-225-9400 or email (ksoydam@Passaiccharter.org). Any child with five unexcused absences may be removed from the program.

In order for your child to continue with iLearn Academy-21st CCLC program, this signed form must be received before Wednesday, September 12th,2018 We will accept students for the 2018-2019 first semester on a first come, first served basis.

I have read and understand the guidelines of iLearn Academy-21st CCLC program. My child _____ in grade _____ will attend these program five days a week from 3:15 pm to 6:10pm. If my child must be absent, I will contact the program directly. I further understand that five absences may result in my child being removed from the program. I allow the school to release to the 21st CCLC program, information about my child's school performance, including, but not limited to, IEP's, grades and test results.

Parent or Guardian Signature

Date

Sincerely,
Mr. Kamuran Soydam
iLearn Academy Passaic Campus
Site Coordinator
Tel: 862-225-9400
ksoydam@Passaiccharter.org

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Permission Slip to Walk Home

Dear Parents/ Guardians,

Your child is enrolled in our iLearn Academy-21st CCLC After School Program. Our program runs from 3:15pm to 6:10pm. If you allow your child to walk home, please sign and return this letter to be kept on file.

Student's Name: _____ **Grade:** _____

Parent/ Guardian who authorizes child to walk home (**please print**): _____

By signing this waiver, I authorize my child (listed above) to walk home from the iLearn Academy-21st CCLC After School Program. This waiver may be revoked if the child signs themselves out and is told to wait outside of the school for a parent or guardian for pick up.

If we do not receive a signed slip, your child will not be released without authorized adult supervision. This permission slip is only valid for the 2018-2019 school year.

Signature of Parent/ Guardian: _____

Date: _____

Phone Number: _____

Please note the names of any younger siblings that will be walking with the student named above:

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____

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Student Snack Waiver

As we continue to improve the quality of our After School program, we have begun to include new snack options for all of our participating students. In order to better serve our school community, we are requesting that each parent or guardian complete the following snack waiver and list all student food allergies below.

Thank you for your cooperation.

Student Name: _____ Grade: _____

My child has permission to eat the daily snack provided by iLearn Academy-21st CCLC After School Program

(Parent Signature)

(Please respond to one of the following)

My child has no food allergies: _____

My child is allergic to the following foods: _____

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Student Photo Release Form

I am the parent/guardian of _____ and
(Please print name of student)

willingly give permission to the iLearn Academy-21st CCLC Program After School Program for my child's image to be taken and utilized for school news articles, videos, and the school website pertaining to after school activities.

I hold the iLearn Academy-21st CCLC Program, the school, and the Board of Education harmless for such a photograph.

(Name of Parent)

(Signature of Parent)

Date: _____

PG Movie Release Form

On certain occasions, the students may be provided with the opportunity to watch a movie. School policy requires parental permission to watch a PG movie.

I, _____, grant permission for my
son/daughter, (Print your name here)

_____ to watch a PG movie.
(Print your child's name here)

(Parent Signature)