Enrollment:
A completed Enrollment Information Form and a signed Parent or Guardian Release Form must be returned to the After School Coordinator to enroll.
Learning objectives are best achieved with consistent attendance.
Payment options are available to better serve all youth and families wanting to participate in the program.
Participants will not be discriminated against based on race, ethnicity, or disability.

Follow School-Day Rules and Policies
Participants are expected to show and display respect and cooperation with all program staff, instructors, volunteers, and students at all times.
Arrival On-Time: All students are expected to arrive on time. If students are going to be arriving late, please make prior arrangements with the site coordinator.
Sign-In / Sign-Out: All students are required to sign-in upon arrival, and be signed-out by an identified guardian (see enrollment form for identified guardian information).
Stay on school grounds: Students are not permitted to leave school grounds during or before program.
Electronics: Cell phones, CD players, video games, and other electronics need to be concealed and put away during afterschool program hours.

Homework
Students are responsible for knowing what they have for homework and bringing all of their materials to the after school program. We want to help students with their homework, school activities, etc. Please bring school work with you daily to ensure we can help you with it.
Parents should be aware that not all students finish homework during the after school program. Please check in with your child to assure that they have completed homework every night.

Arrival and Pick-Up
All participants being picked up by a parent or guardian must sign their child out with an after- school program staff member prior to leaving the program. Fees may apply for consistently picking up youth after 6:00 p.m.
Students may not be picked up from the program by anyone not listed on the Enrollment Form.

Medication
Medication will not be administered to a student by an after school staff member. This includes headache medication or antibacterial medication for cuts.
If medication is needed, it must be registered with the school and also with the after school program coordinator with special instructions for administration.

Parents and Caregivers:
Please keep us updated with your current mailing address and phone numbers at all times so that we may contact you as needed.
We would love for you to visit and volunteer as much as possible and are allowed access to the program at all times. Please check in with the After School Coordinator when you visit or if you want to volunteer. Students are not permitted to have guests or visitors unless they are a parent or caregiver. Please be aware that the guest or visitor if staying a full day will also be charged.
We encourage parents and caretakers to have ample opportunity to talk to the After School Program Staff. Please contact the After School program coordinator and set up an appointment at any time.

Consequences
The OSU ASP has a discipline policy that gives positive guidance, allows for redirection and sets clear behavior limits. The discipline policy has been designed to assist participants and staff in developing self-control, self-respect, respect for others, and consideration for the rights and property of others.
Students that do not follow the above listed requirements and policies may receive a detention, a phone call home, suspension from the after-school program, or they may be dropped from the program.

Participant Termination Policy
Participants will forfeit their space in the program for any of the following reasons:
Behavior that threatens physical or emotional safety of others
The expressed written request of a parent or guardian