

Maranatha Outreach Center



B.O.O.K Academy

Building Our Own Kids

Youth After School Program

Parent Enrollment Forms

2022 - 2023

COVID-19 requirements are as follows:

- All Maranatha employees, volunteers, and guests on-site are required to have a face mask with them at all times and required to wear it as described. This applies to accessing buildings and while riding in the vans.
- If you feel sick, have tested positive or have been in contact with someone who tested positive for COVID-19 please follow the isolation requirements outlined by the County of Santa Clara Public Health department COVID-19 guidelines at <https://covid19.sccgov.org/covid19-guidelines>

COVID-19 PROGRAM POLICY

COVID19 POLICY MUST BE FOLLOWED FOR SAFETY OF STUDENTS AND STAFF

To minimize any risk to the health and safety of all our students and staff, the rules outlined below will be in place for all persons entering the B.O.O.K Academy vans and buildings. Parental support is essential to ensure their child fully understands and follows the policy. These rules will be enforced at all times.

- All students, parents, guests, staff and volunteers are mask at all times while on-site, this applies to accessing any buildings and vans.
- Temperature checks are required from students, parents, guests, staff and volunteers upon entering the building and prior to boarding the van.
 - When the van driver arrives at the pickup location, they will check each child for temperatures below 99°.
 - Any person who tests higher than 99° will be denied access to ride the van or attend B.O.O.K for the required 5 days of isolation and a negative test result.
 - The parent will be notified that for the safety of others, a pickup of their child was not made and they should follow up with their child to provide further instructions.
 - When pickup is made at school????
 - When a child is dropped off at B.O.O.K Academy by a parent/guardian the parent/guardian should wait until the child has been checked and admitted to the building. If a fever is detected they will be denied entry and required to isolated for the required 5 days and provide a negative test result upon returning,

RESPONSIBILITIES OF PARENTS

It is the responsibility of the parent/guardian to ensure the health of their students. Please contact the office or advise the van driver if the status of your student's health has changed prior to pickup and other arrangements have been made.

RESPONSIBILITIES OF STUDENTS

1. Students must notify parents, teachers and B.O.O.K staff if they are not feeling well.
2. Students must keep their mask on inside the van and B.O.O.K facilities at all times.
3. Students must provide a temperature check upon entering the building.
4. All students must have a COVID19 policy form signed by a parent or guardian in order to ride the van or attend the program.

Any behavior in response to this policy that requires the continued need to confront a student not properly wearing a mask will result in a meeting with the parent/guardian and possible suspension from the program.

I agree to follow the COVID19 policy rules as outlined above

(Child's signature)

(Date)

I agree to support the van rules as outlined above.

(Signature of parent/guardian)

(Date)

Student Commitment Form

The B.O.O.K Academy After School Program at Maranatha Outreach Center is a place where:

- I can be and feel safe!
- I have access to homework assistance!
- I have access to computers and the Internet!
- Cooperation is preferred to conflict!

When I am at B.O.O.K Academy I will:

- Respect the staff, my peers and myself!
- Follow the directions of the staff!
- Bring my homework and be ready to complete my work!
- Speak without profanity (bad words)!
- Talk softly and try not to disturb others in the building!
- Not fight or steal!
- Visit only appropriate Internet sites!
- Do my best work and ASK for help!

I want to participate in the B.O.O.K Academy after school program sponsored by Maranatha Outreach Center. I will work with the staff to become a better student, and agree to follow the rules listed on this page.

Student Name (Print)

Student Name (Sign)

Date

Parent's Name (Print)

Parent's Name (Sign)

Date

Student Data Form

S t u d e n t I n f o	<p>Student Name _____</p> <p>Address: _____</p> <p>City/Zip Code _____</p> <p>Telephone Number(s): Home: _____ Cell: _____</p> <p>Age: _____ Birth date (MM/DD/YY) _____</p> <p>Gender: Circle one Male Female</p> <p>Ethnicity: Circle all that apply. Asian/Pacific Islander African American Caucasian Hispanic/Latino</p>	
	P a r e n t / G u a r d i a n I n f o	<p>Name: (Print first and last) _____</p> <p>Address (if different from students) _____</p> <p>Telephone Number(s) Home: _____ Cell: _____</p> <p>Emergency Contact Information _____</p> <p>Relationship to student: _____</p> <p>Email Address: (please print) _____</p> <p>Primary Language spoken at home: _____</p> <p>Signature and Date: _____</p>

B.O.O.K (Building Our Own Kids) Academy

Computer Access • Homework Assistance • Tutoring • Skill Development • Mentoring

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Current Grade Level: _____

Name of current School: _____

Last grades received in Reading: _____ Math: _____ Science: _____

Social Studies: _____

My special interests are: Sports Music Dance Art Volunteerism Computers

(Circle all that apply)

Parent/Guardian Consent/Release Form

Parents/Guardians of youth under the age of 18 **must complete and submit this form before** a child (youth) is allowed to participate in B. O. O. K Academy's program at Maranatha Outreach Center After School Programs. This form shall be kept on file and will remain valid for the duration of the 2022-2023 session.

I do hereby consent that the youth named herein may participate in the After School Programs sponsored by Maranatha Outreach Center (MOC).

_____, the parent/guardian of _____
Parent/Guardian (Print first & last name) Youth (Print first & last name)

I waive all rights and release the agents of B.O.O.K Academy, Maranatha Outreach Center, Maranatha Christian Center, their officers and all others acting in their behalf, from any liability or damages from any cause whatsoever, regardless of the form of action, whether covered by this consent from or in tort, including any negligence directly or indirectly related to these programs. If any provision or provisions of this form shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. I further agree that no action, regardless of form, arising out of this consent, may be brought by me or my heirs; and any variance from the terms and conditions of this consent form in oral or written notification, will be of no effect.

Consent/Release for Emergency Medical Care

- I give permission to seek emergency care for the above-named youth.
- I **DO NOT** give permission for emergency care for the above-named youth.

Please list all known food allergies and medical conditions:

Medical/Health Insurance Provider: _____

Medical or Policy Number: _____

Policy Holder's Name: _____

Emergency Phone Number: _____

Consent/Release for Transportation Services

- I give permission for the above-named youth to be transported to and from the B.O.O.K Academy.
- I **DO NOT** give permission for the above-named youth to be transported to and from the B.O.O.K Academy.

Consent/Release for Photos/Video

- I give permission for the above-named youth's photo to be used in B.O.O.K Academy's marketing, website and publicity efforts.
- I **DO NOT** give permission for the above-named youth's photo to be used in B.O.O.K Academy's marketing, website and publicity efforts.

Completed by: _____ on this _____ day of _____, 20____
(Parent/Guardian Signature) (Date) (Month) (Year)

Internet Permission Form

The B.O.O.K Academy program at Maranatha Outreach Center provides computing resources with Internet access for students to research information for both academic assignments and their own personal interests. The following is not permitted on MOC computing resources:

- ❖ Damaging computers, computer systems or computer networks.
- ❖ Visiting/logging on to websites such as but not limited to:
 - Facebook, Instagram, Twitter, Snapchat, TikTok WhatsApp, tumblr, My Space
 - You Tube, Vimeo, Twitch, Vevo, IGTV
 - Chat rooms
 - Blogs
- ❖ Sending, accessing or displaying offensive messages, language or pictures.
- ❖ Downloading files or installing programs without the permission of MOC staff.
- ❖ Eating or drinking in the computer room.
- ❖ Intentionally wasting resources such as excessive printing.
- ❖ Violating copyright laws.

**** Violations may result in the loss of access to computing resources****

Student:

As a user of the Internet at the B.O.O.K Academy program at Maranatha Outreach Center, I agree to comply with the rules of use above. I will use the equipment in a responsible way and observe all the restrictions explained to me by Maranatha Outreach Center.

Student Name (Print)
Date

Student Name (Sign)

Parent:

As the parent or legal guardian of the student signing above, I grant permission for my child to use the Internet & computer equipment at Maranatha Outreach Center. I understand that some material on the Internet may be objectionable, and respect the limitations placed by the staff at Maranatha Outreach Center. I fully understand that individuals and families may be held liable for violations, and accept responsibility for the actions of my son or daughter.

Parent/Guardian's Name (Print)

Parent/Guardian's Name (Sign)

Date

TRANSPORTATION CODE OF CONDUCT

VAN RULES MUST BE FOLLOWED FOR SAFETY OF STUDENTS

In order to guarantee all children riding the van have the safe transportation they deserve, certain rules have to be followed. Parental support is essential to a safe transportation program. These rules can only be enforced with the help of the parents.

RESPONSIBILITIES OF PARENTS

It is the responsibility of the parent/guardian to meet the van on the initial pickup and drop off of the students. Please contact the office or advise the driver if the student is allowed to be dropped off at another address.

RESPONSIBILITIES OF STUDENTS

1. Students must show respect for others and themselves.
2. Students may not fight or engage in violent behavior, threaten with bodily harm, or assault another person.
3. Students may not spit or bite.
4. Students may not push/trick or kick.
5. Students may not engage in sexual misconduct/harassment.
6. Students are expected to conform promptly to directions of the van driver.
7. Loud or profane language, indecent conduct or throwing of object(s) will not be tolerated.
8. No illegal/dangerous articles/substances and or weapons on the bus/van.
9. Students are required to enter and leave by the side door **ONLY**, except in case of an emergency and then the back emergency door may be used.
10. Students must keep hands and head inside the van at all times.
11. New students must have a liability form signed by a parent or guardian in order to ride the van.
12. Students must wear the seat belts provided.

Any behavior that requires the driver to pull the van over in order to preserve safety will result in a meeting with the parent/guardian and possible suspension from the program.

FAILURE TO OBSERVE/VAN RULES MAY RESULT IN THE ISSUANCE OF A VAN CONDUCT WARNING

1. **Warning Notice-** Issued by van driver depending on the severity of the offense. (verbal or written)
2. **2nd Warning Notice-** Issued by van driver depending on the severity of offense (meeting with parent/guardian) In case of serious offenses, such as fighting, the student could be suspended from the program.

I agree to follow the van rules as outlined above

(Child's signature)

(Date)

I agree to support the van rules as outlined above.

(Signature of parent/guardian)

(Date)