

1200 W. Canfield Street
Detroit, MI 48201
(313) 832-4770
woodbridgecenter@yahoo.com



Registration Packet

Child's Name: _____

Registration Date: _____

Please circle one:

- Renewal (participated in after school program previously) New (first time in program)

Registration Payment (Please note: Registration fee is non-refundable).

- Check and Money Order payable to
Woodbridge Community Youth Center
Check # _____
- Cash
Credit Card payment
Receipt # _____
- Sponsor yes No
Name of Sponsor

Type of After School Program (Please choose one)

- Latchkey (homework assistance & Supper meal) no transportation \$60 monthly
- Latchkey (homework assistance & Supper meal) with transportation \$80 monthly
- After School Program (includes the above and enrichment activities) no transportation \$100 monthly
- After School Program (includes the above and enrichment activities) with transportation \$120

Proof of Age (provide one)

- Birth Certificate
- School Records

Medical Information (Need both)

- Insurance Card
- Physician Information - Name, Address and phone number

Emergency Information (Relative or family friend available afternoon/evening to pick up child)

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Staff Signature _____ Registration Complete Yes__ No__

REGISTRATION

(age 5 (and in Kindergarten) to 14)

(Please print)

Last Name _____ First Name _____ Middle initial _____ Age _____

Home Address: _____

City/State/Zip _____

Home phone _____ Cell phone _____

Birth date _____ Gender: _____ Female _____ Male _____

Ethnicity: _____ African American _____ Hispanic _____ Middle Eastern _____ Native

American _____ Caucasian _____ Asian/Pacific Islander _____

_____ Bi-racial (please specify: _____)

Email Address _____

School _____ Grade _____

Siblings in this program: _____

Is this student eligible for DHS/FIP/FAP (Circle one) Y / N

Does this child have special needs? _____yes _____No (ADHD/ADD, Autism, LD, Sensory processing disorder, Tourette Syndrome, seizures, etc.) If yes please explain:

Parent/Guardian (Primary contact) _____

Address: _____

Home phone _____ Cell Phone _____

Email address: _____

Parent/Guardian (Secondary Contact) _____

Address: _____

Home phone _____ Cell Phone _____

Email address: _____

Emergency Contact (two adults other than parent/guardians)

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Transportation is provided for children from the following schools: Burton International, Golightly Elementary, Spain Elementary/Middle, UPA middle and elementary schools, Henry Ford Academy and Plymouth Educational Center. Please complete transportation form if you need this service.

How did you hear about the Woodbridge Community Youth Center?

School / friend / parent / flyer / website/ other _____

Hours of Operation
Monday—Friday 3:00pm—6:00pm
Parent Pick Up Instructions

1. Parent pick-up for after-school enrichment program students is 6pm. Students will be released from their enrichment activities at 5:55pm and will be ready for pick-up at 6pm.
2. Latchkey students are available for parent pick-up from 4:30 – 6:00pm. Please note that latchkey students do not participate in enrichment activities.
3. If you would like your child to walk home, we will need a letter from the parent stating the permission for your child/children to leave without adult supervision.
4. Students are required to be picked up no later than 6:00pm Monday through Friday.
4. Parents who pick-up their child/children after the above stated time of 6:00pm will be billed at \$1.00 per minute, per child (cash payments only), starting at 6:10pm Monday through Friday payable same day as late pick-up.
6. Students must stop at the sign-in desk upon entering and exiting the building.
7. Students must wait for parents inside the building. There is no congregating (loitering) allowed outside the doors of the facility.
8. After school enrichment program begins on September 8, 2014 and will conclude on June 5, 2015.

DRESS CODE

Male

**Hats off in building, No “Do” – Rags,
No Sagging pants (must wear pants with belt at the waist), No Bare Tanks,
No tank undershirts (“wife beaters”), Must wear a shirt while in the building,
No drug symbols on clothing, No inappropriate or provocative language on clothing**

Female

**No halter tops, Nothing strapless, No bare mid-drifts, No cut-up jeans,
Shorts and skirts can be no more than 4” above the knee, No spaghetti straps
No inappropriate or provocative language on clothing, No low rise jeans or shorts,
No symbols of drugs**

Rules and Regulations (update effective 8-18-13)

- Registration and membership fees must be current for student to participate in the program.
- All after school enrichment students are expected to participate in the full range of activities and classes that are offered.
- All students are required to complete at least one homework assignment or assigned academic worksheet daily.
- Students are to respect each other and those in authority (tutors, instructors and administration).
- Loitering in halls is not permitted. Cell phone use is not permitted during homework (unless used as a calculator or dictionary) or enrichment activities.
- WCYC is a bully-free zone. No bullying behaviors are permitted (verbal abuse, physical abuse, racial abuse, cyber bullying). Anyone caught engaging in these behaviors will be removed from the program permanently.
- Fighting and profane language is strictly prohibited.
- After school enrichment program students are encouraged to stay the duration of the program hours. Early pick-ups prevent students from receiving the full benefit of the enrichment program, hinders instruction and disrupt the classes.
- Hours of operation and dress code will be strictly adhered to.
- **Monthly payments are due prior to the beginning of the beginning of the month. Students will not be admitted into program nor will transportation be provided until it is paid.**
- Transportation payments are due in advance of services provided. Please also note that van pick-up does not include going inside the school to pick-up. Children must be old enough to meet the van at curbside.

Parents are to notify the office as soon as possible in the event the student is not at school and transportation is not needed. Students need to be at the pick-up site on time, the van cannot sit and wait or come back and pick them up later.

Please note that transportation is billed on a monthly basis, whether or not your child rides the vans due to sickness or alternative plans made by the student and/or parent (the space is reserved for them and therefore prevents us from providing the service to others). However, you will not be billed for transportation services when the after school/latchkey program is not in session. Should you decide that transportation services are no longer required for your child(ren), one week notice in writing is required.

Your signature below indicates that you understand and will adhere to the rules and regulations.

Student Signature _____ Date _____

Parent/Guardian signature _____ Date _____



1200 W. Canfield Street
 Detroit, MI 48221
 (313) 832-4770
www.actsimpact.org

TRANSPORTATION

I, _____, give permission to the ACTS
 (Parent/Guardian’s Name)

Woodbridge Community Youth Center after school program to pick up my Child,
 _____ (child’s name), from

School located at: _____(school address) at _____:_____ (time)
 and transport him/her by van to the Woodbridge Community Youth Center to participate in the After
 School/latchkey program that begins on September 8, 2014 and ends on June 5, 2015.

My Child will arrive at the Program by: My Child will depart from the Program by:
 WCYC Vehicle Parent Pick Up
 Walk

I give permission for my child to be released from the After School Enrichment Program at the Woodbridge
 Community Youth Center at the end of the day as stated above.

Any other transportation requests must be stated in writing and maintained in the child’s file or the above plan
 must be implemented. This permission is valid for one program year from the date of signature.

_____ _____
 Parent / Guardian Signature Date