



Clark Fork School

Connecting Education, Nature, & Community

2525 Rattlesnake Drive
Missoula, MT 59802
(406) 728-3395
enrollment@clarkforkschool.org



Kinnikinnick Enrollment Form Kindergarten/1st Grade After-School Program

CONTACT INFORMATION

Child's First Name	Last Name	Preferred Name (if different)	Child's Identifying Sex
Parent/Guardian Name	Other Parent/Guardian (if applicable)	Child's Birth Date	Child's Age
Phone #1	Mailing Address	City	Zip
Phone #2			
Email Address 1		Email Address 2	
Grade Level and School for 2017-2018	Child's Hobbies/Interests:		
Does your child need an escort from Rattlesnake School to CFS? Please circle Yes No	How did you hear about the Kinnikinnick after-school program?		
Is there anything else we should know about your child (allergies, special needs, etc.)? This information will help us provide outstanding care to your child.			

Community building is an essential component of place-based education. Thus, we respectfully request that your child commits to a regular schedule; this will allow us to fully maximize our time together and enjoy sauntering off-campus. We will always return to CFS by 5:15pm. On Fridays, we will always be back at school by 4:30pm, for we realize many families prefer to pick-up early at the end of the week. Supervision is offered until 6:00PM, Monday-Friday.

Days for which I Am Registering My Child (please check all requested days):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Registration Agreement

I have read all attached information regarding the Kinnikinnick After-School Program. My child and I understand and agree to adhere to the policies and procedures included therein.

Parent/Guardian Signature

Date

Name of Participant _____

Financial Details

Standard Cost:

- ❑ \$300/month for five days per week.
- ❑ \$70/month *per day* for four or fewer days per week. For example, \$70/month for one day per week, \$140/month for two days per week, etc.
- ❑ Payment is prorated for the entire school year to keep monthly payments consistent. Tuition is due September through May.
- ❑ **One-time supply fee of \$60 per child per year.** This activity fee covers art supplies, snacks, registration costs, and other miscellaneous expenses.
- ❑ 10% family discount for more than one child enrolled in CFS After-School Programs, applied to the lowest tuition rate(s).
- ❑ Late pick-up charges (as per CFS policy):
 - \$5.00 flat fee for pick-up between 6:00-6:05pm. \$1.00 fee for every additional minute thereafter. Please pick your child up in a timely manner as a courtesy to our staff.
- ❑ Please talk with the CFS office if you need to set up a payment plan.

**** If, for any reason, your child will not be attending Kinnikinnick on a scheduled day, please let the CFS office or your child's teacher know as soon as possible. ****

We take your child's safety seriously – letting us know of your child's absence ahead of time ensures student pick-up is seamless and efficient.

CFS – 406-728-3395

*** Monthly invoices will be sent on the first of each month, with payment due by the eighth. A \$15.00 late fee is assessed for payments not received by 1:00pm on the eighth of the month.*

*** We require a two week notice for mid-semester cancellation of participation or schedule change.*

I have enclosed:

- ❑ **\$60.00 Semester Supply Fee:** This fee covers snacks, bus passes, art supplies, registration costs, and other miscellaneous expenses for the semester. Due in order to secure enrollment.

Name of Participant _____

Image and Field Trip Permission/Daily Policies Form

Please thoroughly read the following information that pertains directly to your child's safety, enjoyment, and well-being. Don't forget to sign and date the second page!

Image Permission

Clark Fork School staff or representatives may take photographs and audio/video recordings of participants engaging in program activities and events. Throughout the year, these images are used on brochures, the CFS website, newsletters, etc. Please grant or decline permission for CFS to use photos of your child by checking the appropriate box below.

____ I authorize CFS to utilize photographs and/or audio and video recordings of any member of my family for promotional materials and on the school's websites, so long as CFS does not divulge names or contact information.

____ I decline the opportunity for CFS to utilize photographs and/or audio and video recording of my child.

Field Trip Permission

I, _____, give permission for my child, _____, to participate in all activities, saunters, and field trips. I understand that my child will travel by walking, hiking, and public bus and I understand and accept all associated risks. _____ **Please Initial**

Sunscreen Permission

I give CFS staff or representative permission to help my child put on sunscreen when necessary and will send sunscreen with my child every day. _____ **Please Initial**

Appropriate Clothing

I understand that my child will be spending a significant amount of time outside, rain or shine. I agree to always send them with weather appropriate clothing. This includes, but is not limited to, the following: A rain coat, sunglasses/goggles, warm and dry gloves/mittens, thermal underlayers, snow pants/coat, warm hat, snow boots, a dry change of clothes, and other necessary items. _____ **Please Initial**

Healthy Snacks

I understand that my child will be participating in energy-intensive activities. Thus, I agree to send my child with a daily, healthy snack for them to enjoy at the start of Kinnikinnick's daily activities. I understand that this snack needs to sustain and satiate my child until pick-up time (5:30 – 6:00pm). _____ **Please Initial**

Name of Participant _____

Rattlesnake Pick-Up and Escort

Clark Fork School offers an escort in which we will meet your child at Rattlesnake Elementary immediately after school and walk them to CFS (3:00 on Mon., Tues., Wed., Fri. and 2:00 on Thursdays). Here are a few details to ensure all participants know when, where, and how to meet:

- We meet the students near the covered walkway by the main entrance. Please have your child come to this location immediately after being released from class. Our staff will always be wearing CFS trucker hats.
- In the case that your child is not at the meeting place, we will call the phone number on your child's emergency contact sheet. **Please let us know if your child does not need to be picked up on a certain day.** We take your child's safety seriously – informing us of absences alleviates the need to call you if your child is not at the meeting spot.
- If, for any reason, your child has trouble finding the CFS representative, please have them check in with the main Rattlesnake Office.

Please indicate if you request pick-up and escort from Rattlesnake School to Clark Fork School.

_____ Yes, please pick-up my child and escort them to CFS.

_____ No, my child will meet the group at Clark Fork School.

Student Code of Conduct

It is our ultimate goal to provide an excellent experience for all Kinnikinnick participants. This includes ensuring that every child has the right to feel safe, to feel valued, to receive individualized attention, and that no child has the right to impinge on those same rights of others in the community. Students are always expected to conduct themselves in an orderly, polite, and safe manner and to adhere to the following behavior guidelines: Show respect for self, others, environment, and all living things; Demonstrate personal responsibility for actions, personal and community belongings, and group activities; Demonstrate self-control by using one's body and words in a kind and honest manner. _____ **Please Initial**

Disciplinary Philosophy

Our Kinnikinnick program will adhere to and uphold Clark Fork School's disciplinary philosophy. We expect every student to abide by our Code of Conduct. When problems arise, we will engage in a variety of conflict resolution strategies, redirection, and, if necessary, a child will be asked to take a break from their current activity (more detailed information can be found in our Parent Handbook and 2+2+2 Policy). If none of these strategies assist the child in joining appropriately in the social and academic environment that best serves the community as a whole, a parent or guardian may be contacted for consultation and assistance. If a student's behavior proves a significant danger to themselves, the group, or their teachers, a parent or guardian may be asked to come pick their child up and remove them from the program for the remainder of the day. _____ **Please Initial**

By signing below, my child and I acknowledge that we have thoroughly read and understood all provided information. We agree to adhere to all policies and procedures.

Parent/Guardian Signature

Date

Name of Participant _____

**CLARK FORK SCHOOL – Kinnikinnick After-School Program
RELEASE OF LIABILITY, INDEMNITY, ASSUMPTION OF RISK, AND CONSENT TO MEDICAL TREATMENT
AGREEMENT**

Student Name and Date

By signing this Release of Liability and Indemnity Agreement, I acknowledge that my child will be participating in activities associated with the Kinnikinnick Program of Clark Fork School. This agreement is entered into by Clark Fork School, for itself and on behalf of its employees, agents, officers, board members, directors, trustees, instructors, and any other representatives, including, but not limited to, parents or guardians assisting in associated activities.

I understand that while Clark Fork School strives to provide a safe and enjoyable experience, participating in outdoor activities is inherently dangerous. Such activities pose a risk of emotional or physical injury, including the possibility of serious bodily injury or death. I understand that damage to property may also occur due to my child's participation in program activities. I understand that these injuries or outcomes may arise from my child or other's actions, inaction, negligence, conditions related to travel, or the condition of the activity locations. Despite these risks and all other risks, and TO THE FULLEST EXTENT ALLOWED BY LAW, I AGREE TO EXPRESSLY ASSUME ALL RISKS OF INJURY OR DEATH, BOTH KNOWN AND UNKNOWN TO ME, that might be associated with or arise out of my child's participation in Kinnikinnick.

In consideration for my child being allowed to participate in any and all activities associated with Kinnikinnick, I release from all liability Clark Fork School and its representatives. I further agree to defend, indemnify, and hold harmless all representatives for any claims, lawsuits, damages, attorney fees, costs, or judgments arising out of my child's participation in Kinnikinnick. In consideration of Clark Fork School accepting my child and in consideration of services rendered, my child and I hereby understand and acknowledge the following:

- 1) Voluntarily request that the student participate in any and all activity or activities.
- 2) Represent the student is fully capable of participating in all activities and agree to disclose all known limitations to CFS, including, but not limited to, medical conditions, physical limitations, and any other limitation known to the student or parents.
- 3) Recognize that the student may not be skilled in one or all of the activities and that engaging in any activity may require a degree of skill and knowledge which the student may not possess.
- 4) Certain risks are inherent in some activities and cannot be eliminated without destroying the unique character of the activity. These risks may include, but are not limited to, the inherent dangers related to physical activity, hazards of traveling in and to areas without medical services or care, dangers due to the forces of nature, dehydration, falls, injury caused by malfunction or failure of any equipment, injury or sickness resulting from food, allergies, transportation accidents, and others.
- 5) Recognize that the foregoing description of risks is incomplete, and these risks and other unlisted, unknown, or unanticipated risks may result in injury or death.
- 6) The student has responsibilities as a participant to listen to any instructions, warnings, or risk assessments, to ask for instruction or clarification whenever needed, and to follow instructions.
- 7) CFS and its associates may remove the student from activities for any breach of safety policies, or any conduct that is deemed unsafe.

Name of Participant _____

**CLARK FORK SCHOOL – Kinnikinnick After-School Program
RELEASE OF LIABILITY, INDEMNITY, ASSUMPTION OF RISK, AND CONSENT TO MEDICAL TREATMENT
AGREEMENT**

Consent to Medical Treatment:

In the event of a medical emergency to my child, I authorize Clark Fork School or its representatives to provide emergency first aid treatment and/or refer treatment to a duly licensed physician, dentist, or other medical care to my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my child. I agree to pay all costs associated with any medical care and related transportation for the child and to indemnify and hold Clark Fork School and its representatives harmless for any costs incurred.

I understand and agree that this agreement is severable and that if any clause is found to be invalid, the offending clause will be stricken and the balance of the contract will remain in effect and will be valid and enforceable. Any disputes will be subject to and determined under the laws of the State of Montana. I understand that this is a release of liability that is valid whenever my child participates in Kinnikinnick.

By signing this agreement, the student and parent(s) acknowledge they have carefully read and understand its contents. The student and parents hereby consent to the student voluntarily participating in all activities in spite of, and with full knowledge of, risks which may be associated with that activity.

Parent or Guardian

Date

To register for the Kinnikinnick Program, please return the following to
Clark Fork School:

- Signed Registration form and Permission/Daily Policies form
- Liability Release Form
- Emergency Contact Sheet
- Student Immunization Records
- \$60 Registration Fee

Additional Details

Daily After-School Schedule







- 🖼 3:00pm – Non-CFS students picked up at Rattlesnake School (**meet near covered walkway at the school's main entrance**)
- 🖼 3:10 – 4:00pm – Outside Free Play
- 🖼 4:00 - 4:30 – Snack and Homework Time
- 🖼 4:30 – 5:15 pm – Super Fun Activities!
- 🖼 5:15 – 6:00pm - Unstructured Free Play and Pick-up
- 🖼 Thursdays: Rattlesnake pick-up at 2:00pm, followed by outdoor free play, homework, and our day's activity.

Other Important Information

- 🖼 **Who is this program for?** The Kinnikinnick After-School Program is for Kindergarten and 1st grade students who want to engage in meaningful, fun, and place-based activities during the after-school hours. The specific ages in your child's program will be based on enrollment numbers. You do not need to be a CFS student to attend – in fact, we encourage new families to participate!
- 🖼 **Getting to Clark Fork School:** Students may be dropped off at CFS anytime between 3:00 – 4:00pm. Pick-up and escort provided at Rattlesnake School at 3:00pm (2:00 on Thursdays) by one of our qualified staff members.
- 🖼 **Parent/Guardian Involvement:** As a parent co-op, we want to ensure there are valuable ways for parents to stay involved in our programs. Parent hours are never expected (this is an after-school program after all!), but we encourage you to participate whenever your schedule allows. We would love you to join us for field trips, service-learning events, and any of our other fun activities!
- 🖼 **Bring it or Leave it at Home?**
Your child should come to Kinnikinnick every day with the following items:
 - **Hiking or sturdy walking/running shoes** (your child will need these EVERY DAY!)
 - Warm layers, including a dry hat and dry gloves/mittens
 - Warm, dry snow clothing (in the winter. We look forward to play in the snow!)
 - Appropriate clothing/supplies for the daily activity (staff will inform you of unusual requirements)
 - An emergency change of clothes (just in case. There will be a safe spot at CFS where children can leave a change of dry clothes)
 - Water bottle
 - Healthy snack

We ask that your child NOT come with any other items from home unless a staff member approves. We would not want expensive items to get lost/left somewhere and we do not want to have conflicts over toys. This includes iPods, cell phones, or any other item your child might own. If your child has an item they want to share with the group, have them chat with a staff member.

Name of Participant _____

-  **Contacting your child:** To reach Kinnikinnick staff during after-school hours, call the program cell phone. The phone number specific to your child's program will be sent out prior to the beginning of the school year.
-  **Activities:** Our activities incorporate these fundamental components of place-based education: The Natural world, Man-made world, Building emotional connections, Culture, and Age-appropriate civic engagement. Projects are centered around students' interests and focus on building a sense of wonder for our world. Every day, our teachers strive to help students have fun outside!
-  **Pick-Up and Drop-Off:** Evening pick-up is between 5:15 and 6:00pm. We ask that students participate until 5:15pm, for many of our activities and saunters will require the full amount of scheduled time. We understand, however, that things come up and that a student may need to leave early. If you do need to pick up your child early, please call the Kinnikinnick cell phone, for students will often be off-campus exploring the local community. We will always be back to CFS by 4:30pm on Fridays.
-  **Field Trips and Transportation:** Clark Fork School's mission is to create a sense of belonging, which helps children participate successfully, contribute effectively, and take delight in their community and world. Kinnikinnick will be true to this mission. We also aim to inspire a resilient environmental ethic of care in students. Thus, we will often venture out into the world for afternoons of exploring, relationship-building, and good 'ol fashioned outdoor fun. Please sign the attached permission form and liability release so your child can fully participate in these exciting outings!
-  **Schedule Changes:** *You must complete a Schedule Change Form (available in the CFS) two weeks prior to desired date of change.* Clark Fork School allows changes to your child's schedule at any time throughout the school year. Adding days will depend on availability.
-  **Drop-Ins:** *Permission from the office is required.* Clark Fork School does allow children in the Kids-Niche program to attend on days they are not typically enrolled if there is room. However, you must turn in a Drop-In request form (available in the office) and have it approved by a CFS administrator. This is essential to ensuring your child's safety during pick-up at Rattlesnake. Drop-ins are \$15 per day.

Please let us know if you have any questions, concerns, or need clarification in any way. We look forward to working with you!

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