

City of Hialeah Education & Community Services Department
Young Leaders with Character



Program Handbook/ Student Checklist

This handbook contains pertinent information about the Young Leaders with Character Program offered through the Hialeah's Education and Community Services Department. Please use this checklist to ensure that you have received and have submitted all necessary documentation for registration.

Upon registering a child, the parent will receive a registration packet which includes:

- Registration Forms
- Program Handbook including:
 - Program Information
 - Policies and Procedures, Including Attendance and Discipline Policies
 - Site Information
- Nita M. Lowey 21st CCLC Student Demographic Form
- Florida Heiken Free Eye Exam Form

Parents must submit the following documents in order to complete a child's registration process. (Check off items below.)

- _____ Registration Forms
- _____ Copy of Birth Certificate or Passport
- _____ Current photo of child
- _____ Proof of Residency-Utility Bill
- _____ Student ID Number
- _____ Copy of Report Card or acceptance letter from HEA, HMS, HFM
- _____ Completed Nita M. Lowey 21st CCLC Student Demographic Form
- _____ Completed ECS Student Records Request Form
- _____ Completed Walk Home Form (if applicable)

Please sign below to complete upon registration.

Child's Name: _____ Site: _____

I, _____, have received the Young Leaders with Character Parent Handbook and have submitted all required information.

Parent/ Guardian's Signature: _____ Date: _____

Name of Staff Registering Student: _____ Date: _____

Camp Director Signature of Approval: _____ Date: _____

* No student can begin the program if they have missing and/or have incomplete paperwork.

** Staff must take completed file to camp director for approval before student can begin program.

City of Hialeah Education & Community Services Department
Young Leaders with Character



ATTACH
CURRENT
PHOTO
of
CHILD

Afterschool Program 2021-2022

SITE INFORMATION

- ☐ Hialeah Educational Academy 2590 West 76 Street
☐ Henry H. Filer Middle School 531 West 29 Street
☐ Hialeah Middle School 6027 East 7 Avenue

CHILD'S INFORMATION

ECS STAFF: Registration Date _____

First Name: _____ Last Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Date of Birth: _____ Age: _____ Gender: ☐ M / ☐ F

Child's Race: ☐ American Indian/Alaskan ☐ Asian ☐ Black/African-American
☐ Pacific Islander ☐ White ☐ Other, please specify _____

Child's Ethnicity: ☐ Hispanic ☐ Haitian ☐ Other, please specify _____

Child's Primary language: ☐ English ☐ Spanish ☐ Haitian-Creole ☐ Other _____

Child's Social Security # _____ ☐ No SSN ☐ Prefer not to give SSN

MDCPS Student ID # _____ ☐ No MDCPS ID; reason why? _____

Child's Current School: _____ **Child's Grade** (as of 2021-22): _____

ECS STAFF ☐ Verified Proof of Grade and School (Report Card, Letter from School, Other)

FAMILY INFORMATION

Mother / Legal Guardian

Email: _____

Name: _____ Cell Phone: _____

Address: _____ Home/ Work Phone: _____

Father / Legal Guardian Contact

Email: _____

Name: _____ Cell Phone: _____

Address: _____ Home/ Work Phone: _____

Emergency Contact Person (If Parents / Guardian cannot be reached, please list emergency contacts.)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

PERSON (S) AUTHORIZED TO PICK-UP CHILD FROM THE PROGRAM (Other than Parent / Guardian)

1. _____ 2. _____ 3. _____

Phone: _____ Phone: _____ Phone: _____

YOUR CHILD WILL NOT BE RELEASED TO ANY PERSON NOT LISTED HEREIN.

In case of an emergency, at least one parent, guardian or designated emergency contact person needs to be available to respond to the site within 15 minutes. Responding party should be authorized to make an emergency medical decision on behalf of the child.

MEDICAL INFORMATION

Does your child have health insurance (ex., private insurance, KidCare, Medicaid)? ☐ Yes ☐ No

Does your child have any **allergies** (ex., food, medicine)? ☐ Yes ☐ No

If yes, please explain _____

Does your child have any **medical conditions** or a **disability**? ☐ Yes ☐ No

If yes, please explain and check the appropriated boxes _____

If yes, how would you best classify the type(s)? (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Autism Spectrum Disorders | <input type="checkbox"/> Learning Disability |
| <input type="checkbox"/> Chronic Medical Condition
(diabetes, severe asthma, seizures, epilepsy) | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> Speech/Language Impairment |
| <input type="checkbox"/> Emotional and/or Behavioral Disorder
(ADD / ADHD / OCD / PTSD) | <input type="checkbox"/> Visual Impairment (or blind) |
| <input type="checkbox"/> Hearing Impairment (or deaf) | <input type="checkbox"/> Other Disability _____ |
| <input type="checkbox"/> Intellectual Disability (or mental retardation) | |

Note: If "asthma" is circled under Chronic Medical Condition, please check: ☐ Acute or ☐ Seasonal Allergies

Does your child have a **documented disability**? ☐ Yes ☐ No

If yes, do you have (check all that apply):

- ☐ an Individualized Education Plan (IEP) from school system ☐ a medical diagnosis from a doctor
☐ disclosure by parent/guardian describing the child's specific condition and/or need for accommodation(s)
☐ a diagnosis from a state certified / licensed professional (ex. Psychologist)
☐ a Section 504 Plan ☐ other documentation _____

TRANSPORTATION

- ☐ I **authorize** the City of Hialeah to transport the participant to and from program/events/field trips sponsored and/or approved by the After-School Program.
- ☐ I **do not authorize** the City of Hialeah to transport the participant to and from program/events/field trips sponsored and/or approved by the After-School Program.

REQUEST FOR A MINOR TO PARTICIPATE IN PROGRAMS/EVENTS SPONSORED/APPROVED BY THE CITY OF HIALEAH AND HOLD HARMLESS AGREEMENT

PARTICIPATION: I hereby give permission for the participant named on this form to participate in the **After-School Program, "Young Leaders with Character" provided by the City of Hialeah**, from 8/23/2021 to 6/9/2021. The Afterschool Program includes, but not limited to, literacy programs, fitness, cultural arts, social development, indoor/outdoor games, crafts, fieldtrips and special events. My permission shall be effective upon signing this Request/Hold Harmless Agreement. I have instructed the participant to obey, at all times, all instructions, orders and commands given by the authorized representatives of the City of Hialeah or its designees. I further give permission for the participant to be filmed and/or photographed in such program/event for use in publicizing the program/event.

RELEASE OF ALL CLAIMS: The undersigned, individually and on behalf of the participant, releases, covenants not to sue and forever discharges the City of Hialeah, its Officers, Agents, Employees, Counselors, Volunteers and their successors and assigns (all of whom constitute the released parties) of all liabilities, claims, actions, damages, costs or expenses, that the participant may have against the released parties arising out of, or in any way connected with participation in the program/event sponsored/approved by the City of Hialeah, including travel to and from such program/event, and including injury or damage to person or property, or resulting in death of the participant, whether caused by the **NEGLIGENCE** of the released parties or otherwise.

CONSENT TO TREATMENT: I authorize such physician or medical staff as the City of Hialeah may designate, to carry out any minor medical treatment deemed necessary, or to take my child to the emergency room of the nearest hospital for treatment, if necessary. I understand that, in order to provide necessary medical treatment to my child, there may be an exchange or disclosure of confidential/protected health information between the City of Hialeah and medical providers. I authorize the City of Hialeah to exchange or disclose my child's confidential/protected health information with such medical providers, as well as with 21st Century Community Learning Centers. I further understand that the City of Hialeah shall protect my child's confidential/protected health information and comply with all applicable federal and state laws by not disclosing such information to any third party who does not have a need to know such information.

I, the undersigned, am the parent/guardian of the above-specified minor child. I have read and fully understand the provisions of the above Request/Hold Harmless Agreement and have explained them to said minor. I hereby agree that the said minor and I will be bound thereby.

Under penalties of perjury, I declare that I have read the foregoing Request/Hold Harmless Agreement and that the facts stated in it are true.

I have fully completed the registration form and I have been provided the Program Handbook and a written program disciplinary policy by the ECS Department. I also give my permission for this information to be submitted to 21st Century Community Learning Centers Program for program monitoring and evaluation purposes.

Parent/Legal Guardian Signature

Date

TO BE COMPLETED BY ECS STAFF

Verified By: _____ Date: _____ Proof of Address: _____ Start Date: _____

PRINT NAME

DOCUMENTATION PROVIDED

The City of Hialeah's Young Leaders with Character out of school programs are funded by the
Nita M Lowey 21st Century Community Learning Centers Grant with support from the City of Hialeah





**Site Level- Student Demographic Worksheet
Afterschool Program Year 2021-2022**



Site: ☐ Hialeah Middle School ☐ Henry H. Filer ☐ Hialeah Educational Academy

First Name:

Last Name:

Date of Birth:

Student Identification Number:

This is the number used by your school district to report data to the Florida Department of Education. If you are uncertain whether you have the correct number, contact your District Data Entry (MIS) office.

What school does this student attend?

What is the gender of this student?

☐ Female

☐ Male

What is the student's grade level (6, 7, 8)?

*Child's grade level as of 2021-2022

How old is this student (use WHOLE numbers only to denote years)?

Is this student Hispanic or Latino?

☐ Yes

☐ No

What is this student's Racie (check all that apply)?

☐ White

☐ Black or African American

☐ Asian

☐ Native Hawaiian or Pacific Islander

☐ American Indian or Native Alaskan

Has this student been identified as having limited English proficiency (LEP/ESOL)?

☐ Yes

☐ No

Has this student been identified with a special need or disability other than LEP/ESOL (i.e., ESE)?

☐ Yes

☐ No

Is this student identified as "Homeless" according to the district definitions?

☐ Yes

☐ No

Is this student ELIGIBLE for the free or reduced meal program?

☐ Yes

☐ No

Does this student come from a single parent family?

☐ No

☐ Yes (Female Headed)

☐ Yes (Male Headed)

Date Completed:

Start Date:

City of Hialeah Education & Community Services Department
Young Leaders with Character Program



School Sharing Information Agreement
August 2021 - June 2022

Dear Young Leaders with Character Program Parent,

The Young Leaders with Character Program funded by the Nita M. Lowey 21 Century Community Learning Centers is dedicated to providing all students in the program with the experiences to enhance their education. To evaluate our program we ask your permission to allow your child's school to share information with the YLC program. Data from student records will include but are not limited to attendance records, student grades, standardized tests scores, and disciplinary reports. This sharing of information is beneficial twofold: 1) it will establish an effective plan of communication between the program and the school where your child attends and 2) it will assist the program in determining in what areas your child will need additional support and tutoring.

Once again, thank you for your involvement in and commitment to this exciting and rewarding experience for your child.

Sincerely,

Sarah Rodriguez
YLC Project Director

I understand and agree in allowing the sharing of my child's information (not limited to attendance records, student grades, standardized tests scores, and disciplinary reports) from their school with the Young Leaders with Character Nita M. Lowey 21st Century Community Learning Center Program.

Parent or Guardian signature _____ Date _____

Afterschool Site Location _____

Child's School Location _____

* At least one signature is required to complete the registration process

Original: YLC Program
cc: Child's school



Miami-Dade County Public Schools

Permission for Release of Records and/or Information From Records

Student's Name: _____ DOB: _____

Records to be released: [Please check appropriate item(s)].

<input type="checkbox"/> Psychological Report	<input checked="" type="checkbox"/> Test Scores	<input checked="" type="checkbox"/> Attendance Information
<input checked="" type="checkbox"/> Grades	<input type="checkbox"/> Health/Medical Records	<input type="checkbox"/> Other (Specify) _____

The record(s) indicated above is/are to be released to:

Agency _____ City of Hialeah _____ Contact Person Sarah Rodriguez

Address 7400 West 24th Ave, Hialeah FL, 33016

The purpose for this release is: reportar informacion requerida del programa 21st CCLC.

I hereby grant permission for the release of the above record(s) and this release is to be in effect until _____
July 31, 2022 (Date).

Signature of Parent or Eligible Student (Date)

School/Agency Releasing/Requesting Records

Sarah Rodriguez
Signature of Authorized Personnel

Program Director 7/26/2021
Title (Date)

Miami-Dade County Public Schools is subject to the Family Educational Rights and Privacy Act of 1974 Codified at 20 U.S.C. §1232 g. Therefore, all documents contained in a student's educational records, except those specifically waived, are accessible to the parents or eligible student.

Personally identifiable information may be transferred to a third party only on the condition that it will not be released to any other parties without obtaining the consent of the parent or eligible student.

A COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL

City of Hialeah Education & Community Services Department
YOUNG LEADERS WITH CHARACTER



Code of Attendance

I understand:

- Attendance/Punctuality is mandatory and participants must be in attendance for the duration of the program.
- Parent/Guardians are required to notify the Camp Director prior to the child's absence.
- If a child is absent, the Camp Director will call and notify the parents the same day.
- All absences and calls are documented.

I understand my child may be dropped from the program in any of the following cases:

- After 5-consecutive missed days without documentation
- If a pattern of missed days is determined
- If a pattern of early pick up is determined
- After 10 absences, child will be automatically withdrawn from program and parent will have to re-register child into the program if parent would like for child to continue.

I understand the following will be taken under consideration and/or approved by the Program Director:

- Vacation (prior notice must be submitted)
- Sick/family emergency (with documentation)
- Doctor Appointment (with documentation)
- Other circumstances

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date



City of Hialeah Education & Community Services Department
YOUNG LEADERS WITH CHARACTER



Child's Code of Conduct

I understand and agree to:

- Treat others with respect
- Conduct myself with self-respect
- Treat property with respect
- Be on time

I understand examples of acceptable behavior:

- Participating
- Good manners
- Playing
- Studying
- Having fun
- Helping others

I understand examples of unacceptable behavior:

- | | |
|---------------|----------------------------------|
| • Bullying | • Throwing things |
| • Backtalk | • Breaking the rules |
| • Vandalism | • Yelling at or insulting others |
| • Cruelty | • Profanity |
| • Selfishness | • Stealing |
| • Fighting | • Lateness |
| • Horseplay | • Disrespecting staff |

Student's Name: _____

Student's Signature

Date

Parent's Signature

Date

