



PAUS/EAST END HO USE Middle School AFTER SCHOOL PROGRAM

2016-17 Enrollment Packet

		d into ETO by on e Gendron, Sr. Dir. of Youth Opportu
<u>Mail:</u> East	End House, 105 Spring Street, Ca	mbridge MA, 02141
<u>Fax</u> : (617	7-868-3616) <u>Email</u> : (stephanie@e	eastendhouse.org)
I. IDENTIF	YING & DEMOGRAPHI	IC INFORMATION
Child's Name: Home Address:	City:	State: Zip:
Child's Cell #	DOB:	Current Age
School:		
Sex: Female Male		
	East End House pamp	phlets, flyers, etc.
East End House website Previous program enrollment	ntOther (please specify))
1. Name:		pated in EEH Programs before: ograms in which this child participated: og Summer
2. Name:	Please check all pro	ograms in which this child has participated
☐ Childcare ☐ School-Age ☐ Midd	le School □ High School □ Mentorin	ng 🗆 Summer
. Name:	Please check all pro	ograms in which this child has participate
Children Deheal Age D Midd	le School □ High School □ Mentorin	og 🗆 Summer

II. HEALTH INFORMATION

Does your child have any Chronic Health Conditions:YesNo
If yes, please describe:
Does your child have an Individual Health Plan for a child with a chronic health condition?
Yes*No *If yes, please attach.
Child's physician/clinic:
Phone: Address:
Does your child have a Disability, Special Need, Limitations or Concern? YesNo
If yes, please describe:
Allergies:
Reactions/symptoms that may occur:
Allergy Treatment (e.g. Epi Pen, Benadryl, etc.):
Dietary restrictions:
Does your child have a diagnosed special need? YesNo
If yes, please specify:
Does your child take any medications on a regular basis?YesNo
If yes, please describe and specify whether medications need to be administered during program time.
if yes, please desertee and specify whether medications need to be administered during program to
Medical Insurance Information
Insurance Company Name:
Policy Holder Name:
Policy Number: Special Instructions:
I certify that documentation of physical examination and immunizations in accordance with public school he requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school.
Parent/Guardian Initials

III. FAMILY/HOUSEHOLD INFORMATION

Parent/Guardian #1 Name :	Parent/Guardian #2 Name:					
\Box Check here if head of child's household.	\Box Check here if head of child's household.					
Relationship to Child:	Relationship to Child:					
Home Address:	Home Address:					
Home Phone:	Home Phone:					
Cell Phone:						
Email Address:	Email Address:					
Work Name:						
Work Address:						
Work Phone:						
Hours at work: fromto	Hours at Work: fromto					
Your highest level of education: Some High School High School Graduate/GED Some College Associate's Degree Bachelor's Degree Master's Degree PhD or Professional Degree (MD, JD, etc.) Other: Please list all who live in child's household: Name A	Your highest level of education: Some High School High School Graduate/GED Some College Associate's Degree Bachelor's Degree Master's Degree PhD or Professional Degree (MD, JD, etc.) Other:					
Name	Relationship to Head of Household					
	<u> </u>					
	es, court orders or restraining orders pertaining to the					
child?Yes*No *If yes, p	lease explain/attach:					

EMERGENCY CONTACTS

Please list up to three emergency contacts **other than the child's parents/guardians**. In case of emergency you will be contacted first and if we cannot get in touch with you, we will call the emergency contacts listed. Please list contacts in the order they should be contacted.

CHILD'S NAME:	
1. Name:	Phone:
Address:	
Relationship to Child:	
Do you give permission for your child to	o be released to this person?YesNo
2. Name:	Phone:
Relationship to Child:	
Do you give permission for your child to	o be released to this person?YesNo
3. Name:	Phone:
Address:	
Relationship to Child:	
Do you give permission for your child to	

East End House Behavior Agreement

A Note to Families: The purpose of this agreement is to create a safe space for children to get academic support, learn positive socials and skills, develop character, be a part of a community and have fun.

I Agree to:

• Be Respectful Towards Others at All Times

- -Use positive and respectful language and a respectful tone
- -Be respectful and inclusive towards others.
- -No swearing or using disrespectful language.
- -Be engaged in the current group activity.
- -Respect the schedule laid out by staff.

• <u>Cell Phone Policy</u>:

- No cell phone usage except to call parents with staff permission or during free time.

Be Safe

- -Keep hands, feet, and property to self.
- -No Bullying; teasing, picking on, insulting, or ganging up on or excluding another member.
- -No threatening language or behavior, even if 'just kidding.'
- -Participants need to stay with a staff member and his/her group at all times.
- -Youth are not allowed to leave a room without staff permission.
- -Children need to walk in the hallways and classrooms.

• Keep the Community Clean

- -Pick up after yourself. Eat and drink in designated areas only.
- -Be respectful of all East End House and program site materials, equipment, furniture, games, walls etc.
- Listen to Staff Direction at All Times
- HAVE FUN & Be The Best You You Can Be (BTBYYCB)!!!

East End House uses brief and mild consequences in the form of a 'break' in most situations for minor infractions, but if a student refuses to take a 'break', or continue to not follow the rules a staff will record the negative behaviors or rule breaking in a 'behavior report.'

If a member receives 2 'behavior reports' in a week then the child will need to meet with a staff member and in some cases, with the Program Director. Additionally, a call home will be made to inform parents/guardians of behaviors, to get support, and also to let the parents know that if the child receives 2 more reports in the same week he or she will need to take a day off from the program.

If a member hits, trips, shoves, kicks another student, or hurts another student in any way, or engages in destruction of property in any way, there will be an immediate behavior report and meeting with a parent or guardian. Depending on severity of incident, student may be suspended. Bullying, teasing, picking on or ganging up on another member by a group of 2 or more members will result in automatic suspension and meeting with parent/guardian.

I understand the rules and agree to help East End House create a safe, respectful and positive space that promotes growth, learning and community.

Student - Printed Name	Student - Signature	Date
Parent - Printed Name	Parent - Signature	Date

CONSENTS

Media Release

I do or do not give permission to	have my child appear in any photos or displays within
the agency and in agency literature, newsletters	s, social media, and/or annual reports. I understand that
the President and CEO has been given the auth	ority by the Board of Directors to determine appropriate
requests for using children's images for these p	ourposes.
Parent/Guardian Signature	Date
Emergency Me	dical Treatment Consent
	minister basic first aid/CPR to my child and/or take my
-	I cannot be reached or when delay would be dangerous
to my child's health.	t cannot be reacted of which delay would be damperous
• • • • • • • • • • • • • • • • • • •	
Parent/Guardian Signature	Date
Child's Swimming Level:	
Non-Swimmer Beginner	Intermediate Advanced
All of the above information is accurate	te to the best of my knowledge. If there are
any changes in any of the above inform	nation, I will notify East End House
immediately.	•
The state of the s	
Parent/Guardian Signature	Date
	<u> </u>
Printed Name	

This program is in part made possible through the award of a Massachusetts DESE 21st Century Community Learning Center Grant



The purpose of the 21st CCLC Grant Program is to establish or expand "community" learning centers that operate during out-of-school (OST) hours and provide students with academic enrichment opportunities along with other activities designed to complement the students' regular academic program.



Student's Name:

without calling you first: __Yes ___No

Attendance Agreement

	rogram can:	ny benefits for the	youth involved.	Participation in a	a			
• improve sch	•							
activity, and	mework completion,		 inspire new career paths, teach social skills, and keep kids active and healthy! 					
We work hard to provide has shown that in order days weekly.								
Students' conflict Please complete	ing athletic/other ex	we hope your chi tracurricular obliga s' participation in to indicate which	ild can attend mon ations will be taken PAUS/EEH program days your child v	re!) into consideration nming. vill attend progra				
	Monday	Tuesday	Wednesday	Thursday	Friday			
Check off which 3-5 days student will attend program (consistent weekly schedule is required!):								
Departure time: (5:45 preferred/recommended)								
How will child leave the program each day?	☐ Unsupervised Walk*	☐ Unsupervised Walk*	☐ Unsupervised Walk*	☐ Unsupervised Walk*	☐ Unsupervise Walk*			
(Must complete separate sign-up paperwork for 5:45pm late bus)	□ Parent/ Guardian Pickup	□ Parent/ Guardian Pickup	□ Parent/ Guardian Pickup	□ Parent/ Guardian Pickup	☐ Parent/ Guardian Pickup			
	□ 5:45pm Bus	□ 4:30pm Bus	□ 4:30pm Bus	☐ 4:30pm Bus	*No late buses available*			
		□ 5:45pm Bus	□ 5:45pm Bus	□ 5:45pm Bus				

*For unsupervised walkers, please indicate whether your child is allowed to leave the afterschool program

(Attendance Agreement, cont'd)

- If your child needs to be absent for a day, please contact

 East End House at 617-876-4444 or email Stephanie at stephanie@eastendhouse.org
- If your child is consistently absent on days when he/she is supposed to attend, we will need to speak with you in order for him/her to stay enrolled in our program.
- If you need to change your child's schedule at any time, let us know!

I understand that my child is expected to attend the afterschool program on the days indicated above. If he/she will be absent or needs to change his/her schedule,

I will notify East End House in advance. I understand that if my child has persistent and/or unexcused absences, he or she may be removed from the afterschool program.

Parent/Guardian Name:	
Signature:	Date:

PAUS/EEH 5:45pm LATE BUS REGISTRATION

The 5:45pm* late bus will be available Mondays, Tuesdays, Wednesdays & Thursdays** for students attending Putnam Ave Upper School/East End House After-School Programming (alternate arrangements will need to be made on Fridays). This bus has limited capacity, and will make limited stops throughout Cambridge. We will do our best to plan a bus route based on which stops work for each student/family.

* Please note, delays are expected regularly due to the timing of the route during rush hour.

**Bus availability is contingent upon demand/# of students signed up.

y child, _	is enrolling/enrolled in the PAUS/East End House,									
	program and needs 5:4.	program and needs 5:45pm bus transportation on:								
	Mondays Tuesdays	Wed	lnesdays Thursdays							
ase <u>CHECK</u>	COFF All Possible Stops & CIRCLE Your 1	st Choice fo	r your child's drop-off point:							
	Kennedy Longfellow School - Spring St.		Prospect St. & Cambridge St.							
	60 Wadsworth		"CRLS" Cambridge Rindge and Latin							
	"FMA" Fletcher Maynard - Windsor &		School (High school) - Cambridge Street							
	Harvard St		Mt. Auburn & Brewer Street							
	Cambridgeport - Elm Street		Baldwin School - Oxford Street							
	Area 4 Youth Center - Harvard St		Graham & Parks - Linnaean St							
	Old Longfellow - Broadway		Walden Square							
	YMCA - Mass Avenue		Peabody School - Ringe Avenue							
. 🛘	Audrey & Vassar St		362 Rindge Avenue							
	Amigos School - Upton Street		Haggerty - Cushing Street							
	Morse School - Granite Street		Tobin School - Vassal Lane							
	King Open School									
Parent Na	nmePrefe	rred Contact	#:							
Email:		_ Signature: _								
Alternativ	ve Emergency Contact (in case you cannot be	e reached):								
Nama	Relationship	to Ctudent								



AUTHORIZATION FOR RELEASE OF STUDENT RECORDS AND/OR STUDENT RECORD INFORMATION

I.

Ι,	, auth	orize the Cambridge Public Schools to student record of my son/daughter,
		student record of my son/daughter,
(Tagest name of ser/devoltes)	D	
(Insert name of son/daughter)	hadaad	
I further represent that I have aut		and and/an at-days are all the transfer
as indicated above.	inter's student reco	ord and/or student record information
permission as stated herein, I am Schools and its individual school employees from and against all o son/daughter's student records at records and any subsequent use of his/her respective officers, direct	releasing the City is and their respect claims arising out of this information of this information ors, agents and/or ation for Release of	contained in my son/daughter's student by the designated recipient and employees. f Student Records and understand its
Student Name	Grade	Date of Birth
Parent/Guardian Signature	Date	-
Student Signature (if over 16)	Date	-



Dear Parent/Guardian,

We are very excited to partner with the Program in Education, Afterschool and Resiliency (PEAR) in order to promote the positive social-emotional development of our students. There is increasing evidence that helping students feel good about themselves, their school, afterschool program and their relationships improves their learning. East End House and PEAR have worked together for several years to enhance evaluation procedures. This project extends the partnership, allowing us to improve youth services.

We will administer PEAR's Holistic Student Assessment (HSA) to students in grades 6-8. As part of this effort, your child will be asked to complete a brief survey about him or herself at the beginning and end of the year. The survey focuses on social and emotional development, relationships and learning and school engagement. Designated staff at East End House will have access to these results. This information can help staff tailor teaching and support to your child's unique strengths and needs. Additionally, in an effort to improve coordination between East End House and Putnam Avenue Upper School (PAUS), assessment results may be shared with PAUS staff. We believe this will improve the services we provide to students.

PEAR, a joint initiative of McLean Hospital and Harvard Medical School, may use results and data from our site for research and educational purposes that further PEAR's mission to improve strategies fostering students' social-emotional development and well-being. Your child's name will never be used as part of this research.

Please take a moment to complete and return this form. Your child will be unable to participate without your signed consent.

If you have any questions about this effort or would like to see a copy of the survey, please contact Stephanie Gendron at East End House at (617)876-4444 or stephanie@eastendhouse.org.

I give permission for my child to co	nplete PEAR's Holistic Student Assessment
I DO NOT give permission for my c	nild to complete PEAR's Holistic Student Assessmen
Child's Name	Date
Parent/Guardian Signature	
Parent/Guardian Name	
Relationship to Child	



Dear Parent,

Your child's after-school program has agreed to help develop a new after-school youth survey for the Massachusetts Department of Elementary and Secondary Education. This work is being conducted by Wendy B. Surr from the National Institute on Out-of-School Time, which is part of the Centers for Women at Wellesley College.

This school year your child will be invited to complete after-school surveys (one in the winter and another in the spring). The surveys will ask questions about what your child thinks of the program and about some of the ways he or she may be benefiting from attending the program. The information your child provides will be extremely valuable in helping our research team design an effective youth survey.

We assure you that all information collected from your child on surveys will be kept strictly confidential by program administrative staff and the research team. Your child will not be identified and your child's answers will not be shared with after-school program staff, school personnel, or any other organization or individuals. Participation in this study is strictly voluntary and your child may choose to stop at any time.

Should you have any questions about this process feel free to contact Wendy B. Surr at the National Institute on Out-of-School Time at 781-283-2443.

Please si	gn the	form I	below	only if	you <u>d</u>	<u>lo not</u>	wish	for yo	ur child	d to pa	rticipa	ite.
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****

Parents or Guardians

Please sign this form only if you do not wish for your child to participate.

1	(Print Your Name) <u>do not</u> wish for my	
child	(Print Child's Full Name) to participate in research	
being conducted by the National Insti	itute on Out-of-School Time, Wellesley Centers for Women at	
Wellesley College to develop a new y	outh survey.	
		
Parent or Guardian Signature	Date	



25 Love Lane Concord, MA 01742 phone: 978-405-3200 fax: 978-405-2076

concord.org

Dear Parents and Guardians:

Your child has been invited to participate in a program called *GeniConnect*, funded by the National Science Foundation and in partnership with East End House (EEH). The goal of this program is to boost your child's awareness of science-related career possibilities and their understanding of genetics. The program consists of a series of experiences involving an online educational game, mentoring by a scientist in a local biotechnology company, and hands-on laboratory work in biotechnology and genetics. We believe that this approach will help motivate students to learn and to understand how scientists try to solve problems in the real world.

What will your child do in this project?

Your child will be part of research designed to determine the extent to which the *GeniConnect* program succeeds in these goals. Your child will work with a scientist mentor who has been trained as part of the *GeniConnect* program by staff at East End House. The research for this project is under the direction of Dr. Frieda Reichsman of the Concord Consortium and Dr. Aaron Rogat of Purdue University, both of whom have many years of experience working with students.

Your permission for your child to participate in this program means that data from your child's use of the *GeniConnect* materials will be collected for research. This includes using the genetics gaming software offered by *GeniConnect*, discussion in password-protected online project forums, answers to tests and surveys, as well as transcripts from interviews with your child. Though there may be no direct benefits to participants for participating in the research study, the risks involved with the research study are minimal, no greater than everyday life, and the research will benefit future students and teachers using this software and teaching materials. In any study of this nature, your child's privacy and freedom of choice is a primary concern. Outside of our office, and in any report of results, each child will be identified only by a confidential code. Children's privacy will be strictly observed. Actual names and identities will not be made public. Furthermore, participants can withdraw from the study at any time (see below for contact information).

We may be taking photographs, videotaping or audiotaping children as they use the project materials. Participants may also create their own recordings while they are using our software, narrated by their voice (this process is called screencasting). The photographs, video, audio recordings and these student recordings of screen activity during use of software will be used primarily by project staff members to study how the program is being used and what kind of learning is taking place. Secondarily, they may be used to share information with the broader research community at conferences, in trainings for future afterschool staff, and in research papers. Photographs or video clips may also be displayed on the Concord Consortium website, social media outlets (including official Concord Consortium Facebook and Twitter pages), and in print and electronic publications. Once again, your child's identity will never be made public.

We may also be interviewing and surveying your child as part of individual interviews or focus groups to understand what your student learned and how motivated he/she is about the science learned. This information will be used to understand the impact of our program and or improve the program. Interviews will be audio taped and transcribed as digital files. Though all research carries the risk of breach of confidentiality and researchers cannot control what subjects might share outside of the research environment and thus cannot fully guarantee the confidentiality of subjects, researchers for this project take the utmost care to protect the confidentiality of interviewees and participants. Digital files for project interviews will be stored on Concord Consortium's password protected servers for 3 years, and then deleted permanently. Participation or lack of participation in this research study will not affect your child's status in the after school program. Even if you do not give consent to have your child interviewed, surveyed or assessed, he/she can still participate in the afterschool program.

What if I have questions?

If you have any questions about this study, you may contact the project leaders: or Frieda Reichsman, (978-405-3228; freichsman@concord.org) or Aaron Rogat (314-422-0320; arogat@gmail.com). You may also contact Amy Pallant, chair of The Concord Consortium Human Subjects Institutional Review Board, at 978-405-3227 or apallant@concord.org if questions or problems arise during the course of the study.

If you have questions about your rights while taking part in the study or have concerns about the treatment of research participants, please call the Human Research Protection Program at (765) 494-5942, email (irb@purdue.edu) or write to:

Human Research Protection Program - Purdue University Ernest C. Young Hall, Room 1032 155 S. Grant St., West Lafayette, IN 47907-2114

The project's research records may be reviewed by the National Science Foundation and the Office for Human Research Protections and by departments at Purdue University responsible for regulatory and research oversight.

By signing below, you agree to have your child participate in the *GeniConnect* research study including agreeing to be assessed, interviewed and surveyed about the science my child learned and my child's attitudes towards the science. You also agree to have your child's responses recorded through photos, video, audio recordings and screencasts.

Print child's name:		
Print parent/guardian's name:		
Parent/guardian's signature:	Date:	
Researcher's signature:	Date:	



General Field Trip Permission Slip 2016-17 School Year

Student Name:			
Parent/Guardian Printed Name:			
	cal field trips within the city of Cambridge, under ng the 2015-16 school year. I understand that field transportation or a school bus.		
Possible destinations include: Local playgrounds and fields Local Libraries Local Shops	 Cambridge Street Fire Department Museum of Science Cambridge Creativity Commons 		
Parent/Guardian Signature	Date		
• •	eld trips in the Greater Boston area, under the ng the 2015-16 school year. I understand that field transportation or a school bus.		
Possible destinations include: • Museums • College campuses	Recording studiosArts venues		
Parent/Guardian Signature	Date		

^{*}Please note: We welcome parents and guardians to chaperone any of our trips. Please let the Middle School Program Director or your child's group leader know if you are interested in chaperoning.