



Student Name _____

Rocky Point Discovery Club 2026-2027

Student Pick Up/ Sign Out Policy

Dear Parents or Guardians,

Student Pickup :

For your child's safety, participants must be signed out daily by the parent or other adults on the registration form. Reminder you must sign your full name, document the time, and mark the appropriate early release box. To ensure safety, picture identification is required to pick your child up from Rocky Point Discovery Club. The program ends promptly at 6 p.m. If your child has not been picked up by 6 p.m., the staff will try to contact the people authorized to pick up your child that are listed on your registration form. At 6:15 p.m., authorities will be contacted if you have not picked up your child. Repeated tardiness will result in the following procedure:

- 1st Tardy- Warning
- 2nd Tardy- You will be charged \$5 for the first five minutes and \$1 dollar for each additional minute thereafter.
- 3rd Tardy- Late fees and possible removal from Rocky Point Discovery Club

Student Sign out

The sign out iPad will be located at the discovery club office unless otherwise stated you must sign your full name, and mark one appropriate early release box. You must use your 4 digit pin number in order to sign your child out from the program. Signatures will be checked daily and repeat missing signatures will result in the following:

- 1-3 missing signatures- warnings
- 4 missing signatures- one-day suspension from the program
- 5 missing signatures- removal from the program

When signatures are missing the director has the option to check the student as "signed out" the next day, by the parent who picked up the student. If this is a recurring issue it still counts as missing signatures which follow the same results stated above.

The Rocky Point Discovery Club will make exceptions to the hour requirement on a case-by-case basis. Understand that exceptions to the hour requirement will only be granted as listed on this early release form.

I agree that my child will attend the Discovery Club program during regular hours. I understand that it is my responsibility to communicate with the Discovery Club Program when my child will not attend the program due to illness and family vacations to avoid removal from the program. I understand that failure to attend the program regularly will result from removal of the program. I understand that it is my responsibility to sign my child out on a daily basis with the correct time and appropriate early release box marked.

Parent/Guardian signature

Date

Megan Ashworth
Director of Discovery Club
mashworth@rockypointcharter.com
(530) 722-7047

Program Information and Rules

Registration Fee:

Rocky Point Discovery Club does not charge. The Rocky Point Discovery Club is committed to making the program open for each and every student. Please contact Stephanie D'Acosta at (530) 722-7047 to discuss payment arrangements. Our Federal Tax Identification number is 20-8485404.

Student Supervision:

The program is staffed by at least one group leader for every twenty students. A site facilitator oversees and supervises the site's program. All staff are fingerprinted and screened by Rocky Point Charter School.

Student Safety:

The safety of your child is important to the Rocky Point Discovery Club staff. Therefore, please notify the staff of changes in your contact information throughout the year. (Rocky Point Discovery Club Program staff does not have access to your child's school file after the school office closes).

Attendance:

Rocky Point Discovery Club is primarily funded through the After School Education and Safety (ASES) grant. The grant provides after-school academic assistance and enrichment for students. Priority registration is given to students identified as being at risk of meeting grade-level standards. The Grant requires that elementary students attend five days per week, while middle school students must attend a minimum of nine hours a week and three days a week. Priority is given to middle school students who attend daily. As part of the legislature, we hope that students participate in the full program which ends at 6:00 pm daily. Any expectations to the hour requirement must be pre-approved and will only be granted as listed on the early release form. Participants that do not fulfill the hour requirement may be excused from the program to allow space for others. To maintain your child's space at Rocky Point Discovery Club, please notify us if you ever have a personal emergency or illness requiring your child to be absent by calling the school the school office and requesting a note to be put in the Rocky Point Discovery Club box. We will be happy to work with you.

Student Pickup:

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- 3rd Tardy- Late fees and possible removal from Rocky Point Discovery Club

Discipline:

Participation in the Rocky Point Discovery Club program is a privilege. All children are expected to follow the rules of the program. Continuous disruptive/ disrespectful behavior will result in the following procedure:

- 1st Pink Slip- Warning: Parent/Guardian contacted in person or by phone
- 2nd pink slip- 1 Day Suspension: Parent/Guardian conference
- 3rd Pink Slip- 1 week Suspension: Parent/Guardian conference- behavior contract
- 4th Pink Slip- removal from rocky Point Discovery Club Program

Parent Support:

You are an important partner in the Rocky Point Discovery Club. We welcome your comments , questions, and feedback to continue to provide a program that ensures growth academically and socially. We highly encourage parents to visit, volunteer, donate supplies, and resources. Please contact the site coordinator at 530-722-7047.

Student Early Release Form

It is the intent of the legislature that students participate in the full after-school program except when released early in accordance with an early release policy established by each local program.

The Rocky Point Discovery Club allows for early release of students from the program under the following conditions:

- Medical Appointments
- Last Available transportation
- Walkers and Bike Riders (safety)
- School and Community-wide events
- School Site Closure due to weather

The Rocky Point Discovery Club will make exceptions to the hour requirement on a case-by-case basis. I understand that exceptions to the hour requirement will only be granted as listed on this early release form. I agree that my child will attend the Discovery Club during regular program hours. I understand that it is my responsibility to communicate with the discovery club program when my child will not attend the program due to illness or family vacation to avoid removal from the program. I understand that failure to attend the program regularly will result in removal from the program.

Parent/Guardian Signature:

Date

Rocky Point Discovery Club Student Contract

Dear Parents or Guardians,

This form is to ensure that our students are aware of the rules and expectations of Rocky Point Discovery Club. This page is to be read and filled out by the student. If the student is unable to fill out and read this form, please ensure you read it to them and sign it.

Dear Student,

We are excited to welcome you to our program! To ensure a healthy, happy, and safe environment for everyone, we will ask you to follow some rules. It's important that our students are safe, responsible, and respectful to everyone. Please read the following rules. (Group Leaders may add to the list of rules. This is a general list).

1. All students must follow day school rules.
2. Students from 2nd to 8th grade must complete one hour of academic time. **45 minutes** for kindergartens and first graders (This is a requirement for our program).
3. Students must try to complete all homework and missing assignments during academic time. (Discovery Club tries our best to ensure students complete assignments. However, it is still the parent's responsibility to ensure their child's academic success).
4. Students are not allowed to use cell phones in the Discovery Club. If a student has a phone regularly, they will need to see their program director for a phone contract.
5. Students must ask their group leader before they leave an area.
6. Students need to properly use school grounds and equipment.
7. There is no hanging or climbing on anything other than the playground.
8. Students need to be **Safe, Responsible, and Respectful.**

Our program strives to ensure our students are happy and respected as well. We hope that all students can follow the rules. However, if rules are repeatedly broken this may result in write ups and other consequences.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Walk/Bike Home

If your child will be walking or biking home from Discovery Club, please complete this form.

Please pick one of the following options for your student:

- ☐ I want my child to walk home at _____ p.m. everyday.
- ☐ I want my child to walk home at the latest time they are allowed (4:00- 5:00 p.m. depending on daylight - parents will be notified when the time will change.)
- ☐ I will call the Discovery Club Number (530)722-7047 when I want my child to walk/bike home.

Please pick one of the following options for your student:

- ☐ I want my child to call me from the school phone before they leave campus.
- ☐ I want my child to text/call from their personal phone before they leave campus.
- ☐ My child does not need to notify me when they head home.

By signing this form I understand that when my child signs out from Discovery Club, it is my responsibility to ensure their safety until they arrive at their proper location. Discovery Club will not be held responsible for students' actions after they have signed out and left campus.

Parent/Guardian signature _____ Date _____



Rocky Point Discovery Club

This Section For Office Use Only

PACKET NUMBER	
NUMBER RETURNED	
DATE RETURNED	

Reg Priority: _____

Allergy/Medical Alert: _____

2026-2027 Rocky Point Charter, Discovery Club ASES Registration Form

Student Name: _____
School Site: Rocky Point Charter School
2024-2025 Grade: _____
Teacher: _____
Parent/Guardian: _____
Day Time Phone: _____
Cell Phone: _____
Email: _____

Physical Address: _____
Mailing Address: _____
City, Zip Code: _____
Parent/Guardian: _____
Day Time Phone: _____
Cell Phone: _____
Email: _____

Please list any food allergies (i.e., Milk, Peanuts, etc.) Health conditions or allergies (i.e., Bee allergy) that staff should be aware of: _____

Please list any medications that your child is currently taking: _____

Doctor: _____ Dentist: _____

Phone: _____ Phone: _____

Hospital Preference: _____ Do you have Health Insurance? Yes: _____ No: _____

Insurance Carrier: _____ Group Number: _____

Release Information

In case of an emergency, please contact the following persons if a Parent or Guardian is not available:

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Home Phone: _____	Home: _____
Work/Cell Phone: _____	Work/Cell Phone: _____

Please indicate how your child will be leaving Rocky Point Charter Discovery Club. (Please Circle One)

Walk or Bike

(Students will not be released to walk after 5pm)

Parent Pick Up

Please list persons authorized to pick up your child (must be over 16 years) with Photo ID:

Name(s)	Phone Number	Name(s)	Phone Number

- ☐ I do not authorize Rocky Point after school programs to use photos of my child for projects and promotional purposes. (leaving the box blank gives Rocky Point Discovery Club permission to use your student's photos for project and promotional purposes.)
- ☐ I have read, understand, and comply with the program rules and information. I hereby authorize Rocky Point Discovery Club staff to secure and sign for medical care for my child at my expense, in the event of an emergency,

Parent/Guardian Signature: _____ Date: _____