



# 2020-21 NATHAN'S PLACE ENROLLMENT COVER SHEET

## QUICK INFO

- ▶ Program starts Monday, **August 24, 2020.**
- ▶ **Note:** All AOK buildings will close if Lamar School closes for social isolation.

## CLUB FEES

- ▶ **\$150** for the entire school year OR **\$20/month**
- ▶ In the event of financial hardship, please contact **Jerod Morey**. We are willing to help.

## ACTIVITIES

- ▶ Before and after school events
- ▶ Special events
- ▶ 3pm-5:30pm programming
- ▶ Offsite and weekend activities

## BENEFITS

- ▶ Club T-shirt
- ▶ Incentives and prizes
- ▶ Snacks and meals
- ▶ Project supplies and equipment

## TRANSPORTATION

- ▶ Lamar Schools will transport participants from school to Nathan's Place (1005 Gulf) or youth may arrange their own transportation.

## HOLIDAYS

Nathan's Place will be open until 5:30pm daily after school and on days that school is scheduled to be out (including most snow days) with the exception of these holidays:

- ▶ Labor Day
- ▶ Memorial Day
- ▶ Thanksgiving Day (and the Friday after)
- ▶ Christmas Eve & Christmas Day
- ▶ New Year's Eve & New Year's Day

## CHECKLIST

My child/children, \_\_\_\_\_ NAME OF CHILD/CHILDREN \_\_\_\_\_ will enroll.

### I HAVE ENCLOSED (for each participant):

- \_\_\_\_\_ Club Enrollment Form
- \_\_\_\_\_ Permission to Leave Form
- \_\_\_\_\_ Parent/Guardian Communication Form
- \_\_\_\_\_ Policy Agreement Form
- \_\_\_\_\_ Club Fee of **\$150** for school year OR first month fee of **\$20**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## QUESTIONS?

Contact **Jerod Morey** at 417.682.6002 or [jerod@aokyouth.org](mailto:jerod@aokyouth.org).

<b>AOK HQ</b>	<b>WOLF BUILDING</b>	<b>NATHAN'S PLACE</b>	<b>P</b> 417.682.6002
208 W. 10TH ST	801 E. 12TH ST	1005 GULF ST	<b>F</b> 417.681.0514
LAMAR, MO 64759	LAMAR, MO 64759	LAMAR, MO 64759	<b>AOKYOUTH.ORG</b>



# 2020-21 NATHAN'S PLACE ENROLLMENT

## VOLUNTEEN INFORMATION

Valid from August 24, 2020 thru May 15, 2021.

Enrollment **must** be complete before youth can participate in activities at Nathan's Place.

### VOLUNTEEN INFORMATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

AGE \_\_\_\_ DOB \_\_\_\_\_ SHIRT SIZE \_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### PRIMARY PARENT / GUARDIAN INFORMATION

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

MOBILE # \_\_\_\_\_

### EMERGENCY CONTACT

Must be someone other than parent/guardian.

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

MOBILE # \_\_\_\_\_

### MEDICATIONS / HEALTH CONCERNS

HEALTH / MEDICAL / ALLERGIES / OTHER CONCERNS \_\_\_\_\_

### EXTRA INFORMATION

HOBBIES, INTERESTS & ACTIVITIES? \_\_\_\_\_

WHAT ACTIVITIES WOULD YOU LIKE TO PARTICIPATE IN WHILE AT NATHAN'S PLACE?

VOLUNTEEN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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# 2020-21 NATHAN'S PLACE ENROLLMENT RELEASES

## PERMISSION TO LEAVE FACILITY

\_\_\_\_\_ (CHILD'S NAME) (please print)

### ACTIVITY

About Our Kids, Inc.

### DATE OF ACTIVITY

Any (permission is granted from **August 24, 2020** to **May 15, 2021**).

### LOCATIONS

To and/or from:

Lamar R-1 Schools

Lamar City Park

Mary K. Finley Public Library

Lamar Aquatic Park

Any other AOK activity

### TRANSPORTED BY

Lamar R-1 Schools and/or AOK staff

### TIMES LEAVING/RETURNING

Any

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## PARENT/GUARDIAN COMMUNICATION

AOK will use the forms of social media and technology listed below to stay in contact and up to date with parents/guardians during After School program 2020-21.

Please provide the following information so that AOK can add you to our social media sites as well as Remind, a text-based application that will send direct reminders and communication when special events are to take place, special circumstances arise, etc.

Text messages rates may apply.

FACEBOOK USERNAME \_\_\_\_\_

INSTAGRAM USERNAME \_\_\_\_\_

SNAPCHAT USERNAME \_\_\_\_\_

EMAIL \_\_\_\_\_

I WANT TO RECEIVE AOK NEWSLETTERS AND UPDATES

MOBILE # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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# 2020-21 NATHAN'S PLACE ENROLLMENT

CREDIT / DEBIT CARD AGREEMENT

## 2020 AOK CREDIT / DEBIT CARD ON FILE AGREEMENT

AOK policy requires all AOK clients to keep a credit or debit card on file for payment purposes. Your credit/debit card information will be secure and can only be charged under the terms you specify below.

By providing us with your credit/debit card information, you authorize AOK to automatically charge your card on a monthly basis.

Please circle how you prefer to be billed and date to start. Cards will be charged every **Monday** unless otherwise noted.

MONTHLY STARTING \_\_\_\_\_

If the credit/debit card information we have on file changes for any reason, you must notify AOK as soon as possible. If you have questions about a charge, please notify us within 10 days. After 30 days, all charges will be assumed to be correct.

We will maintain a clear record of all payments and charges. However, in the rare case that an overpayment occurs, your account will be credited on the upcoming invoice or if the balance is zero and you no longer bring your child to AOK, your credit/debit card will be reimbursed. An email or text receipt will be sent to you as well as a paid invoice from AOK showing your payment.

In the event of a declined charge, you will be asked for a new credit/debit card number and/or payment before your child can return to AOK.

I HAVE READ AND UNDERSTAND THE CREDIT/DEBIT CARD ON FILE AGREEMENT AND AUTHORIZE ABOUT OUR KIDS, INC, TO CHARGE MY CREDIT/DEBIT CARD AS STATED ABOVE.

VISA     MASTERCARD     DISCOVER     OTHER \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EXPIRATION \_\_\_\_\_ SECURITY CODE \_\_\_\_\_ BILLING ZIP \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

EMAIL ADDRESS / PHONE NUMBER (FOR RECEIPTS) \_\_\_\_\_

Billing Address on card (if different from our records):

CARDHOLDER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## PROGRAM DETAILS

- ▶ Nathan’s Place is open to youth in **6th–8th grades**.
- ▶ Each VolunTeen will participate in discussions that are scheduled during the program, which will include health, nutrition and prevention education classes that are meant to deter at-risk behaviors.
- ▶ Internet activity is restricted and electronically supervised.
- ▶ Lamar Schools will transport participants from school to Nathan’s Place (1005 Gulf St.) or youth may arrange their own transportation.
- ▶ **Free** nutritious snacks and dinners are provided Monday–Friday.
- ▶ Nathan’s Place staff reserve the right to carry out disciplinary action with any youth participant in response to behavior or attitude problems, including restriction of privileges and/or suspension/ dismissal from the program.

## PARENT / GUARDIAN CONFERENCES

AOK encourages parents/guardians to schedule conferences with AOK staff as needed throughout the school year. To arrange a conference, contact the Director to schedule a time that is mutually suitable.

## MEDICAL

Parents are encouraged to arrange for yearly medical, dental and eye checkups at their own expense.

Participants should be kept at home if...

- ▶ ...the child has a contagious disease.  
*AOK should be notified of exposure to any contagious disease.*
- ▶ ...the child has a temperature of **100.4°F** or more. The temperature should be normal for **at least 24 hours** before allowing the student to return to AOK.
- ▶ ...a general condition exists (i.e., head lice, nose or eyes discharge, persistent cough, sore throat or nausea).

Youth who become ill during the school day will not be allowed at AOK. If sent directly from the school, the youth will be placed in isolation and parent/guardian or designated emergency contact will be notified to pick up the child immediately.

## INJURIES

Minor injuries will be treated at AOK by a staff member and a report will be filed. In an emergency, AOK staff will attempt to contact the parent/guardian, and possibly 911, and if requested, medical personnel will transport the injured child to the closest emergency room or hospital.

## MEDICATION

A child may not receive medication of any type from AOK staff unless required by a doctor. Parent/guardians must complete a medical authorization form and medication must be provided in original container with pharmacy/doctor instructions and unused medication taken home at end of prescription period.

AOK STAFF WILL STRIVE TO GIVE MEDICATION AS REQUESTED BUT CANNOT BE HELD RESPONSIBLE FOR GIVING MEDICATION.

## ABOUT AOK

### BOARD OF DIRECTORS

Kathy Jenkins, President  
Brett Boice  
Pat O’Neal

### MISSION STATEMENT

*To empower young people to make positive healthy life choices.*

### GOALS

- ▶ Support & strengthen the family unit;
- ▶ Assist children to develop to their fullest potential;
- ▶ Deliver a positive program in a safe, supportive and educational environment;
- ▶ Assist children to accept and demonstrate the values of caring, honesty, responsibility and respect.

AOK encourages active parental involvement in each child’s activities and education, which has been shown to increase a child’s success at school, encourage communication and promote self-esteem.

Parents/Guardians/Participants must adhere to all AOK policies, written and/or posted at AOK programs, on site and/or off site activities or programs.

IN ACCORDANCE WITH FEDERAL LAW AND THE US DEPARTMENT OF AGRICULTURE POLICY, ALL PROGRAMS AT AOK ARE PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, OR DISABILITY. TO FILE A COMPLAINT OF DISCRIMINATION, WRITE DIRECTOR OF CIVIL RIGHTS, ROOM 326-W WHITTEN BUILDING, 1400 INDEPENDENCE AVENUE S.W., WASHINGTON D.C. 20250-9410.

RULES, POLICIES OR PROCEDURES MAY BE ADDED, CHANGED OR DELETED AT ANY TIME. NEW POLICIES WILL BE POSTED AND ENFORCED IMMEDIATELY.

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### COVID-19 PROCEDURES

AOK has implemented coronavirus screening protocols to evaluate children and employees daily for symptoms and potential past exposures to COVID-19.

#### CHECK-IN

- ▶ AOK staff will greet youth at a sign-in station outside as they arrive and will be encouraged to observe 6 foot social distancing if they must wait.
- ▶ Hand sanitizer will be provided so that children can clean their hands before they enter.
- ▶ Temperature will be taken on each child. Any child with a fever of **100.4°F** or above or other signs of illness will not be admitted to the facility.

#### CHECK-OUT

- ▶ Once a youth leaves the activity or building, they will **not** be allowed to return.

### OTHER POLICY / PROCEDURE CHANGES

- ▶ Only staff and participants will be allowed in the buildings.
- ▶ On days when school is out all day, youth will not be allowed to bring anything—except medication—from home (hair accessories, jewelry, electronics, extra clothes, etc.) These things can be brought, cleaned and left in the AOK building and used when the child returns.
- ▶ All equipment and surfaces will be disinfected daily by AOK staff.
- ▶ Any youth or staff who have signs or symptoms will be separated from others and sent home as soon as possible.
- ▶ If a youth or staff member are diagnosed with COVID-19, all AOK buildings will be closed indefinitely.
- ▶ Wearing of a mask is recommended but not required.
- ▶ Social distancing will be observed when possible and feasible.

### ADDITIONAL POLICIES

#### SAFETY DRILLS & DISASTER PREPAREDNESS

Monthly fire drills and tornado drills are practiced. A disaster plan is on file and is available for review.

#### SCHOOL CLOSINGS

If Lamar Schools close early or dismiss because of bad weather or emergency, AOK will be open if possible.

#### ALCOHOL / TOBACCO / VAPE-FREE

All AOK facilities are alcohol, tobacco and vape-free, and the use of any alcohol, tobacco or vape products in the AOK buildings or on AOK grounds by any person, including participants, parents or visitors is prohibited.

*(continued on next page)*

### STAFF

- ▶ AOK staff is directly accountable to the Director or AOK Board depending on position and situation.
- ▶ All staff and volunteers are trained according to AOK policy and have ongoing training and/or staff meetings.
- ▶ After School staff are trained to lead activities and ensure the safety of the After School participants.

AOK DIRECTOR IS DIRECTLY ACCOUNTABLE TO THE AOK BOARD AND IS RESPONSIBLE FOR THE OVERALL ADMINISTRATION OF ABOUT OUR KIDS, INC. PROGRAMS.

### DRESS CODE

- ▶ Shorts/skirts must reach bottom of fingertips when hands are held straight down at one's side.
- ▶ Tops must cover belly button, come to top of pants and be at least 1" across at each top of shoulder (no strapless, no ties).
- ▶ Clothing that displays profanity or pictures or slogans regarding tobacco, alcohol or drugs is not allowed.

**Note:** Determination of appropriate dress is at the discretion of Director.

DRESS FOR FIELD TRIPS WILL DEPEND ON THE NATURE OF THE TRIP AND ACTIVITY. FOR SOME OCCASIONS, DRESS WILL BE SPECIFIED BY THE STAFF OR SPONSOR.

YOUTH WHO VIOLATE DRESS CODE WILL NOT BE ALLOWED TO JOIN IN ACTIVITIES UNTIL OFFENDING CLOTHING HAS BEEN CHANGED.

REPEATED VIOLATIONS MAY RESULT IN LOSS OF PRIVILEGES OR DISMISSAL FROM THE PROGRAM.

### LOST & FOUND

AOK recommends that all items, including clothing, are identified with the participant's first and last name.

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# 2020-21 NATHAN'S PLACE ENROLLMENT

PARENT / GUARDIAN MANUAL

## TRANSPORTATION

Enrolled participants may be transported by bus (or approved staff vehicle) to and from Lamar Schools and AOK activities/events only.

## MEDIA

AOK may photograph, videotape and/or name release your child for the purpose of news story, advertisement, AOK newsletter, social media, medical record or other legitimate marketing or community purpose.

## RELEASES

### RELEASE OF INFORMATION / RECORDS

- ▶ Parents with joint custody have the right to request information regarding their children by written request.

AOK AND LAMAR SCHOOL DISTRICT COMMUNICATE AND SHARE PROGRAM INFORMATION, RESOURCES AND DOCUMENTS.

AOK STAFF MAY CONFER WITH TEACHERS, COUNSELORS OR OTHER PROFESSIONALS TO GATHER HELPFUL INFORMATION (INCLUDING GRADE CHECKS) THAT MAY ASSIST IN MEETING THE DEVELOPMENTAL NEEDS OF YOUR CHILD. ALL INFORMATION IS KEPT STRICTLY CONFIDENTIAL.

### RELEASE OF PARTICIPANTS

- ▶ All VolunTeens must Sign In and Sign Out **each day**.
- ▶ When on field trips, when a VolunTeen leaves with us, they must return with us as well.

IF THERE IS A FAMILY PLAN COURT ORDER RESTRICTING PARENT VISITATION, AOK MUST HAVE A COPY ON FILE IN ORDER TO DENY A PARENT ACCESS TO THEIR CHILD.

## DONATIONS

AOK is a non-profit organization and welcomes donations of money, supplies or volunteering of time.

## SIGN AND RETURN THIS PORTION

Each child **must** have a copy of this page signed by a parent/guardian on file.

## 2020-21 NATHAN'S PLACE AGREEMENT

I, YOUR NAME, have read and understand the rules and guidelines for AOK'S VolunTeen program for the school year spanning 2020-2021.

If I have any questions, I may contact Jerod Morey, AOK Executive Director at **417.682.6002** or **jerod@aokyouth.org**.

CHILD'S NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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