



## Saginaw Chippewa Indian Tribe

Department of Recreation

### Future Leaders Program

Tribal Operations Eagles Nest Gym

7070 E. Broadway Mount Pleasant MI, 48858



### Application for Admission

K-12

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Dear Parents & Guardians:

Thank you for selecting the Future Leaders Program as your choice to educate your child in a structure afterschool program. This is a responsibility that SCIT Recreation Staff take seriously. The check-off list on the next page can be used as a guide for completing this application. The Future Leaders Program will also charge a small fee to offset cost for food.

**Falsification or withholding any information in this application will be grounds for non-acceptance or revocation of your child's admission.**

Make sure ALL necessary copies of documents are attached. Incomplete application packages will not be reviewed. The Recreation staff will review and notify each applicant by mail or phone as to the status of his or her application. Complete application packages will be reviewed in order of submission.

We look forward to providing a safe and healthy environment for our youth. Our goal is to increase opportunities for our youth to try new experiences and to encourage them to take part in activities together, supporting one another. Our Department looks forward to becoming part of your child extended family.

Sincerely,

- *Recreation Staff*



**Saginaw Chippewa Indian Tribe of Michigan**

*“Working Together for Our Future”*

7070 E. Broadway  
Mount Pleasant, MI 48858  
989-775-4000  
[www.sagchip.org](http://www.sagchip.org)

**Dates and info:** The SCIT Future Leaders Program will be starting September 3<sup>rd</sup>, 2019 and will run through the school year (excluding school cancellations, and holiday breaks).

The program will run from 3:00 pm-5:00pm on regular full school days, all children must be signed out by 5:15 pm. The program will not run on half days or early outs; there will be scheduled activities for the participants who check in for the day. To ensure the safety of the children enrolled in the program, all children in the Waa-ne-nii-gaan-gab-wi-jik program must be signed out.

### Student Enrollment Application

RECREATION MUST HAVE A COPY THE FOLLOWING TO REVIEW THE APPLICATION:

- ☐ Tribal Enrollment (Tribal ID or Employee ID) for Tribal Members, Descendants, SCIT Tribal Employee Families
  - After-School Payment - \$100 per child (Family rate of over 2 children from the same household drops to \$75 per child thereafter)
  - Registration fee must be paid at the Accounting front desk/human resources
  - A two week grace period will be given for the registration fee.
    - Late fee will be an additional \$15 charge

Below is listed a comparative chart between two services: Based on 34 weeks.

• Organization	• Weekly	• Daily	• Yearly
• Peak	• \$35	• \$11	• \$1190
• <b>Recreation</b>	• \$2.94(N/A)	• \$.58(N/A)	• \$100

### Child/Children's info

SCHOOL NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

## STUDENT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Do you live with: (circle) Mother      Father      Legal Guardian/Other

Gender: (circle) Male Female Tribal Affiliation: \_\_\_\_\_

Tribal Agency: \_\_\_\_\_ Enrollment Number: \_\_\_\_\_

## PARENT OR LEGAL GUARDIAN INFORMATION

Father's Name: \_\_\_\_\_ Tribal Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Work Phone: ( ) \_\_\_\_\_ Father's Cell Phone: ( ) \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Tribal Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Work Phone: ( ) \_\_\_\_\_ Mother's Cell Phone: ( ) \_\_\_\_\_

Legal Guardian (if not parent): \_\_\_\_\_

***If you are the court appointed custodial parent, you must attach appropriate documentation. If the student does not live with either parent or is a ward of the court, attach documentation and provide information on the person(s) responsible for the applicant who will be the primary contact person. A student may not list himself/herself as guardian even if he/she is 18 years of age or older.***

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Guardian's Work Phone: ( ) \_\_\_\_\_ Guardian's Cell Phone: ( ) \_\_\_\_\_

# EMERGENCY CONTACT

## INFORMATION (other than listed guardian)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## HEALTH INFORMATION

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication(s) being taken by child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical conditions: (allergies, diabetes, ect.)

\_\_\_\_\_  
\_\_\_\_\_

Insurance Information- Policy Holder Name \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Group # \_\_\_\_\_

## Signature

**I am legally responsible for this student and hereby apply for his/her admission to the Future Leaders Program. I understand that the program may request additional information before the student is admitted.**

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

***Failure to provide inclusive and accurate information may result in immediate dismissal from the Future Leaders Program.***

## STUDENT PICK UP/CHECK OUT POLICY

Saginaw Chippewa Indian Tribe Recreation Department, policy prohibits students from leaving the Future Leaders Program with anyone other than the parent/guardian unless written consent is on file, and only under the following conditions:

- ☐ **A student may be released only to individuals who are 18 years or older with written parental/guardian permission.**
- ☐ **Recreation staff and management may also choose not to release students when other conditions warrant.**

Individuals wishing to check out a student must appear at the front desk and follow the school's checkout procedures. The person will be asked to present photo identification for identification purposes.

Pickup from anyone that's not on the list must be prearranged with the Saginaw Chippewa Recreation Office located above the tribal gym. There is a fifteen minute grace period for the student to be picked up. If the student is not picked up by 5:45pm and all contacts have been tried with no success, then the student will be taken to Saginaw Chippewa Tribal Police. If this occurs more than twice in a week, without a legitimate excuse than the student will be dismissed from the program.

Please list people who you authorize to pick up your child/children, from the Future Leaders Program.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_

Legal guardians do have the option to allow their child **(13 and older)** to sign themselves out of the program by signing and checking the box below:

☐

**I give my child permission to sign his/her self out of the Future Leaders program.**

Signature of Legal Guardian: \_\_\_\_\_ Date \_\_\_\_\_

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## **ATTENDANCE POLICY**

Students will be required to sign in each day upon arrival. Once a student arrives at the Eagle's Nest, they must be signed out by a legal guardian or designated pick up person listed above in the student pick up/check out policy. If the student chooses to leave on their own without permission the Tribal Police will be notified, the legal guardian will be notified, and the student will not be eligible to return to the Future Leaders Program for one week. If your child does not attend school or gets sent home from school for any reason, ill, bad behavior, suspended from school, etc., your child is not allowed to attend the Future Leaders Program that day as well.

## **BEHAVIOR POLICY**

**NEGATIVE VERBAL BEHAVIOR** or Inappropriate Language will result in the following consequences.

1<sup>st</sup> Infraction – Verbal Warning

2<sup>nd</sup> Infraction – Sitting on the Bench/ Doing chores around the facility (picking up toys, cleaning, and so on)

3<sup>rd</sup> Infraction – A Legal Guardian will be called. The student may return on the next scheduled program day.

\*If the 3<sup>rd</sup> infraction occurs on a field trip, the child will not be able to attend the next scheduled field trip.

4<sup>th</sup> Infraction – Dismissal from the program. (1<sup>st</sup> half of the year/2<sup>nd</sup> half of the year)

If the student plans on attending the program again, a behavior plan will have to be developed and a meeting will have to take place between the Legal Guardian & Youth Activities Recreation Manager before the student will be allowed to attend the next semester.

## **NEGATIVE PHYSICAL BEHAVIOR**

1<sup>st</sup> Infraction – if the incident is witnessed by a staff member, a Legal Guardian will be called to pick up the student from the program. The Student is welcome to return after five (5) scheduled days.

2<sup>nd</sup> Infraction – Dismissal from the program.

## **BULLYING NO TOLERANCE POLICY**

Bullying of any kind will not be tolerated in our facility. If a bullying incident occurs, Legal Guardians of all parties involved will be called so that it is quickly resolved. The guilty perpetrator will be dismissed from the program. Counseling would be suggested to all involved.

Definition of Bullying is the use of force or coercion to abuse or intimidate others. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of class, race, religion, gender, sexuality, appearance, behavior, or ability. If bullying is done by a group, it is called mobbing. The victim of bullying is sometimes referred to as a "target".

Bullying can be defined in many different ways. Bullying consists of four basic types of abuse – emotional (sometimes called relational), verbal, physical, and cyber. It typically involves subtle methods of coercion such as intimidation.

Bullying ranges from simple one-on-one bullying to more complex bullying in which the bully may have one or more "lieutenants" who may seem to be willing to assist the primary bully in his or her bullying activities. Bullying in school and the workplace is also referred to as peer abuse.

A bullying culture can develop in any context in which human beings interact with each other. This includes school, family, the workplace, home, and neighborhoods.

## **ALCOHOL/DRUGS POLICY**

This is an alcohol and drug free facility. If anyone is caught with alcohol or drugs, the Tribal Police will be notified immediately, followed by a phone call to a Legal Guardian. This will result in an immediate dismissal from the afterschool program.

Signature of Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*These rules are to ensure the safety and integrity of all participants involved with the Waa-ne-nii-gaan-gab-wi-jik Program. The Policy's will be enforced so that all participants can enjoy the program. If you have any questions, concerns, or need further explanation of these rules please contact Lucas Sprague Recreation Manager at [LuSprague@Sagchip.co](mailto:LuSprague@Sagchip.co)*

**Thank you for enrolling your child in the  
Waa-ne-nii-gaan-gab-wi-jik “Future Leaders” program!  
Below you will find important information regarding the new program.**

- The program runs from 3pm-5pm on regular full school days. You will have until 5:30pm to sign-out and pick up your child if they have not been giving signed permission to sign themselves out. But know that no activities will be held after 5pm so your child will be waiting at the pick-up door located on the North-West Entrance of the Gym.
- **Closed days:**
  - The program is not open on Saturday’s and Sunday’s.
  - We follow the School Calendar.

**If you have any questions please contact:**

**Lucas Sprague  
LuSprague@sagchip.org**

**Or**

**Recreation Staff  
RECREATION@Sagchip.org**



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