

Xpress at the 88-STEP Theater **REGISTRATION MEMORANDUM**



To: Parents and Guardians
From: Louis Carlo, Site Director

We are pleased to invite your son/daughter to participate in Xpress at the 88-STEP Theater from September 20, 2004 to June 3, 2005, at our facility at 9 East 7th Street, Top Floor (the "Premises"). This letter describes the program and eligibility requirements.

1. **HOURS:** Xpress operates regularly from 4:00 p.m. to 7:00 p.m., Monday through Friday. Special events and/or extended hours may modify those hours from time to time. *XAS will be closed on days that the NYC public schools are closed*, including snow days and other unplanned closures, unless otherwise notified.
2. **ACTIVITIES:** Xpress activities include theater productions; dance, drama, creative writing, music, computer, or other multimedia workshops; fine arts; leadership and entrepreneurship opportunities; rap sessions; homework help; mentoring; tutoring; community service projects; and field trips throughout New York City. Students must sign up separately for each activity.
3. **AGES:** Xpress is open to students age 13 to 18. Students must turn 13 years old before September 20, 2004.
4. **NUMBER OF STUDENTS:** Enrollment is limited to 30, on a first come, first serve basis, with additional students placed on a waiting list. Failure to attend without notice before October 15, or ten consecutive absences without a valid reason, may remove a student from the roster.
5. **REGISTRATION.** Every child must return the following forms completed and signed by a parent or legal guardian in order to participate in Xpress: (1) REGISTRATION, (2) ACADEMIC INFORMATION RELEASE, (3) PARENTAL RELEASE, (4) MEDICAL RELEASE and (5) BIRTH CERTIFICATE COPY.
6. **PICK-UP.** Students 13-18 may leave the Premises unsupervised, unless you indicate otherwise by listing on the attached Registration authorized adults who may pick them up.
7. **HOMEWORK HELP** is an essential part of the Xpress schedule. Please insure that your student brings all homework assignments, relevant schoolbooks and supplies each day in order to complete assignments.
8. **OPEN HOUSE:** Feel free to attend an open house at the Premises on September 15 or 16 from 5-7 pm to meet the staff and have any questions answered.
9. **TUITION:** Generally, Xpress is tuition free, but certain activities may require a participation fee for supplies, transportation, or admission. We will notify you as appropriate and ask that you make every effort to cooperate. Financial assistance may be available if needed.

Thank you for your cooperation. We look forward to a wonderful year and are honored to serve you and your children. If you have any questions of need additional information, feel free to call me at (917) 561-1816.

**Xpress at the 88-STEP Theater
REGISTRATION FORM**



Child's Name _____
Last First M.I.

Sex (M/F) _____ DOB ____/____/____ Age _____

Address _____
Street Apt. City State Zip

Parent/ Guardian _____

Phone (Home) _____ (Work) _____ (Cell) _____

Does your child suffer from a physical or mental disability or disease (HIV/AIDS, Depression, Diabetes, Epilepsy, Dislexia, Asthma, ADHD, Cancer, etc.)? (Y/N) _____. If yes, please specify: _____

Is your child currently on any medication or other regular treatment that may require supervision? (Y/N) _____. If yes, please specify: _____

Does your child require any special services during the regular school day (social worker, resource room, ESL, etc.)? (Y/N) _____. If yes, please specify: _____

Is your child required to participate in a mandated, school-based after school program? (Y/N) _____. If so, what program? _____

Does your child have permission to leave the Premises without an authorized adult to pick him/her up? (Y/N) _____. If no, please specify the name(s) of the individual(s) authorized to pick up your child: _____

In case of an emergency is Generation Xcel staff permitted to take immediate action, such as calling 911, or accompanying the child to the emergency room or other health care facility? (Y/N) _____

SECONDARY FAMILY MEMBER OR NEIGHBOR TO NOTIFY IN CASE OF EMERGENCY:

Name _____

Emergency Phone _____ Alt. Phone _____

Address _____
Street Apt. City State Zip

Parent/Guardian Signature

Date

**Xpress at the 88-STEP Theater
PARENTAL RELEASE FORM**

2004-2005



PARTICIPATION. I give permission for my child to participate in Xpress at the 88-STEP Theater (the "Program") from **September 20, 2004 to June 3, 2005**, including, but not limited to, any activities and/or outings hosted, sponsored, or conducted in connection with Generation Xcel such as theater productions; dance, drama, creative writing, music, computer, or other multimedia workshops; fine arts; leadership and entrepreneurship opportunities; rap sessions; homework help; mentoring; tutoring; community service projects; and field trips throughout New York City

LOCATIONS. I understand that Program activities will be based out of the Generation Xcel location at the 88-STEP Theater at 9 East 7th Street, Top Floor, and may include special events at Xcel's alternate location at 154 Avenue D, Ground Floor (the "Premises"), as well as various outdoor locations from time to time throughout the Lower East Side and East Village neighborhoods. I release my child to participate at all locations.

ATTENDANCE. I understand that my child's attendance will be determined by signing in and out each day. When my child signs out at the end of the day, or is picked up by an authorized individual, the Generation Xcel staff is no longer responsible for my child.

VIDEO, FILM, AND PHOTOGRAPHY RELEASE. I give my child permission to participate in any video/film or photography projects with Generation Xcel that may from time to time arise in connection with the activities of Generation Xcel. I understand that his/her participation may be used in video/film on the Internet for educational or promotional purposes; video/film festivals; television exposure; public service announcements; and all other broadcasting or non-broadcasting purposes in any matter of media, including printed documents such as flyers, brochures, and other materials, in perpetuity throughout the United States and abroad. I understand that my child's participation offers no remuneration, unless expressly noticed in writing at the time of a specific project.

I grant permission for Generation Xcel to use my child's first name and/or likeness for publicity or institutional promotional purposes, and to edit, produce, and record for duplication and distribution that likeness as appropriate. I expressly release Generation Xcel, Community Solutions, Inc., and any of their licensees, assignees, affiliates and successors from any privacy, defamation, or other claim I may have arising out of any video/film or photography project or the use thereof.

LEGAL LIABILITY. I hereby release Generation Xcel, Community Solutions, Inc., sponsors, and community partners, from all legal liability for my child.

ACCURACY. I certify that the information contained in the attached registration form is true and accurate to the best of my knowledge.

Child's Name: _____ Parent/Guardian: _____

Home Address _____
Street Apt. City State Zip

Phone (Home) _____ (Work) _____ (Cell) _____

Parent/Guardian Signature

Date

ACADEMIC INFORMATION RELEASE FORM



I, the parent/guardian of _____ (student's name), authorize the New York City Department of Education, my child's school, and their representatives, to release information about my child, including, but not limited to, attendance records, standardized test scores, assessments, report cards, progress reports, and other information related to my child's academic and social performance in school, to the site director or education coordinator for Generation Xcel. Generation Xcel agrees to keep all such information strictly confidential, and to use it, in consultation with the child's educators and parents, to craft an after-school education strategy that supplements and supports the education received at school.

Print full name of parent/guardian

Student ID # (if appropriate)

Parent/Guardian Signature

Date

Grade, Fall 2004

School Name

School Code

Class

School Address

School Phone

Guidance Counselor

Home Room Teacher

The information released to Generation Xcel and its representatives will be kept confidential to the full extent permitted by law. Failure to maintain confidentiality will subject parties to all applicable penalties and/or sanctions.