



# LEAP Afterschool Application Process

1. Complete the registration form: please include everything asked for on the registration form. Leaving spaces blank or not signing the back will take longer for your child to be processed. **Be sure you have signed the back.**
2. Return the form to Kathy Adcock or Terri Boyce at the school as soon as possible.
3. WAIT until you receive **NOTICE OF ACCEPTANCE LETTER**. It will have your child's name and the date he/she may begin staying for LEAP.
4. There is a limited number of students that we can accommodate, so it is very important that you return all completed paperwork when asked.
5. **Completing the registration form does NOT mean acceptance. Please wait for the LETTER OF ACCEPTANCE into the program.**

## **A few things to remember about LEAP at Harmony Elementary:**

- ❖ An acceptance letter will be sent home telling you the date your child/children may begin.
- ❖ All policies, including behavior, bus, and attendance must be followed or your child will be dismissed.
- ❖ No cell phones, toys, or devices will be allowed (same policy as the school)
- ❖ No LEAP on Fridays
- ❖ Changes in transportation take up to two weeks to change. We cannot write a bus pass for changes. We must have written notice of changes.
- ❖ All references, concerns, or questions about LEAP should be directed to me, **Kathy Adcock**, not the classroom teacher.

**YOU KEEP THE FIRST TWO PAGES OF THIS PACKET FOR REFERENCE  
AND RETURN THE REGISTRATION FORM AS SOON AS POSSIBLE.**

**Thank you!**