

FLYERS Afterschool Program Parent Handbook

2022-2023

FLYERS Afterschool Program

The FLYERS program, established over 25 years ago, is in partnership with the Fort Mill School District with the intention of creating a safe space during the after school hours at every elementary school. Children in kindergarten through 5th grade will play, learn and grow as they engage in activities that encourage academic support, social and emotional learning, and age appropriate development. Homework, planned activity, centers, snacks and outdoor play are all part of the FLYERS Afterschool experience. FLYERS staff are experienced teachers and caregivers that strive to provide a 1:12 staff-to-student ratio. For more information about FLYERS, please visit our website at flyersprograms.org and our [Facebook page](#).

Communication is key in our partnership with parents. Messaging regarding upcoming registrations, newsletters, field trips and billing will come from EZChildTrack@ASCGreenway.org. Please add this email to your contacts so that our emails will not be lost.

Location contact information:

FLYERS Location	Site Phone (area code 803)	Site Email Address
Operations Director	547-1078	lindseyarnautovic@ascgreenway.org
Administrative	547-1045	cathyreece@ascgreenway.org
Doby's Bridge	835-5313	dbflyers@ascgreenway.org
Fort Mill	547-1318	fmflyers@ascgreenway.org
Gold Hill	547-1395	ghflyers@ascgreenway.org
Kings Town	547-2027	ktflyers@ascgreenway.org
Orchard Park	547-1308	opflyers@ascgreenway.org
Pleasant Knoll	835-0110	pkflyers@ascgreenway.org
Riverview	835-0112	rvflyers@ascgreenway.org
River Trail	835-7518	rtflyers@ascgreenway.org
Springfield	547-2151	sfflyers@ascgreenway.org
Sugar Creek	835-0111	scflyers@ascgreenway.org
Tega Cay	835-5362	tcflyers@ascgreenway.org

FLYERS Child Drop-Off & Pick-Up Location

Please wait in your vehicle and we will walk out to check your child in and bring your child to your vehicle. ALL PARTICIPANTS SHOULD EXIT FROM THE CURB-SIDE (RIGHT SIDE) OF THE VEHICLE. At pick-up, please have your PIN, and ID ready, there will be staff from different locations that may not recognize some of the families. We cannot accept participants prior to program start time (7am).

Doby's Bridge ES: 1000 Dragon Way, Fort Mill, SC 29715, FLYERS Site Phone: 803-835-5313

Take the first bus entrance to the left and follow the loop around to the back parking lot. You will pass a playground to the back of the school to the parking lot and go to the awning and FLYERS A-frame sign on the sidewalk.

Fort Mill ES: 192 Springfield Parkway, Fort Mill, SC 29715, FLYERS Site Phone: 803-547-1318

front of school loop at cafeteria double doors

Gold Hill ES: 1000 Dave Gibson Blvd., Tega Cay, SC 29708, FLYERS Site Phone: 803-547-1395

back of school from Dam Rd. Follow middle school athletic field sign, past staff parking lot, onto an asphalt track all the way around until last door on right.

Kings Town ES: 1774 Masons Bend Dr, Fort Mill, SC 29708, FLYERS Site Phone: 803-547-2027

To maximize safe and efficient arrival of our participants, drivers should approach the school using the main entrance off Masons Bend Dr. When dropping off your child(ren) please pass the main school entrance and pull forward to the FLYERS A-frame sign on the sidewalk.

Orchard Park ES: 474 Third Baxter Street, Fort Mill, SC 29708, FLYERS Site Phone: 803-547-1308

front of school, follow car rider loop to front entrance of school

Pleasant Knoll ES: 2346 Pleasant Road, Fort Mill, SC 29708, FLYERS Site Phone: 803-835-0110

front of school at cafeteria

Riverview ES: 1300 Spratt Street, Fort Mill, SC 29715, FLYERS Site Phone: 803-835-0112

Pick up each afternoon for Riverview FLYERS will be in the bus loop area. You will enter the campus via the entrance beside the Comporium soccer fields. Follow that around to the back of the building to enter the bus loop. There will be a sign near the end of the breezeway marking the FLYERS Pickup area. We do not have a direct visual of the bus loop from our indoor space- please call 803-835-0112 and a staff member will come to your vehicle to check out your child/ren.

River Trail ES: 116 Fort Mill Parkway, Fort Mill, SC 29715, FLYERS Site Phone: 803-835-7518

When picking up your FLYERS children, please use the entrance onto the property that leads to the front of the school. Proceed past the main entrance to the last set of doors. This is where the cafeteria is located. FLYERS is in the cafeteria.

Springfield ES: 1691 Springfield Parkway, Fort Mill, SC 29715, FLYERS Site Phone: 803-547-2151

Drive to the front of the school, we are in the cafeteria and FLYERS A-frame sign on the sidewalk.

Sugar Creek ES: 1599 Farmhouse Drive, Fort Mill, SC 29715, FLYERS Site Phone: 803-835-0111

front of school at cafeteria

Tega Cay ES: 2185 Gold Hill Road, Tega Cay, SC 29708 FLYERS Site Phone: 803-835-5362

Follow the bus loop to the back of the school. If you pull up to the side of the black awning and FLYERS A-frame sign on the sidewalk.

Registration Fees, Weekly Payment, Late Payments, and Hours of Operation

Please note: we will be communicating with you through EZ Child Track on occasion so please be sure to 'opt in' to emails on EZ Child Track and mark them as a 'safe sender' so no emails get directed to your junk mail.

With the enrollment of your child in the FLYERS Afterschool Program, it is the parent's responsibility to keep your child's records (contacts, phone numbers, emails, and authorized pick-ups) current and

accurate. Add Greenway membership number to profile in order to receive discount. If membership lapses and renewal occurs, inform the FLYERS administrative office at 803.547.1045 or EZChildTrack@ASCGreenway.org. As changes occur and updates are required, log into your EZChildTrack online account at: <https://www.ezchildtrack.com/ascgreenway/parent>

Registration Fees

FLYERS has an annual \$100 registration fee that is due at the time of enrollment and is non-refundable.
July 31- August 7, 2022: \$125 (late enrollment)
August 8 – August 31, 2022: No enrollment accepted at this time
On or after September 1, 2022: \$100

Weekly Tuition

\$82 a week for non-members. Tuition is a flat rate billed weekly. We do not prorate for days off regardless of attendance or charge extra for full and half days.

5% Greenway member discount on weekly tuition. For more information on the Greenway memberships, please see our website at ascgreenway.org or reach out to Guest Services at 803-547-4575.

Financial Assistance available. FLYERS offers financial assistance through the Bridge Program at: <https://www.ascgreenway.org/join/financial-assistance/>

Cancellation/Early Withdrawal

A two-week written notice submitted to the FLYERS office is required when withdrawing a child from the program by filling out a cancellation form (found on our website www.flyersprograms.org/). During the two-week notice, you are still responsible for tuition payments.

EZChildtrack and Billing

All billing will be managed through EZ Child Track. Payments are due on a weekly basis and are due seven days prior to the program week. A \$20 Late Fee will be enforced for payments not received on time. If the weekly payment is not received the prior week, your child will not be able to attend the FLYERS program during the week of non-payment. You will receive notice of non-payment and your child may not attend for the week of non-payment until payment is received or a payment plan has been set up. Full payment is due for every week during the school year; this includes partial weeks and full day weeks. You will receive a reminder from EZChildTrack when your account is past due. Should you need to download a receipt, invoice, or tax record you can do so from your EZChildTrack Parent Portal under the 'Payments and Statements' section (instructions below). Anne Springs Close Greenway will not refund due to absences, illness, inclement weather or vacations.

All program payments should be made online by logging into your EZChildTrack account. However, should payment by cash or check need to be made, Guest Services located at 2573 Lake Haigler Drive, Fort Mill SC 29715 can accept payment. Payments by phone can be made by calling 803.547.4575.

Please note that we cannot accept FLEX Childcare Credit Cards or DSS ABC Vouchers for payment.

Convenient automatic weekly "Auto Pay" (credit or debit) payments are available and encouraged online (instructions below).

Hours of Operation

The FLYERS Afterschool Program operates from school dismissal to 6:00 pm each instructional day.

Late Pick Up

A \$10 late pick up fee for every 15 minutes (6:01-6:15 = \$10, 6:16-6:30 = \$20) will be required to be paid on the next billing cycle with each late pick up. On the third late pick up the charges are \$20 for every 15 minutes that the child is not picked from the program. On the fourth occurrence, your child may be removed from the program.

Absences During Program

The FLYERS Afterschool Program bills for dates your child is enrolled in the program and not for actual attendance. In the event of any absences during program hours, you will be responsible for weekly tuition. This would include any vacation time.

Important Dates

Holidays and Teacher Work Days:

The FLYERS Afterschool Program will be open on most teacher workdays and some school breaks. There will be some days that the FLYERS Afterschool Program will not be open. Please refer to *Important Dates* (below) for details. The children are required to bring their lunch to all full days. There is no additional charge for full days but an RSVP to your site is important to ensure appropriate supplies and staffing.

Important Dates

Program First Day: August 15, 2022 Program Last Day: May 24, 2023

FLYERS will be operating on a **Full Day** (7 am– 6 pm) schedule on the following days:

October 17, 2022	January 16, 2023
November 8, 2022	February 17, 2023
December 22-23, 2022	February 20, 2023
December 27-30, 2022	March 17, 2023
January 3, 2023	April 3-6, 2023

Note: Please be aware that the care offered on the above full days will be at limited FLYERS locations. Please check with staff for your child's particular school site.

FLYERS will be operating on a **Half Day** schedule (dismissal – 6 pm) on the following days:

December 21, 2022	May 24, 2023
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FLYERS will be operating on a **2 Early Hour Release Day** schedule (dismissal – 6 pm) on the following days:

September 30, 2022	January 27, 2023
October 28, 2022	March 3, 2023
December 2, 2022	April 28, 2023

FLYERS will **not be** in session on the following days:

September 5, 2022	January 2, 2023
November 23-25, 2022	April 7, 2023
December 26, 2022	May 25-26, 2023

Inclement Weather and Emergency Closure information

Emergency Closings

The FLYERS Afterschool program follows the Fort Mill School District emergency closing and weather related closing schedule. The FLYERS Afterschool program will not be in session if the Fort Mill School District decides they need to close for the day. If the district calls for a late start morning, FLYERS will be in session.

Early dismissal due to inclement weather

If the Fort Mill School District dismisses early due to inclement weather, and that decision is made **prior to 12 noon that day**, FLYERS will not be in session. Your child will need to take their alternative transportation method home, either by bus or car line. Please be sure your child knows which of these they will be taking in the case of early dismissal and reach out to your child's school office to be sure their transportation method is known.

If the Fort Mill School District dismisses early due to inclement weather, and that decision is made **after 12 noon that day**, FLYERS afterschool will be in session for an abbreviated amount of time. FLYERS afterschool will be there to provide care for your child(ren) until 3:30pm allowing parents and/or emergency pick up people time to get to the school. Please be sure all authorized pick-up contacts are listed in your EZChildTrack account. FLYERS employees will not release your child to anyone that is not listed in your account. You may update your account by using [this link](#).

General Liability Release

The FLYERS After School Program is well child-proofed and the children are consistently well supervised. However, accidents, injuries, and illnesses do happen. The undersigned(s) personally and on behalf of the child assume(s) all risk of death, illness, injury or harm to the child associated with or arising out of transportation of the child from the applicable school to the Greenway in a bus or other vehicle owned or operated by the Greenway and/or participation in the FLYERS After School Program and agree(s) to release, indemnify, defend and forever discharge the FLYERS After School Program, Anne Springs Close Greenway and Leroy Springs & Company, Inc. and its members, officers, directors, staff, employees, volunteers and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, illness, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the FLYERS After School Program, including, without limitation, death, illness, or injury arising out of or related to (a) transportation of the child from the school to the Greenway in a bus or other vehicle owned or operated by the Greenway and/or (b) any disease, illness, compromised immune system, disability, or other condition contracted by or affecting the child, whether caused by a virus, bacteria, epidemic, pandemic or other cause or source (including, without limitation, COVID-19), unless primarily caused by the negligence of the FLYERS After School Program.

Program Policies

Behavior Policy

The FLYERS Afterschool Program uses positive discipline strategies whenever possible. Our hope is to focus on the positive behaviors and correct the negative behaviors, equipping children to make better decisions in the future. FLYERS is a fun, safe space to build friendships and interact with peers. We understand that certain behaviors and challenging situations are developmentally normal and that our role is that of a teacher and mentor. The FLYERS staff is there to help children develop lifelong skills through challenging situations, as well as, use them as learning opportunities. With all children in the program, our first priority is their safety and well-being.

Each child attending the FLYERS Afterschool Program is expected to follow all rules to ensure that each participant remains safe and can have a positive experience. Any child that cannot behave in a safe, expected and kind manner will be taken away from activities when necessary. Parents will be informed of unacceptable behavior and asked to sign a discipline form. Aggression of any kind will not be tolerated and will result in an automatic suspension. If behavior continues to be a problem, the Site Coordinator will have the discretion to suspend a child from the program. As a last resort, and after multiple attempts of meeting the needs of the child, it is possible that a child will be removed from the program. The FLYERS Afterschool Program staff does not use corporal punishment.

Zero Tolerance Policy

LSC is committed to maintaining a safe and welcoming environment that is free of racism, discrimination, and harassment and in which all employees, members and guests are treated with dignity and respect. Racism, discrimination, and harassment of any kind is contrary to our core values and undermines our mission to connect all people to nature through conservation, recreation and education. Racism, discrimination, and harassment of any kind will not be tolerated on any LSC property or within LSC programs operating within or outside of the property. This policy enforces zero tolerance for any forms of racism, harassment, and/or discrimination, regardless of intention. Any person who violates this policy is subject to having his or her individual or family membership or guest status immediately revoked, and/or immediately removed from any LSC program or property.

Medical

FLYERS is not staffed to serve children who need one on one direct care. We do our best to maintain the child to staff ratio of 12 to 1 at all times. All children who attend FLYERS must be able to use the toilet without assistance.

As a reminder, you have certified that your child is of good mental and physical health and not aware of any health or physical limitations that would interfere with participation in the FLYERS program. You have disclosed all of their child's severe allergies to food, plants or insects and permission given to authorize emergency care to their child in the event that neither the parent or the physician can be contacted and accepts financial responsibility for such services. You have signed a medication authorization form authorizing medication to be administered (except during an emergency). **Parents, please provide an epi-pen to your child's site should your child require one.** The FLYERS staff will not administer shots (other than an epi-pen) or suppositories. FLYERS staff will log all medications given in the medical log book stating the date and time and sign.

Covid Policy

The FLYERS Program follows the latest guidance from the FMSD as well as SCDHEC regarding Covid and necessary protocols. Please refer to these guidelines for Covid related questions.

Technology Policy

The FLYERS program aims to give each participant the best possible afterschool experience with us. We hope to have your child(ren) interacting with peers, learning new things and engaging with activities offered. To allow that to happen we have a strict **no technology** policy for our participants.

Cell phones:

Should your child bring a cell phone to the FLYERS program they will be asked to keep it in their back pack/lunch box or we will keep it safely for them in our office and return it to them at check out.

Each program site will have a phone number (page 2) that can always be called to check in on your child or for emergency purposes.

Smart Watches:

Watches that have any phone capabilities should have the phone capabilities turned off during the hours of our program. If a watch is going to be used as a phone, it will also have to be kept in the student's book bag as with our cell phone policy. Also, if the smart watch has a camera option, it needs to be kept off to ensure the privacy of the other children. If you have a child with a smart watch, please speak with them about keeping the phone capabilities turned off. We appreciate your help with this.

Tablets/IPADS/Laptops:

Tablets, iPads and laptops are items that will not be used during our program day. In the case your child brings one of these items to the program, they will be asked to keep it in their back pack as with our cell phone policy.

Child Release Policy

The FLYERS Afterschool Program has a responsibility to maintain the safety of the children. The program maintains a strict policy on child release authorization. The FLYERS program will release a child to any authorized person listed as an emergency or authorized pick up contact. Each authorized person must show a form of identification and sign the child out daily. A child may be released at any time to any person listed as a guardian or person authorized to pick up as set forth in EZChildTrack or other written authorization from listed guardian. **It is required of the staff to ID anyone they do not recognize.**

As part of the EZChildTrack system, the FLYERS program uses an electronic check out process which requires each authorized pick up contact to have a PIN code to check out a child. Having a separate PIN for each person will allow us to be able to have record of who checked a child out. If an unauthorized individual attempts to pick up a child, the parent or emergency contact person will be immediately notified by telephone. If the Site Coordinator is unable to reach a parent or emergency contact person, the child **will not** be released. If an unauthorized person is uncooperative or at the request of the parent, the police will be notified.

Authorized Pick Up, PIN Codes, Account Disclosure & Auto Pay

The FLYERS program will release a child to any authorized person listed as an emergency or authorized pick up contact. Each authorized person must show a form of identification and sign the child out daily. Your child may be released at any time to any person listed as a guardian or person authorized to pick up as set forth in EZChildTrack or other written authorization from listed guardian.

As part of the EZChildTrack system, FLYERS uses an electronic check out process which requires you to have a PIN (personal identification number) Code to check out your child. Please log in to your Parent Portal on EZChildTrack before school begins, click on "My Account" and input a PIN for each authorized pick up person on your account. Having a separate PIN for each person will allow us to be able to have record of who checked your child out. Please see screen shots below to help you with that process.

The FLYERS Afterschool Program may disclose account information regarding fees including the payment and any delinquency to any guardian or person authorized to pick up your child.

Setting PIN's in EZChildTrack

Please log into your EZChildTrack Parent Portal at www.ezchildtrack.com/ascgreenway/parent

- Click on “My Account” in the upper right hand corner

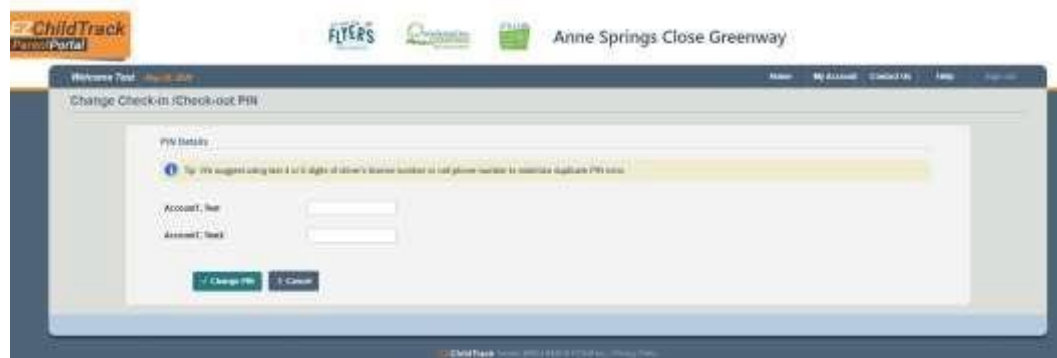


- Click on “Change PIN” in next screen



- Designate a unique PIN for each authorized pick up person in your child(ren)'s account. Each contact's mobile phone number or driver's license number are good numbers to use. Once done, please be sure to click on “Change PIN” at bottom of screen. If you receive an error message at the bottom of the screen, then your pin has not saved. Should you receive an error message “could not update PIN, already been established”, please choose a different PIN. PIN codes can be up to 10 digits long.

*Please note that each PIN used in EZChildTrack does need to be unique, therefore we suggest using driver's license numbers or six digit birthdates for ease of designating unique numbers and ease of recalling PIN's upon check in/out.



Instructions to changing Auto Payment Details

Changing Auto Payment Details

1. Once you have signed up for auto pay, you can change auto payment details by clicking on the [Change Autopay] button in 'Payments & Statements' section of Parent Portal Home page.

Payments & Statements

Account No : P1-A00497

Current Balance	\$121.00
Past Due	\$121.00
Payment Due	\$131.00
Payment Due Date	4/25/2014

Pay Now

[View Statement](#) [View Projected Payment](#)

[Change Autopay](#)

2. A screen is displayed as follows. If you wish to view the terms and conditions to which the account holder had agreed upon during automatic payment sign up, click on the [View Agreement] button. Click on the [Cancel Automatic Payment] button to cancel auto payment & make payments manually. Click on the [Change Payment Method] button to choose a different payment method.

[View Agreement](#) [x Close](#)

The account P1-A00750 is enrolled in automatic payment using ending with #3414. The payments will automatically be made on payment due date for each billing cycle.

Autopay start date : 07/26/2018 (For Period: 07/30/2018-08/10/2018)

Payment Method : Bank Account

Name (Bank Account Holder) : Charles Anthony

Account : Acct ending with 3414

You can change the payment method or cancel the automatic payment for future payments.

Change Payment Method

If you wish to change the payment method, please click on the button below to change payment method.

[Change Payment Method](#)

Cancel Automatic Payment

If you wish to cancel the automatic payment, please click on the button below:

[x Cancel Automatic Payment](#)

If you decide to cancel then you are responsible for making the payments.

3. Select the desired payment method. You can also delete the existing saved automatic payment method.

Change Autopay How Automatic Payment Works? X Cancel

Select Payment Method

	MC ending with #2150 Jeffrey Thomas	Exp: 02/2025 Valid on 10/02/2017	➔	🗑
	New Credit Card		➔	
	Bank Account		➔	

4. In the next screen, after selecting the payer, click on the [Enter Credit Card]/[Enter Bank Account] button.

Automatic Payment using Credit Card ← Change Payment Method X Cancel

Select Payer

Paid by
--Select--

Name on Card (First Name) Last Name

Street Address Apt No

City State Zip

Email

Primary Acct Holder will always receive an email receipt.

Terms & Conditions

debit(s) be returned as NSF or Uncollected Funds, I/(we) authorize the COMPANY to collect such debit(s) electronically and to subsequently collect a Returned Item Fee of \$ 50.00 (or the maximum allowed by state law, whichever is greater) per item, electronically from the same account identified below.

This authorization is to remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the COMPANY a reasonable opportunity to act.

I certify that am the duly authorized signer of the account identified above.

I certify that I have read and agree to the Terms & Conditions

Enter Credit Card

Disclaimer : The agreement is strictly between you and Anderson SD - Extended Day EZChildTrack is not a party to this automatic payment agreement.

5. A BluePay payment form is displayed wherein you can enter all card/bank details.

Header: **Discover Account**

Card Card Number:

CVV2:

Expiration Date: Month Year

Your account will be enrolled in autopay with the above card.

No Agency will accept from #22312617 for period 01/31/2017-06/30/2017
Any payments due prior to the subject's last date must be paid manually.

Enroll Account

BluePay

Click on [Enroll in Autopay] to complete the process.

The [Cancel Autopay/ Payment] button in Parent Portal will be hidden if automatic payment is mandatory. You will not be able to cancel automatic payment in such a case. If you wish to discontinue automatic payment, please contact your childcare provider.

Obtaining Statements and Invoices

You are here: [Parent Portal](#) > Print Statements

Print Statements

To print statements click on the [View Statement] button in the 'Payments & Statements' section of the Home page.

From the 'Statements' page, you can:

1. Print invoices after selecting the desired Service Period.
2. Print transaction reports for a specific time period.
3. Print receipts.
4. Print tax statements for a selected financial year.

The screenshot shows a web interface titled "Statements" with a close button in the top right corner. It features four main sections:

- Invoices:** Includes a "Select Service Period" dropdown menu with the value "07/13/2015-07/17/2015" and a "Print" button.
- Transactions:** Includes "From" and "To" date fields with calendar icons. The "From" field is set to "9/25/2015" and the "To" field is set to "11/24/2015". Below these fields are "Payment" and "Statement" buttons.
- Receipts:** Includes a "Payments" dropdown menu with the value "05/18/2015 : Cash" and a "Print" button.
- Tax Statements:** Includes a "Tax Year" field with the value "2014" and a "Print" button.

To generate these invoices, receipts, tax statements, click on the [Print] button.

To generate a payment transaction report for a specific time period, click on the [Payment] button.

To generate a statement with transaction details for a specific time period, click on the [Statement] button.

Adding Membership Number and/or Changes to Profile

You are here: [Parent Portal](#) > [View and Manage Information](#) > [Account Details](#) > View Account Details

View Account Details

On 'My Account' page, you can view:

1. Account information like the primary and secondary account holder's details.
2. Child details. Use the 'Contacts' link for each child to get more details.
3. Information linked with each contact associated with this account.

The screenshot displays the 'View Account Details' page for Elizabeth Alison (P1-A01279). At the top, there are navigation buttons: 'Change PIN', 'Change Child Medical Information', 'Add Contacts', 'Change Password', and 'Close'. The page is divided into three main sections:

- Account Information:** Shows the primary account holder, Elizabeth Alison, with her photo, name, and contact details (1051 Ingham Road Houston, TX 54654, phone numbers, and email). There is an 'Upload Photo' button and a 'Change' link. A secondary account holder section is also visible with an 'Add Secondary Account Holder' button.
- Child Participant (s):** Lists three children: Aurora, Ben, and Jacky. Each child entry includes their photo, name, birth date, grade level, and school. There are 'Upload Photo' buttons and 'Contacts' links for each child.
- Emergency/ Authorized to Pickup Contacts:** Lists two contacts: Vanessa and Vaj. Each contact entry includes their photo, name, address, and phone numbers. There are 'Upload Photo' buttons and 'Change' and 'Delete' links for each contact.



The [Add Contacts], [Change Child Medical Information] buttons along with the 'Change', 'Delete' options for contacts are displayed only if enabled by the administrator.



FLYERS Afterschool Program

AUTHORIZATION TO ADMINISTER PRESCRIBED OR NON-PRESCRIBED MEDICATION TO PARTICIPANT WHILE IN THE FLYERS PROGRAM.

Name of Child: _____

I hereby request the FLYERS Staff, through its designated authority, to administer the medication herewith provided according to the instructions contained on this form, to my child. Prescription drugs and other medication required by your child must be in the original container and clearly labeled with the child's name and dosage schedule, and must have written directions for administering the medication. Please enclose medication in a labeled zip lock bag.

Name of Medication: _____

Dosage: _____

Time Medication is to be given: _____

Possible side effects, if any: _____

Physician's Name: _____

Physician's Address: _____

Physician's Phone: _____

Date: _____

Signature of Parent/Guardian _____