



# Voice of Hope Admissions Process

These steps apply to all campuses, Main Campus, Uplift Gradus in DeSoto, and Uplift Grand in Grand Prairie and to all programs, ASPIRE, ECEC, & Morning Care.

Please follow these steps to successfully enroll your scholar to Voice of Hope Programs:

**Step 1. Application:**

Complete the programs application online at [www.voiceofhope.org](http://www.voiceofhope.org) where you can submit the application on the website.

Download and print the application and then submit it by fax to 214.631.7877 attention to Alex Hardesty

Or download, complete on your computer and then attach and email to [ahardesty@voiceofhope.org](mailto:ahardesty@voiceofhope.org)

**Step 2. Enrollment Form:**

Once your application is completed, you will receive a follow up email from Alex Hardesty (please allow 24-48 hrs.) with the enrollment form for you to complete.

**Step 3. Payment:**

After both the enrollment form and application have been submitted, your monthly payment is due (This payment is what reserves your scholars spot in the after-school program.)

Payment can be made online [www.voiceofhope.org/make-a-payment](http://www.voiceofhope.org/make-a-payment) or at the main campus with debit/credit card, money order or check.

**Step 4. Confirmation:**

You will receive an email or call from Alex Hardesty with confirmation and start date for your scholar to the appropriate program.



# Confidential Application Form ASPIRE 2019-2020

4120 Gentry Dr.  
Dallas, TX 75212

214.631.7027  
www.voiceofhope.org

## Please complete one form for each child

**Confidentiality:** Any confidential information requested is for our records and will only be used on an “as needed” basis. The answers you provide will otherwise be kept completely confidential. Your cooperation in providing this information is both appreciated and necessary. Starred items must be completed.

### Youth Information (Please print) – Items with an asterisk MUST be completed

*Child's First and Last Name:	*Date of Birth: ____/____/____	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
*School:	*Grade they are currently in:	*Ethnicity: __ African-American __ Native American __ Caucasian __ Multi-Racial __ Hispanic __ Asian/Pacific Islander __ Other

### Primary Parent/Guardian (please print)

*Name	*Date of Birth: ____/____/____	*Cell #:  *Alternate #:
*Home Address:	*City/State/Zip	*Preferred Communication Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Any
*Employer:	*Job Title:	*Ethnicity: __ African-American __ Native American __ Caucasian __ Multi-Racial __ Hispanic __ Other __ Asian/Pacific Islander
*Email Address:	Custodial Parent: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Driver's License #:

### Parent/Guardian (please print)

*Name	*Date of Birth: ____/____/____	*Cell #:  *Alternate #:
*Home Address:	*City/State/Zip	*Preferred Communication Method: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Any
*Employer:	*Job Title:	*Ethnicity: __ African-American __ Native American __ Caucasian __ Multi-Racial __ Hispanic __ Other __ Asian/Pacific Islander
*Email Address:	Custodial Parent: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Driver's License #:

### Emergency Contact/Authorized Pick Up Information – other than parent/guardian (please print)

**ALL Contact information MUST be complete at registration.**

*Name:	*Phone Number:	*Driver's License #:	*Address:
*Name:	*Phone Number:	*Driver's License #:	*Address:
*Name:	*Phone Number:	*Driver's License #:	*Address:

#### \*Release of Children:

My child has permission to be released into the care of an Authorized Pick up Person who is a sibling under the age of 18

**Family Church Information (please print)**

Church Name:	Pastor's Name:
Address:	Phone Number:

**\*May Voice of Hope release my child**

\*Free/Reduced lunches:

**to the non-custodial parent?**

\*Number in Household:

\*Household Type:

Yes  No

Yes  No

Extended Family  Foster Family  
 Immediate Family  Other

\*Family Setting:

\*Annual Household Income:

\*How did you hear about Voice of Hope?

2 parent  
 Father Only  
 Mother Only  
 Grandparent/  
 Aunt/Uncle  
 Other

Annual Household Income:  
 under \$14,000  \$14,001-16,000  
 \$16,001-18,000  \$18,001-20,000  
 \$20,001-22,000  \$22,001-24,000  
 \$24,001-26,000  \$26,001-28,000  
 \$28,001-30,000  \$30,001-32,000  
 \$32,001-34,000  \$34,001-40,000  
 \$40,001-45,000  \$45,001-over

Afterschool Site  Flyer/Postcard  
 Website  Email  
 Social Media  Family/Friend Referral  
 Other

**Initial where consenting:**

\_\_\_\_\_ **Movies** – I give permission for my child to view a Voice of Hope approved G movie, even though it may not be a part of regularly scheduled lesson plans.

\_\_\_\_\_ **Policies & Procedures** – I have received and read a copy of the Voice of Hope Parent Handbook and understand all policies & procedures therein.

\_\_\_\_\_ **Transportation** - I give permission for my child to be transported and supervised by Voice of Hope employees for emergency care and field trips.

\_\_\_\_\_ **Field Trips (SUMMER DAY CAMP)**- I give permission for my child to participate in Voice of Hope field trips.

\_\_\_\_\_ **Water Activities (SUMMER DAY CAMP)** – I give permission for my child to participate in water activities, including sprinkler play, splash or wading pools and water table play. **Parent comments:**

\_\_\_\_\_

\_\_\_\_\_ **ASPIRE Program Meals** – I understand that my child will be served a PM meal that meets USDA requirements.

\_\_\_\_\_ **Summer Day Camp Meals** – I understand that my child will be served a lunch meal and a PM snack.

\_\_\_\_\_ **Immunization, Hearing & Vision Screening** – I certify that my child's current immunization records and TB test (if applicable) can be located at the school my child is currently attending.

**Name & Phone Number of School:** \_\_\_\_\_

\_\_\_\_\_ **Hours of Care** – I understand that I will be charged an additional \$1.00 per 1 minute I am late after close of site 6:30 pm (per child). I also understand that I must pay the late fee before my child (ren) can return to the program.

\_\_\_\_\_ **Custody** – I understand that it is my responsibility to provide documentation for all custody issues.

\_\_\_\_\_ **Photo Release** – Voice of Hope is granted permission to use any individual or group photograph and/or videotape showing my child in Voice of Hope activities for use in public relations, promotional or advertising purposes.

**Initial where consenting:**

\_\_\_\_\_ **Grade Collection** – I agree to let Voice of Hope collect academic grade information from my child’s report card for the purpose of program measurement.

\_\_\_\_\_ **Absences** – I understand that it is my responsibility to notify Voice of Hope staff by 8:00 am daily if my child will not attend the program that day. I understand I must call the designated Voice of Hope site phone.

\_\_\_\_\_ **Program Closures** – I understand that Voice of Hope will be closed on select holidays and care may be available at an additional cost.

\_\_\_\_\_ **Text Message Communications** I agree to let Voice of Hope text message and communicate related to events, emergencies, general updates and alerts regarding Voice of Hope programming.

\_\_\_\_\_ **I acknowledge that I am the responsible party for all children listed on the application. By acknowledging this I am responsible for all Summer Day Camp fees, late fees, and any behavior issues that may occur.**

**My child has permission to participate in activities with Voice of Hope Ministries, Inc. I give permission for him/her to ride in the vehicles to be used for transportation as a participant in Voice of Hope Ministries, Inc. programs and activities. I give permission to Voice of Hope and a third party to use photographs or video images of myself and/or my child.**

I authorize Voice of Hope Ministries, Inc. staff and volunteers to consent to emergency medical treatment for my child if I cannot be contacted.

I hereby relive and release the ministry, its Directors, Officers, Employees and Volunteers and all persons assisting in the activities, from any and all liability from an accident or injury of my child while participating in program activities. I agree to indemnify all of the parties described above from all claims made by or asserted on behalf of my child.

Custodial Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Release Information:**

**Student Name:** \_\_\_\_\_

**\*Health History** (please print)

**Allergies and Special Conditions**

Please check all that apply to your child:

- Ear Infections       Heart Defect/Disease       Convulsions       Diabetes (onset)
- Nose Bleeding/Clotting       Epilepsy (onset)       Tonsillitis       Hay Fever
- Insect Allergy       Poison Ivy Allergy       Seizures       Asthma
- Migraines       Food Allergy (list below)       Skin Rashes/Conditions       ADD/ADHD

In the space below, please list any **SPECIAL CONSIDERATIONS** relevant to your child not listed above such as: previous illness, injuries in the past 12 months, activity restrictions, developmental age, allergies (food or medication), chronic health concerns, etc.

\_\_\_\_\_

Medications being taken: \_\_\_\_\_

**All medications must include a medication form on file, be prescribed by a doctor and delivered to the Afterschool Program in its original bottle. We do not administer over the counter medications. The participant with the prescribing doctor’s written permission can carry rescue Medications.**

## \*Authorization for Medical Treatment

In the event that I cannot be reached to make arrangements for medical treatment, I **authorize Voice of Hope staff to administer first aid or transport to the nearest hospital or emergency care facility.**

**Name of Licensed Physician:** \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Preferred Hospital:** \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Custodial Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that \_\_\_\_\_ has been examined by a licensed physician in the past 12 months, is fully  
(Child's Name)  
immunized and able to participate in the afterschool program. The Health History is correct as far as I know, and the person herein described has permission to engage in all prescribed activities and fieldtrips, except as noted by the examining physician and me.

**Custodial Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Attention Parents & Students:** PLEASE READ CAREFULLY. Parents will be required to acknowledge understanding and agreement with the discipline system of Voice of Hope.

## Disciplinary Action System

### **Warning System:**

Verbal warning issued.

1. Written Warning – Program Manager/Site Leader informed
2. Written Warning – Program Manager/Site Leader contacts parent or guardian
3. Written Warning – The Director of Programs is informed and schedules a conference with the parents and the coach.

### **Suspension:**

If your child receives 3 written warnings, a Parent Conference will be scheduled to inform you of the suspension and the reasons. The conference must include youth, program associate, parent, Program Manager and the Director of Programs. If the parent refuses to have a conference within 3 days of the occurrence, the child will be suspended for 2 days.

**NOTE: *Fighting and/or cursing will result in an automatic suspension.***

### **Dismissal**

If a child is suspended **two times**, the child will be dismissed for the rest of the Semester.

### **Outings or Trips**

If a child is suspended, they will not be allowed to go on any trips or outings scheduled during that Semester.

The Director of Programs will consult with the President/CEO before anyone is dismissed. Before a child is dismissed, the Program Manager/Site Leader and Director of Programs must have a Parent Conference. The outcome of the Parent Conference will be documented and placed in the child's folder.

I have read and understand the Disciplinary Action System of Voice of Hope and agree to abide with the mandates found within. I further state that I have or will speak to my child regarding this system to ensure compliance. I know discipline is necessary both for the welfare of each student and for Voice of Hope. I will support the disciplinary procedures of Voice of Hope.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Parent and Student Commitment

Thank you for choosing Voice of Hope's ASPIRE program for your child. It is our commitment to provide a high quality afterschool experience for your child that is enriching, both academically and spiritually. In an attempt to insure that both you as parent and us as staff are aligned with the care and support for your child we are establishing a covenant between us (VOH) and you (parent/guardian)

## As a Parent/Guardian, I commit to:

- ❖ Pray for my child (ren) daily.
- ❖ Pray for Voice of Hope and the VOH coaches daily as they minister to my child spiritually and academically.
- ❖ Communicate with VOH the spiritual and/or academic improvements of my child as a result of attending the program
- ❖ Insure my child attends the VOH ASPIRE program a minimum of 3 times per week.
- ❖ Allow my child to participate in the program until 5:30 pm or later, in order to get the full benefit of the academic and spiritual enrichment program.
- ❖ Share major achievements as well as any potential concerns in academics or behavior with VOH staff
- ❖ Communicate immediately with VOH if there are changes in address or phone number.
- ❖ Attend at least 3 parent meetings each semester.
- ❖ Work with VOH staff on discipline issues that occur within the program.
- ❖ Make timely payments for all fees.
- ❖ Consistently sign my child in and out of the program

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*Parent/Guardian Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*

## As a Student, I commit to:

- ❖ Have fun while learning
- ❖ Participate in all programs and activities
- ❖ Take care of all Voice of Hope property and equipment
- ❖ Keep my hands and feet to myself
- ❖ Be courteous and respectful in my behavior and speech
- ❖ Follow the directions of all staff
- ❖ Talk to my parents about my day at VOH
- ❖ Make friends with other participants
- ❖ Practice your weekly Bible verse with your parents

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*Student Signature*

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*Date*

Parent,

Please check which applies to you:

\_\_\_\_ Are you a single parent household, (currently working and/or in job training or an educational program for a minimum of 25 total combined hours a week or more)?

\_\_\_\_ Are you a two-parent household, (who are BOTH currently working and/or in job training or an educational program for a minimum of 50 total combined hours a week or more)?

How many people are in your family? \_\_\_\_\_

Based on the number of people in your family, do you fall under the following income guidelines? Yes/No

Household Size	Annual Income	Monthly Income	Twice-Monthly Income	Bi-Weekly Income	Weekly Income
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
For each additional household member, add:	+ \$7,992	+ \$666	+ \$333	+ \$308	+ \$154