Dear Parents/Guardians,
Thank you for your interest in the TRAK afterschool program. Our program runs from the end of the school day until 5:00 p.m. Students will receive a snack then participate in fun, educational activities. This program is free and open to students attending Kindergarten through 4th grade. The program is held at South Park. North Park students will walk with a staff member from their last specials class. The first day of TRAK will be **August 24h, 2026.**

The program does have a limit on how many students can attend. Each class will have a limit of 20 students. Any student that signs up after their class has been filled will be placed on a waitlist. If a student doesn't attend the afterschool program for a week **and** there has been no communication with the director they will lose their spot in the program. You will be notified if your student has a spot in the program or if they have been placed on the waitlist. You will be notified two ways if your student has a spot in the program both with a letter and will be added to the Class Dojo. If your student is placed on the waitlist you will receive a letter. If you do receive a spot in the program, and choose not to have your student attend the program please contact Miss Cassie as soon as possible.

Attached to this letter and application you will find a calendar reflecting the days TRAK will be in session. The days indicated in blue are the days that TRAK will be held. The days the afterschool program is not in session are also indicated on the school calendar. Please note that we will **NOT** be having TRAK on days where we are in school on Fridays.

Toys are not allowed at TRAK. If a student brings a toy to school it must stay in their backpack at TRAK. Footballs, basketballs, and other types of balls are still allowed; however, the student needs to be responsible for keeping track of their ball. If your student has a cell phone it will need to stay in their backpacks at TRAK. If you need to get ahold of your student please call the TRAK phone. I need to hear directly from the parent if a student is supposed to walk from the program or is going home with another student.

Friday Fun Club will be held on intersession days. This is indicated with an "I" on the school calendar and is also indicated on the TRAK Calendar. Friday Fun Club runs from 8:30 to 11:30. It is free of cost to the parents. We get together and do fun grade appropriate activities in math, reading, science, and much more. We also provide a snack for all the students in attendance. Transportation to normal stops will be provided after each session ends.

All students need to be picked up by 5:00 p.m. If you are 5 or more minutes late picking up your student 3 times, your student will no longer be able to attend the program.

TRAK utilizes Class Dojo as a great way to contact the TRAK program with questions or other needs regarding your student.

If you would like to have your student waiting for you please message us a maximum of 10 minutes before you will be at the school. We will have your student in the office waiting.

I'm looking forward to having a great year! If you have any questions please feel free to contact me.

Thank you,

Cassie Hoffman
605-206-0979
Casandra.hoffman@k12.sd.us

TRAK

Teaching Readiness And Knowledge
723-3382 or 206-0979

2026-2027 Enrollment Form

Student's Name:_____

DOB: _____ Age: _____Current Grade_____

Mother's Name: _____Father's Name: _____

Address: _____Home Phone: _____

City: _____ State/Zip:_____

Dad's place of work: _____ Phone: _____

Dad's Cell_____

Mom's place of work: _____ Phone: _____

Mom's Cell_____

Emergency Contact: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Please keep us updated if your information changes. EMAIL:_____

Information about the TRAK program will be sent home periodically. Schedules will be available on a monthly basis.

I, _____ (Parent/Guardian), of the above named participant do hereby give consent to his/her participation in the TRAK program and waive any claim for liability or damages against the Black Hills Special Services Cooperative/Belle Fourche School District, or any of their employees, or any persons assisting with the TRAK program.
In consideration of the participation of the aforementioned juvenile in programs and activities sponsored in part or solely by Black Hills Special Services or its' subsidiaries, (BHSSC) the undersigned agrees and releases as follows:

- I am the natural parent or guardian of the minor named above who will be participating in an event or activity sponsored in whole or part by BHSSC.
- The juvenile participating in the activity does so at my request with my approval and express permission.
- I understand that **any** activity gives rise to certain risks of personal injury and/or damage, said risks are an integral part of their participation, and cannot be totally avoided.

I waive any claim and release from liability, the officer, directors, employees, or agents to BHSSC/Belle Fourche School District 9-1 for any loss or damage that may arise during my child's participation in activities or events sponsored or conducted by BHSSC.
I agree to indemnify and hold unaccountable BHSSC/Belle Fourche School District 9-1 from any claims or liabilities that may be brought against BHSSC/Belle Fourche School District 9-1 because of the actions of my child while participating in the activity or event causing injury or damage.

_____

Parent/Guardian Date

STUDENT ARRIVAL/DEPARTURE INFORMATION

During the school year, program hours are 3:20 pm to 5:00 pm every day that school is in session.

Parents/guardians need to sign your child/children in and out of the program on a daily basis. During the school year, your child will sign in as they arrive in the lunch room.

Children must be collected by 5:00 pm during the school year. If you are more than five minutes late 3 times then your student will not longer be able to attend the program. If, for any reason, this is not possible, please call the site coordinator as soon as possible so arrangements can be made.

Departure

If your child will be riding his/her bike or walking home after the TRAK program, please call or send a dojo message that day before 2:00 pm to inform TRAK staff.

_____

Signature of Parent/Guardian Date

People who are allowed to provide transportation for my child/children:

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

Name_____Relationship_____

As you know South Park Elementary is a 'peanut aware' facility. We try to honor that during our summer school session also. A list of allowed snacks is available upon request.

MEDIA RELEASE

Name of Child: _____

Age of Child: _____

We may have the opportunity to promote our program through local media, websites, brochures, or other mediums. Pictures of the students are often used in these promotional or informational materials. Your permission is necessary for your child to be photographed for use in such materials. I give permission for my child to be photographed individually and/or in group activities. These photographs may be used in promotional or informational materials (including print, video, or electronic) for the elementary after school program [TRAK]

Parent signature: _____

OR…

I, _____, grant permission for the staff of TRAK to take pictures of my child. These pictures will only be used in memory books for students or on school bulletin boards.

Parent signature: _____

Medical Information/Release

Name of Physician:_____ Phone:_____

Name of Dentist: _____ Phone: _____

Medication:_____

Note: If your son/daughter needs any medication administered during program hours, a bottle with prescription/administration information will be required. Also please see care plan for allergies if needed.

List any know allergies [insect stings, food, drugs]

_____

List any dietary restrictions:

_____

In case of emergency, every effort will be made to contact the parents or the person listed as 'emergency contact'. If TRAK is unable to reach either, I agree to the following:

- I authorize BHSSC/Belle Fourche School District, its' agents, and employees to obtain and consent to any medical treatment which, in the discretion of BHSSC, may appear to be reasonably necessary or which may arise during the course of my child's participation in the program activity or event.
- I agree to be responsible for all costs and expenses that may arise out of medical treatment obtained on my behalf, or on behalf of my child and as authorized by this consent.
- I agree to indemnify and hold harmless BHSSC/Belle Fourche School District from any claims or liabilities that may be brought against brought against BHSSC/Belle Fourche School District because of any actions of my child while participating in the activity or event causing injury or damage.

Name/age of Child:

_____

Parent/Guardian Signature Date

Discipline Policy:

A reasonable effort will be made to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, health, and safety. All disciplinary action will be conducted in a positive, non-humiliating, non-threatening, non-harmful, safe manner that offers alternative solutions to the action taken by the student. After student(s) have calmed down, staff member should sit down and calmly discuss the situation and lead the student to alternative actions. Notation will be made and filed in student's confidential file.

In order to run a safe and productive program, the three referral process is used. If a referral is given there could be a temporary suspension from the program which will be determined by Miss Cassie and Principal Hatling. The length of the suspension will be based on the offense that led to the referral.

This policy maintains that each student will have three chances to correct any non-rule following behavior as follows:

1st Referral: Parent will be notified by the instructor and the transgression will be reported and filed in the student's cumulative folder. A referral could result in a temporary suspension that will be determined by Miss Cassie and Principal Hatling. The suspension will be communicated to the parents/guardians.

2nd Referral: Parent and student will be asked to meet with the instructor and the site coordinator to discuss the first and second transgression and to make a plan to avoid any future misbehavior. The notes from this meeting will be documented and filed. A referral could result in a temporary suspension that will be determined by Miss Cassie and Principal Hatling. The suspension will be communicated to the parents/guardians.

3rd Referral: Student is no longer allowed to attend. Parents will be notified and asked to take student home. Student will no longer be able to attend the program.

Referrals include, but are not limited to inappropriate language, destruction of property, and or physical abuse to another student or instructor.

My signature on the line below indicates that I have read and understand the attached letter explaining the summer program discipline polices.

_____ _____

Signature Date

Please return this sheet by the start of the Fall TRAK program.

TRAK Calendar | 2026 to 2027

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important dates

There will be Afterschool TRAK on all the days marked in Blue.
Friday Fun Club days are marked in Green.
April 5th – Afterschool program for 1st-4th. No Kindergarten because of Kindergarten Round Up.
This is not the calendar for school, just for the Afterschool TRAK program.