

# Extended Day Enrichment Program Registration 2020 - 2021

ENROLLING IN:      BEFORE SCHOOL       AFTER SCHOOL       BEFORE/AFTER

CHILD'S NAME \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

CLASSROOM TEACHER'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

WHO DOES CHILD LIVE WITH:      BOTH PARENTS       MOM       DAD       OTHER

NAME OF PRIMARY PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY, STATE ZIP. \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WORK PLACE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

NAME OF OTHER PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY, STATE ZIP. \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WORK PLACE \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

EMERGENCY CONTACTS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

FAMILY DOCTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAL CONCERNS WE SHOULD BE AWARE OF (ALLERGIES, ETC.): \_\_\_\_\_

NAMES OF PERSONS, OTHER THAN PARENTS, TO WHOM YOUR CHILD MAY BE RELEASED.

\_\_\_\_\_

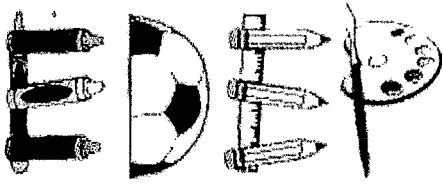
SIBLING(S) ENROLLED IN EDEP:

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_      NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

BY SIGNING BELOW AS THE ENROLLING PARENT, I HEREBY AGREE TO THE NON-REFUNDABLE \$30 REGISTRATION FEE AND ABIDE BY AND HAVE SIGNED THE TERMS AND CONDITIONS OF THE PROGRAM AND THE PARENT HANDBOOK. I FURTHER AGREE THAT ANY CHECK THAT IS RETURNED UNPAID, MAY BE RE-PRESENTED ELECTRONICALLY FOR PAYMENT, AND I AGREE THAT A SEPARATE ELECTRONIC DEBIT FROM THE ACCOUNT ON WHICH THE CHECK IS DRAWN MAY BE MADE FOR ANY SERVICE FEES ASSOCIATED WITH THE COLLECTION OF SUCH CHECK.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>SCHOOL USE ONLY</b>	
REGISTRATION PAID	DATE: _____
CASH: <input type="checkbox"/>	CHECK <input type="checkbox"/> NUMBER: _____
START DATE _____	STUDENT ID # _____



Child's Name \_\_\_\_\_  
 Child's Grade \_\_\_\_\_

## SCHOOL DISTRICT OF MANATEE COUNTY EXTENDED DAY ENRICHMENT PROGRAM Terms and Conditions

**By placing your initials and signature below, you are confirming that you have read, understand and agree to the terms and conditions set forth as below.**

\_\_\_\_\_ **Staff:** The Extended Day Enrichment Program is supervised by Site Managers and operated by Certified Teachers, Paraprofessionals and other SDMC Staff. Any School District of Manatee County employee may interact with your student during the program for a variety of reasons, i.e., homework assistance, enrichment activities, discipline, etc.

\_\_\_\_\_ **Eligibility:** The SDMC Extended Day Enrichment Programs are open to children who attend the Manatee County Public School where the programs are in place. Transportation is the parent's responsibility. The SDMC does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, disability or any other reason prohibited by law. Students Pre-K (4yrs by September 1st of the current school year) through 5th grade are eligible to participate in the Extended Day Enrichment Program. Student must be independent in daily self-care needs, able to participate in large group activities, no danger to him/herself or others, able to remain within the program location and under adult supervision without running away and demonstrate behavior in accordance with the SDMC Code of Student Conduct.

\_\_\_\_\_ **Illness/Accidents:** If a student becomes ill or requires medical attention, the staff will attempt to notify the parent, guardian or emergency contacts listed on the Registration Form. If, however, the staff is unable to reach anyone listed as an emergency contact, the staff will seek medical attention for your child if the situation warrants. Any financial obligations as a result of such medical attention will be the responsibility of the parent or guardian.

\_\_\_\_\_ **Medications:** Nursing services are not available during Extended Day Enrichment Program hours. Therefore, no medication will be administered. If your child has any food, other allergies or medical conditions there is a continuing obligation on the parent to ensure that EDEP Site Manager is advised of this in writing.

\_\_\_\_\_ **Registration Fee:** The registration fee is \$40.00 per child, per enrollment. The registration fee is non-refundable. Please be sure to provide current emergency contact information on your Registration Form. It is extremely important that you notify the Site Manager of any changes to the contact information on your child's registration. Failure to do so may be grounds to dismiss your child from the program.

\_\_\_\_\_ **Program Costs and Payments:** Program fees are paid weekly. Weekly fees are not prorated for non-school days. All fees **must** be collected in advance of your child's participation in the program. Pre-payment of services assures compliance with the Florida State Constitution (Article VII, Section 10) which requires tuition to be paid **in advance** of services.

SESSIONS	1 <sup>st</sup> CHILD	EACH ADDITIONAL CHILD
Morning Only	\$35.00	\$25.00
Afternoon Only	\$55.00	\$45.00
Morning and Afternoon	\$65.00	\$55.00
Early Release Days Only	\$20.00	\$20.00

\_\_\_\_\_ **Program costs and payments are required in advance of your child's participation in the program.** Please do not send payments to school with your children. An adult must come in and make the payment in person to ensure receipt. If you do not pay in advance, your child will not be allowed to attend the program until payment is made and a \$10.00 late fee will be assessed. In the event your child attends the program and payment has not been made, a staff member will contact you immediately to pick up your child and your child will not be allowed to return to the program until payment is made. The school will not extend credit. Late payment 3 times may result in dismissal from the program.

Any checks returned for non-sufficient funds ("NSF") or rendered non-negotiable for any reason, will be forwarded to Check-Redi who has been contracted by the district to process checks returned unpaid. Check-Redi is authorized to redeposit the check for payment. The undersigned authorizes a service fee in the amount of \$25.00 to \$40.00 or 5% of check amount whichever is greater, to be automatically deducted from their checking account for any checks returned non-negotiable and forwarded to Check-Redi for processing. Payments made by check are subject to re-presentation if returned for NSF or otherwise rendered non-negotiable, and further subject to an automatic deduction of any service fees associated with the collection of such check.

       **Absences:** Weekly program fees are not adjusted for sick days, vacation days, suspensions and terminations. Weekly fees will be the same each week regardless of your child's attendance.

       **Right to Sue:** In the event you refuse to pay any outstanding fees due, including but not limited to, any amounts uncollected on a check returned non-negotiable, NSF fees, etc., the School Board of Manatee County, on behalf of EDEP, reserves the right to file suit to collect such fees. The School Board shall be entitled to recover, in addition to all other remedies or damages, reasonable attorneys' fees and court costs incurred in such suit.

       **Release of Children:** The welfare and safety of your child is our main concern. Therefore, no child will be released for departure to a person not listed as an authorized pick-up on the Registration Form. Staff will require identification from those individuals picking up your child who are unknown to staff.

       **Arrival and Dismissal Procedures:** Upon arrival/departure, each child must be signed-in/signed-out by an authorized person on the program attendance sheet. After school students must be picked up no later than 6:00 P.M. After 6:00 P.M., a late fee will be assessed per child of \$10.00 per 15 minutes. A child, who is picked up late (beginning at 6:01PM) 3 times will be dismissed from the program. One pick-up after 6:30PM will result in immediate dismissal from program. Staff reserves the right to contact CPS for abandonment if your child remains on campus beyond the time that the School District is statutorily required to provide supervision pursuant to section 1003.31, Florida Statutes (2011).

       **Authorized Persons:** Only those persons listed on your child's registration form are considered authorized persons. Family members not listed on the Registration Form will not be allowed to pick up the child. Phone verification by the Site Manager will be made with you before your child is released to anyone who does not appear on the Registration Form. If the Site Manager is unable to reach you, the child will not be released to anyone who does not appear on the Registration Form.

       **Change in Procedures:** Please notify the EDEP Site Manager or leave a message with the school office if there are any changes in dismissal procedures for your child, whether temporary or permanent. This includes notifying the Site Manager or Staff if you pick up your child early from school. If your child changes their status in the program, please contact the Site Manager and fill out an Extended Day Enrichment Program Change in Status Form.

       **Student Conduct:** Guidelines and procedures for the Extended Day Enrichment Program are the same as those in place during regular school hours, SDMC Code of Student Conduct, and will be explained to your child. Rough behavior, disrespect, destruction of property, vandalism, use of profanity or any other inappropriate behavior will result in disciplinary action and if necessary, dismissal from the program. You will be contacted about serious or repeated misbehavior.

       **Parent Conduct:** District Staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner. Volatile, hostile or aggressive actions and words will not be tolerated as well as on social media and may result in dismissal of your child from the program.

By signing below, I agree to the terms and conditions set forth above.

\_\_\_\_\_ **Date**

\_\_\_\_\_  
**PRINT: SDMC/EDEP Site Manager**

\_\_\_\_\_  
**PRINT: Parent Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**



# EDEP PARENT ACKNOWLEDGEMENT

- \_\_\_\_\_ Parent/Guardian agrees to the hours of operation for EDEP before/ after school care. Late pick-up fees will be charged at a rate of \$10.00 per child for every 15 minutes you are late. Tardiness of 3 times will result in dismissal from the program. Tardiness one time past 6:30PM will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that fees are due in advance on Friday each week. A \$10 late fee will be assessed at 6PM on Mondays. Failure to pay fees in advance will result in dismissal from the program.
- \_\_\_\_\_ Parent/Guardian agrees that after two returned checks payment must be made by cash, cashier's check or online payment system.
- \_\_\_\_\_ Parent/Guardian agrees that their child is independent in daily self-care needs. Child **must** be potty trained. Failure to utilize bathroom facilities will result in dismissal from the program.
- \_\_\_\_\_ Parent/Guardian agrees that their child is able to participate in large group activities with an adult/child ratio of 1 adult to 20 children. EDEP is not equipped to provide one-on-one services.
- \_\_\_\_\_ Parent/Guardian agrees that if their child leaves the supervised area it will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees they must enter the building to drop-off/pick-up their child and sign the program attendance sheet. Only individuals with a picture ID who are on the registration form will be allowed to sign out your child.
- \_\_\_\_\_ Parent/Guardian agrees to notify the Site Manager immediately of any change in home address, phone number, employment phone number, etc. Emergency phone numbers must be kept current for all names provided on registration form.
- \_\_\_\_\_ Parent/Guardian agrees that if parent, guardian or children are physically or verbally abusive to staff it will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that stealing, inappropriate touching and running away from staff will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that their child will follow the guidelines/policies for behavior/disciplinary action. One serious misbehavior may warrant **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that there will be no administration of any medication during the hours of EDEP.
- \_\_\_\_\_ Parent/Guardian agrees to notify the Site Manager of any food or other allergies your child has so the staff can be aware.
- \_\_\_\_\_ Parent/Guardian agrees that all children in EDEP will be expected and required to follow the Code of Student Conduct, EDEP guidelines/policies, and any individual school policies. SDMC reserves the right to dismiss any child from the EDEP for repeated, disruptive behavior.

**CHILD'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

I acknowledge that I have read the Parent Handbook and agree with the policies/procedures of the EDEP

The EDEP Parent Handbook can be found on the district's website at [www.manateeschools.net](http://www.manateeschools.net) under Parents and Students. If you would like a printed copy, please see the Site Manager.

## COVID 19 Information for EDEP Parents

**Masks and Shields:** We will be following SDMC Guidelines for masks and face shields. Students will be required to wear them inside. During recess they may take them off. Please, send your child to school with a mask and/or shield!

**Supplies:** We encourage you to provide a soft pencil case or Ziplock bag with supplies for your child to use during EDEP. This can be filled with scissors, crayons, glue stick, pencils, pens and any other craft supplies you want. If your child does not have his/her own supplies, they are welcome to use ours. These supplies will be shared among students. We will have hand washing time before and after supplies are shared.

**Groups:** Students will be in groups. The groups might not have the same Activity Leader every day. Your child might come into contact with students outside their group. As students leave for the day we may combine smaller groups together.

**Sign in for morning care:** We ask that you stay outside at all times socially distanced from other parents. An EDEP staff member will be at the door to let your child into the school in the morning. That staff member will document the time and who dropped off the student. By bringing your child to school you are testifying that he/she does not have a fever or other illness symptoms. We will have thermometers for temperature checks.

**Sign out for after school care:** We ask that you stay outside at all times socially distanced from other parents. An EDEP staff member will be at the door, possibly ask for your ID and call for your child. That staff member will document the time and who picked up your child.

**Illness:** If your child is exhibiting signs of an illness we will separate him/her from the rest of the students and call you for immediate pick up.

**Payments:** We encourage you to pay online if you are able. If not, checks and cash are options. Cash must be sent in an envelope with your child's name on it. We will not provide change. If change is needed it will be in the form of a credit the following week. Receipts for cash might not be provided until the following day. You may give payments to our staff member at the door or drop off at a place your school has designated.

**Exposure:** If your child has been exposed during EDEP we will let you know immediately. Exposed groups of children may have to be quarantined depending on the extent of exposure. We will follow SDMC guidelines on exposure and quarantining. If your child cannot attend EDEP due to contracting COVID or being exposed, we will waive the weekly fees.

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Parent Signature

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Date