





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 provide pertinent information may result in dismissal of 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.

## **EDEP Behavioral Expectations and Discipline Policy**

All children participating in the Before/After School - Extended Day Enrichment Program should have a rewarding experience. Certain conduct and behaviors are expected to provide a safe, fun environment for students and staff. Students who engage in the conduct outlined below during the EDEP Before/After School Program will be subject to discipline and possible dismissal from the program.

### **Student Conduct:**

Students may be subject to disciplinary action or dismissal with regards to the following:

- Failure to comply with reasonable requests from the program staff.
- Failure to conform to the program's rules.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Engaging in an act such as hitting, kicking, scratching, and punching student or staff member.
- Possession of or threat to use a weapon or instrument of violence.
- Theft of, intentionally damaging or destroying program property or the personal property of a student or staff member.
- Lying to program personnel.
- Showing disrespect to other children or staff members.
- Disruptive behavior to the group and behavior that demands an inappropriate amount of the staff's attention.
- Intimidation and bullying, which includes engaging in actions or statements that put an individual in fear of harm.
- Engaging in other willful conduct that interferes with the normal operation of the program.

### **Discipline Policy:**

EDEP will implement our discipline policy when behavior expectations are not met. A Behavior Notice will be written for the parent as to why his/her behavior is unacceptable. Parent will be required to sign the Behavior Notice. The following disciplinary procedures will be applied:

- Loss of privileges (outside play, games, etc.)
- A child may not be allowed to participate in a particular activity for a designated period of time and may be asked to write an apology.
- Discussion of child by Activity Leader and Site Manager.
- Verbal communication between Parent and Site Manager. If the conflict continues, a conference with the child's parent will be scheduled to discuss options for solving the conflict.
- Suspension
- Continued disruptive behavior may result in dismissal from the program. If the conflict still exists and the staff considers it irresolvable and detrimental to the program or to other children, the child will be dismissed from EDEP.
- Serious conflicts, as determined by the Site Manager(s) and Program Administrator, may be handled by immediate dismissal from the program.

**I have read and understand the responsibilities outlined in the Behavioral Expectations and Discipline Policy of the Before/After School program. I agree that my child is responsible for the behavior and consequences included in the policy while at the Before/After School -Extended Day Enrichment Program.**

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_