



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 st 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**

