



## **CEP Extended Day Program**

The Extended Day Program provides afterschool care for students in grades pre-K through 8. The program is located on campus in the multi-purpose room (across from the gym) and run by CEP employees.

The extended day program is available from 3:30 p.m. (dismissal) to 6:30 p.m. each school day. On early dismissal days, the program is available from dismissal until 6:30 p.m. The program does not run on student holidays.

The program offers a daily snack, homework time, games, computer time and outdoor activity.

### **Program Options**

- Monthly Rate – Students attend all or most school days. An annual registration fee (\$50) and monthly tuition (\$220) are required for each student. (Except for August and December, when the monthly rate is \$110.)
- Drop In Option – for occasional use. An annual registration fee (\$50) is required and the daily drop-in rate of \$20 will be billed monthly by the business office.

### **Fee & Payment Information**

- Registration fee is non-refundable and non-transferable.
- Under the monthly option, tuition is charged at a monthly rate regardless of the number of days of attendance or number of school days in a month. (Except for August and December when the monthly rate is reduced.) For students on the monthly plan, you will be billed in advance by the business office. For example, for the month of October you will receive an invoice about 10 days before the end of September. Payment is due the first business day of the month.
- For students using the drop-in option, you will be billed for the days attended in the following month. For example, student attends 5 days in the month of September, the business office will send an invoice within the first ten business days of October.
- Invoices are due upon receipt. Invoices may be paid online using the “Pay Invoice” option, or you may send a check to the front office.
- Outstanding balances and returned checks are subject to fees as described in the Student-Parent Handbook.

### **Meals/Snacks**

- Snacks are provided to students each day. Students may bring snacks of their own if they opt not to consume those provided.
- On early dismissal days, students must bring a prepared lunch. There is no school lunch service on early dismissal days.

(over)

## **Contact Information & Permission to Release**

Updated personal contact information is essential to your child's continued safety. The Extended Day Program will use the "Student Information & Emergency Form" for contact information and release of the student. This form is due on the first day of school and turned in to the clinic. Please include at least one emergency contact (complete with phone number) and individuals who may sign your child out in the event you are unable to be reached. You are responsible for keeping this information current at all times.

## **Sign-Out Policy**

All students must be signed out upon departure from the program. Student will only be released to those persons listed on the "Student Information & Emergency Form." Valid photo identification must be shown when a student is picked up by someone unfamiliar to the staff.

## **Registration**

Complete the CEP Extended Day Program Registration Form and return to the school with the \$50 per child registration fee.

**CEP Extended Day Program  
2017-18 Registration Form**

**Child's Information** *(Complete form for each child)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Enrollment Option (select one):**       **Monthly**       **Drop-In**

**Parent/Guardian Information** *(use additional sheet if necessary)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

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Work Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

*This person will be contacted **only** if parents cannot be reached for a medical emergency.*

**Medical Release**

I acknowledge that all medical information on the CEP "Student Information & Emergency Form" is accurate and current. Extended Day staff will use the information, permissions and releases on this form for emergency notifications and decisions related to the health and safety of my child.

**Legal Custody (if applicable)**

I have provided Calvary Episcopal Preparatory with a copy of my court documents to support my request for limited rights to the non-custodial parent.

Non-Custodial Parent Name: \_\_\_\_\_

Days non-custodial parent may pick up: \_\_\_\_\_

Times non-custodial parent may pick up: \_\_\_\_\_

By signing this document, I attest to the above information being true and correct. I also understand that the Extended Day staff will allow my child/children to leave the premises **ONLY** with those listed on the **CEP Student Information & Emergency Form**. I have reviewed this form and all information is true and up-to-date. I will notify the school and Extended Day staff immediately with any information that needs to be updated. Additionally, I understand that all guidelines in the CEP Student Parent Handbook are in force during Extended Day.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_