



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 Fees

- Annual Registration Fee: \$50 per child or \$75 per family
- Monthly Rate – Students attend all or most school days. An annual registration fee 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 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 before the end of September.
- 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.

(over)

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.

Contact Information & Permission to Release

Updated personal contact information is essential to your child's continued safety. The Extended Day personnel will use the information in ParentsWeb for contact information and release of the student. The following information should be kept current in ParentsWeb at all times – parent contact information, an emergency contact and a list of people authorized to pick up your child(ren).

Sign-Out Policy

All students must be signed out upon departure from the program. Student will only be released to those persons authorized to pick up students in ParentWeb. 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 annual registration fee.

CEP Extended Day Program 2018-19 Registration Form

Annual Registration: One Child (\$50) Family Registration (\$75)

Registration Payment: Attached Invoice Me

Parent Email Address for Invoices: _____

Enrollment Option (select one): Monthly Drop-In

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher: _____

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher: _____

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher: _____

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

Last Name: _____ First Name: _____

Work Telephone: _____ Mobile Telephone: _____

Last Name: _____ First Name: _____

Work Telephone: _____ Mobile Telephone: _____

Emergency Contact Information

Name: _____ Telephone: _____

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

(OVER)

Medical Release

I acknowledge that all medical information provide to CEP in ParentsWeb is accurate and current. Extended Day staff will use the information, permissions and releases provided 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 in the ParentsWeb information system. 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: _____