



Orange County Public Schools

## *Extended Day Enrichment Program*



### Welcome to Extended Day

We are happy that you are enrolling your child in our Extended Day Enrichment Program. The program provides supervision in a secure and familiar setting with a variety of recreational activities plus a snack and homework time for elementary school children. Extended Day embraces the philosophy of all children learning and achieving. Our program works hand in hand with the school day program to enhance the social, emotional and intellectual development of your child.

### Parent Contract

The following are Extended Day policies that must be followed.  
Please read the Parent Contract, initial each item and sign the second page.

- \_\_\_\_\_ A registration fee of \$10.00 is required for each child enrolled in the program each school year. A new registration form must be completed for each child each school year.
  
- \_\_\_\_\_ A deposit equal to two week's tuition will be required for each child enrolled in the program. The deposit will be used to cover tuition for the last two weeks that the child attends Extended Day. The deposit on account will roll-over if the child will remain in the program for the next school year.
  
- \_\_\_\_\_ Tuition is due each week by Wednesday at 6:00pm. Any tuition received after 6:00 pm on Wednesday is considered late. In order for the child to remain in the program, the past due balance and current tuition **MUST** be placed in the lockbox by the following Wednesday at 6:00pm. The "No Pay – No Stay" policy will be strictly enforced. Habitual late payment may result in your child's dismissal from the program.
  
- \_\_\_\_\_ Tuition is a weekly fee. Tuition is not reduced when a child only attends a partial week. The tuition is pro-rated only when Extended Day is not open for a 5-day week, ie. closed for a student holiday or teacher workday. If a child does NOT attend at all for a whole week, ie. illness, vacation, etc., there will be NO tuition due for that week.
  
- \_\_\_\_\_ Parents who pay a reduced tuition rate (school staff discount or OCPS scholarship co-pay) are financially responsible for their portion of the weekly tuition. A student may be withdrawn from the program for nonpayment of tuition.
  
- \_\_\_\_\_ When a parent no longer meets the criteria for reduced tuition (no longer qualifies for staff discount or OCPS scholarship is terminated) they will be responsible for full tuition. A student may be withdrawn from the program for nonpayment of tuition.

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\_\_\_\_\_ **AM/PM is a “package deal.”** If a child is registered for AM/PM (morning and afternoon programs), tuition will be charged for the AM/PM rate, even if the child does not attend both sessions. If the child will no longer attend the AM or the PM session, please notify the coordinator in writing to the change the program the child is registered for.

\_\_\_\_\_ If a parent needs to **change** the program a child is registered for, the Extended Day coordinator must be notified in **writing** the week prior to the change.

\_\_\_\_\_ Extended Day tuition payments **MUST** not be given to any employee. Payments **MUST** be placed by the parent or child directly into the Extended Day metal lock box. Parents will notify the school office if the metal lock box is not available to receive payments.

\_\_\_\_\_ Most field trip fees and activities are included in fees for the Extended Day Program. Some field trips or additional instruction may be paid by the child or family directly to vendor. An extra fee is not charged to Extended Day students for OCPS bus transportation.

\_\_\_\_\_ Extended Day policy states that children **MUST** be picked up **BY 6:00 pm**. A late pick-up fee is charged at a rate of \$5.00 (per child) for every 15 minutes after 6:00 pm that the child is picked up. The late pick up fee must be included with your next tuition payment. **Children may be dismissed from the program for repeated late pick up.**

\_\_\_\_\_ All persons authorized for pick up on the registration form must be able to produce a picture I.D. Anyone **NOT** listed on the registration form or authorized by phone will **NOT** be allowed to pick up that child. The parent who signs the registration form may make changes to the authorized pick up list and student departure instructions in writing or by phone, provided a **Code Word** has been listed on the registration form

\_\_\_\_\_ Every person authorized to pick up a child will be assigned a unique PIN number. All persons picking up a child **MUST** “PIN OUT” using the Extended Day computer or alternate method if the computer isn’t available.

\_\_\_\_\_ Please notify the coordinator prior to your child’s last week in Extended Day. Your deposit will be used to cover tuition and you will receive a **refund check** for any money remaining in your account.

\_\_\_\_\_  
(Parent’s Signature)

\_\_\_\_\_  
(Child’s name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child’s name)