



**Extended Day Enrichment Program
REGISTRATION FORM
2017-2018**

Child's Name: _____ Name Called: _____ Age: _____

Birthdate: _____ Sex: _____ Grade: _____ Teacher: _____

Child's Address: _____ Zip Code _____

Parent's Name: _____ Place of Employment: _____

Home Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Parent's Name: _____ Place of Employment: _____

Home Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

The following individuals are allowed to pick up this child and may be contacted in case of emergency:

Name: _____ Relationship to Child: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Name: _____ Relationship to Child: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Name: _____ Relationship to Child: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Please list any medical conditions, medications, and/ or allergies that your child has:

Child's Physician: _____ Phone: _____

My child may be in photographs or videos taken during the program: ___Yes ___No

My child may watch G or PG rated family movies during EDEP: ___Yes ___No

Parent Authorization: This information is correct to the best of my knowledge and the youth herein described has my permission to attend the FAMU DRS Extended Day Program. In the event that I cannot be reached in an emergency, I hereby give permission for a selected physician or hospital to secure proper care for my child. I have read and am voluntarily signing this authorization and release.

I have read and fully understand the policies outlined in the Extended Day Enrichment Program Policy Statement. It is clear that I must have my payment in the EDEP office on or before the payment due date or a \$20 late charge will be assessed per child. My fee will be paid on time even if my child does not attend on the actual due date.

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Both parties responsible for the fees and attendance of the child must sign the form. One signature only indicates the person who signed is fully responsible regardless of the second parent/guardian status.



**Extended Day Enrichment Program
PROGRAM FEES**

2017-2018

The Extended Day Enrichment Program meets **Monday-Thursday** and **Will Not Operate on Early Release Days.**

Drop-ins are accepted if the child is pre-registered. Fees are due prior to participation in the program. Payment is due on the dates listed below for the 8-day cycles. You must notify by the due date whether you are changing from drop-in to full time or vice versa. The current cycle must be paid in full to permit attendance in the following cycle.

Regular Afterschool Attendee (8-day cycle): \$40
Additional Children (8-day cycle): \$25
Drop-In under 45 minutes or less: \$10
Drop-In over 45 minutes: \$15
Faculty: \$15/ cycle
School Wide Faculty Meetings: complimentary child care

Cycle Dates/ Payment Due Dates

August 21 st - August 31 st	Pay at Registration
September 5 th - September 14 th	September 5 th
September 18 th – September 28 th	Sept. 18 th
October 2 nd – October 12 th	October 2 nd
October 16 th – October 26 th	October 16 th
October 30 th -November 9 th	October 30 th
November 13 th – November 16 th	November 13 th
November 27 th - December 7 th	November 27 th
December 11 th – December 12 th	December 11 th
January 3 rd – January 11 th	January 3 rd
January 16 th – January 25 th	January 16 th
January 29 th – February 8 th	January 29 th
February 12 th - February 22 nd	February 12 th
February 26 th - March 8 th	February 26 th
March 20 th – March 29 th	March 20 th
April 2 nd – April 12 th	April 2 nd
April 16 th – April 26 th	April 16 th
April 30 th – May 10 th	April 30 th
May 14 th – May 24 th	May 14 th
May 24th Last day of EDEP	

Additional Fees

Late Payment Fee \$20.00 per child (After the due date listed) After the third (3) day of nonpayment students will not be allowed to FAMU DRS EDEP.

Late Pick-Up Fee \$10 if picked up after 6:15p.m. and \$5 for every additional five-minute increment. The fee must be paid before the child returns to FAMU DRS EDEP the next day.



Extended Day Enrichment Program

**PAYMENT CONTRACT
2017-2018**

In completing the registration for my child I understand and agree that:

1. I must call the EDEP office by 1:00 p.m. daily to report if my child will be absent from the program each time he/she is absent.
2. I must pay the cycle fees **on or before** the due date regardless of whether my child is in attendance on the due date.
3. I must pay the **\$20.00** charge for any payment received after 6:00 p.m. on the due date as indicated in the EDEP information folder.
4. If I am late picking up my child from the EDEP I will pay the late pick-up fee before he/she attends the program the next time.
5. Late pick-up fees are **\$10.00** per student if picked up after 6:15p.m. and **\$5.00** for every five-minute increment after that.
6. All payments in arrears for more than one month and habitual late pick-ups will be reported to administration.
7. Attendance in the program can be denied due to non-payment. The previous cycle must be paid in full to attend the current cycle.
8. All payments should be exact and payments cannot be changed after the cycle has started.
9. The Extended Day Enrichment Program is unable to issue a balance forward and credit customers.
10. I must pay the **\$30.00** late fee will be charged per student if payments are received after the due date.

I have read the contract and agree to all of the payment and procedure requirements of the program.

Parent or Guardian

Parent or Guardian *

Date: _____

Date: _____

*Both parties responsible for the fees and attendance of the child must sign the form. One signature only indicates the person who signed is fully responsible regardless of the second parent/guardian status.



Extended Day Enrichment Program

PROGRAM POLICIES 2017-2018

Discipline

Positive reinforcement principles will be used in dealing with children. However, a referral may be written if the action warrants. The parent, student, and counselor must sign the first and second referrals. The third referral will result in a conference with the parent, Coordinator, counselor and the Director. If problems persist and affect the safety and educational enrichment of the other children in the program, the Extended Day Program reserves the right to suspend and/or terminate a child from the program.

Property

Children are responsible for their own belongings. Please write names on all coats, hats, lunch boxes.

Bringing Items to School

Counselors are eager for the children to occasionally share special discoveries they make at home or on trips with their families. However, parents, please check with counselors before sending things to school. Toys and games should be left at home.

Illness

Should a child become ill while participating in the Extended Day Program, parents will be contacted to pick-up their child from the program. No child may be dismissed from the school's clinic to attend the afterschool program.

Insurance

The Extended Day Program does not carry accident insurance on participants. It is the parent's responsibility to carry adequate accident insurance.

Snacks

A healthy snack will be provided to each child every day.

Planned Absence

When you know your child will not be attending Extended Day, PLEASE call by 1:00PM to let us know. After taking attendance every day, a phone call must be made to verify why your child did not attend on his/her scheduled day. This process can be very time consuming, but can be minimized by informing us ahead of time. If the problem of not calling the director to report absences occurs more than 3 times, we will no longer be responsible for calling you. Thank you for your cooperation in this matter.