

Extended Day Center Program 2022-2023

Parent/Guardian Agreements

Payment Notice

I agree to pay my child care fee every Monday for the previous week child care was provided. If I am 2 weeks behind on payments, then I am at risk of my child being removed from the program. My child is expected to attend daily, unless a schedule is provided by the parent/guardian that states otherwise. If I have issues with making a payment, then I will speak to the Extended Day Center coordinator immediately.

Late Fee Notice

Failure to pick up my child by 6pm will result in being charged a late fee of \$10 per child for every 30 minutes. If my child has not been picked up and my emergency contact designee cannot be reached after 30 minutes of closure, then the Department of Child Services and/or 911 will be contacted. If I am habitually late, then I am at risk of having my child removed from the program.

Program Guideline Notice

I understand that this program is for children kindergarten to 6th grade. If my child is in 6th grade at a middle school, then I understand that bus transportation may not be available. It is my responsibility to contact EVSC bus transportation for availability.

I understand that my child must be toilet trained prior to attending the Extended Day Center Program.

I understand that the school reserves the right, in extreme circumstances, to terminate the enrollment of any child if the coordinator, director and/or the CFSCP chief officer determines that continued attendance would not be in the best interest of either my child or the school.

Emergency Notice

In case of an emergency involving my child, it is the policy of the EVSC to give first aid treatment while contacting the parent/guardian for further instructions. In the event the parent/guardian cannot be contacted, school officials will contact 911. If I am late picking up my child, then a late fee will be charged to my account. If my child has not been picked up and my emergency contact designee cannot be reached, then the Department of Child Services will be contacted.

CCDF Program Notice

If I receive financial assistance, then I am expected to adhere to all payment guidelines. If I received CCDF vouchers, then I am responsible for checking my child in and out every day they attend. Failure to swipe my card on a daily or weekly basis will result in me being responsible to pay for all charges associated with my child's care. If my child is absent, then I must swipe for a personal day. Failure to follow the CCDF guidelines, will result in EVSC notifying the CCDF office.

By signing this document, I agree to the Extended Day Center Parent/Guardian notices.

Parent/Guardian Signature #1

Date

Parent/Guardian Signature #2

Date

Child's Name: _____