

Student name

2022 2023

Student number

Orange County Public Schools

## Extended Day Enrichment Program



### Welcome to Extended Day



We are happy that you are enrolling your student in our Extended Day Enrichment Program.

The program provides supervision in a secure and familiar setting with a variety of recreational and educational activities plus a snack and homework time for elementary school students. Extended Day embraces the philosophy of all students learning and achieving. Our program works hand in hand with the school day program to enhance the social, emotional and intellectual development of your student.

### Parent Contract

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

- \_\_\_\_\_ A registration fee of \$12.00 is required for each student enrolled in the program each school year. A new registration form must be completed for each student each school year.
- \_\_\_\_\_ A deposit equal to two week's tuition will be required for each student enrolled in the program. The deposit will be used to cover tuition for the last two weeks that the student attends Extended Day. The deposit on account will roll-over if the student remains in the program for the next school year.
- \_\_\_\_\_ Tuition rates and discounts are standard at all OCPS Extended Day Enrichment Programs. Individual schools cannot make exceptions to the Board approved fees regarding school staff and Extended Day staff discounts.
- \_\_\_\_\_ Tuition is DUE each Monday. In order for the student to remain in the program, the past due balance and current tuition MUST be placed in the lockbox the following Monday. The "No Pay - No Stay" policy will be strictly enforced.  
Habitual late payment may result in your student's dismissal from the program.
- \_\_\_\_\_ Tuition may also be paid online: [www.schoolpay.com](http://www.schoolpay.com). Credit card payments are DUE on Monday. Parents create an account on the School Pay Parent Center in order to make Extended Day tuition payments. The School Pay help line is 888-88 MY PAY.
- \_\_\_\_\_ Tuition is a weekly fee. Tuition is not reduced when a student only attends a partial week. The tuition is pro-rated only when Extended Day is not open for a 5-day week, i.e. closed for a student holiday or teacher workday. If a student does NOT attend at all for a whole week, i.e., 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 limited number of scholarships are available at all sites for students who meet qualifying criteria.  
A student may be withdrawn from the program for nonpayment of tuition.

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\_\_\_\_\_ 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.

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

\_\_\_\_\_ If a parent needs to change the program a student 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 student 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.

\_\_\_\_\_ Field trip fees and the cost for activities are included in the tuition for the Extended Day Program. Parents are NOT charged an additional fee. Extended Day students are not charged a fee for OCPS bus transportation.

\_\_\_\_\_ Extended Day policy states that students MUST be picked up BY 6:00 pm. A late pick-up fee is charged at a rate of \$10.00 (per student) for every 15 minutes after 6:00 pm that the student is picked up. The late pick up fee must be included with your next tuition payment. Students 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 student. 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 student will be assigned a unique PIN number. All persons picking up a student MUST "PIN OUT" using the Extended Day computer or alternate method if the computer isn't available.

\_\_\_\_\_ Please notify the coordinator prior to your student'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)

\_\_\_\_\_  
(Student's name)

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

\_\_\_\_\_  
(Student's name)



**EXTENDED DAY ENRICHMENT PROGRAM  
Registration and Emergency Form**

**Parent/Guardian: Please initial each box**

**Photo / Video Permission**

For and in consideration of benefits to be derived from the Extended Day program, I/we do hereby consent, authorize and grant permission to the School Board of Orange County, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of my child, and do further consent to the publication of same. I/we hereby relinquish and give to the School Board of Orange County, Florida, all right, title, interest and/or compensation of said materials for publication or other use. I release any and all claims of any nature whatsoever arising from their use.

**Care / Transport / Treatment Permission**

In case of a minor accident or illness, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed on this form be contacted to care for my child.

In the event of a life threatening accident or illness, I understand that the school may contact the 911 Emergency medical system immediately. I agree to be financially responsible for my child's care and Treatment.

In order to expedite the care of my child, I hereby give permission for the responding emergency team to immediately initiate treatment and transport of my child to the preferred or appropriate medical facility, According to what they deem is indicated by the nature or extent of the injuries. I agree to be financially Responsible for my child's treatment and transport.

I do hereby state that I am the parent or guardian of the student named on this form. In order to expedite care of student, I give my permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the appropriate facility. I agree to be financially responsible for this student's treatment. I also request that I (or a listed emergency contact person) be notified of my child's condition and admission as soon as possible.

\_\_\_\_\_ **Parent / Guardian Signature**

\_\_\_\_\_ **Date**

**To be completed by Extended Day Coordinator**

**Check appropriate box:**

Full Tuition

Ext. Day Staff (gratis) \_\_\_\_\_ principal/designee signature

School Staff (50%) \_\_\_\_\_ principal/designee signature

OCPS Scholarship (50%)  
(Please retain Approval Notices, Termination Notices and original Scholarship applications in a folder for audit.)

Other (Please attach documentation / memo with principal/designee signature.)

# Extended Day Enrichment Program

**Tuition is due Monday of each week.**

**Fees due at registration**

<b><u>Program:</u></b>	<b><u>Tuition (per child):</u></b>
AM Only	\$19.00 per week
PM Only	\$34.00 per week
AM/PM	\$44.00 per week

**To register for AM only:**

\$12.00 Registration fee  
\$38.00 Two week Deposit  
\$50.00 Per child

**To register for PM only:**

\$12.00 Registration fee  
\$68.00 Two week Deposit  
\$80.00 Per child

**To register for AM/PM:**

\$12.00 Registration fee  
\$88.00 Two week Deposit  
\$100.00 Per child