



Orange County Public Schools
EXTENDED DAY ENRICHMENT PROGRAM

School Teacher _____

Ext. Day Group _____

Registration and Emergency Form

2023-2024

Please Print:

Child's Last Name **Child's First Name** **Sex** **Age** **Grade** **Birthdate** / / /

My child will attend: ☐ AM only ☐ PM only ☐ AM/PM

Child's Address: _____
Number Street Name Apt. # City Zip Code

Legal Custodian/s of Child: _____
First Name Last Name Relationship to Child

Other children in home (names, ages): _____

Child lives with: ☐ Both parents ☐ Mother ☐ Father ☐ Other (specify) _____

Parent/ Guardian 1: _____ **Parent/ Guardian2:** _____

Relationship to student: _____ **Relationship to student:** _____

Address: _____ **Address:** _____

Primary Phone: _____ **Text** ☐ **Primary Phone:** _____ **Text** ☐

Work Phone: _____ **Work Phone:** _____

Email: _____ **Email:** _____

☐ **Parent/Guardian 1 may pick up child**

☐ **Father/Guardian 2 may pick up child**

Others authorized as Emergency Contacts and/or to Pick Up child.

Child will only be allowed to leave with Authorized Individuals.

Copy of legal document must accompany denial of parental pick up.

☐ Emergency Contact

☐ Authorized Pick Up

Name Address Phone Number

☐ Emergency Contact

☐ Authorized Pick Up

Name Address Phone Number

☐ Emergency Contact

☐ Authorized Pick Up

Name Address Phone Number

Code Word: Used to verify telephone instructions concerning changes in pick-up for this child: _____

Medical Information: Known health problems, medical conditions & current medications.

All official school board procedures related to dispensing medication must be followed.

**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 this 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 this child's care and treatment.

☐

In order to expedite the care of this child, I hereby give permission for the responding emergency team to immediately initiate treatment and transport of this 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 the child's treatment and transport.

I do hereby state that I am the parent or guardian of the child named on this form. In order to expedite care of this child, 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 child'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.)

Orange County Public Schools
Extended Day Enrichment Program

2023-2024



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 and educational 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 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 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 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 child 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 child's dismissal from the program.
- _____ Tuition must be paid cash, money order or online: www.schoolpay.com. 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 child 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 child 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 children who meet qualifying criteria.
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.

Extended Day Parent Contract Page Two

_____ **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 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.

_____ 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 children **MUST** be picked up BY 6:00 pm. A late pick-up fee is charged at a rate of \$10.00 (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.

_____ Movies are shown in the program. All movies are family friendly and rated no higher than PG. Please inform Coordinator if you do not wish your child to watch movies.

(Parent’s Signature)

(Child’s name)

(Date)

(Child’s name)