



CALVARY
EPISCOPAL PREPARATORY

CEP Extended Day Program Registration

School Year 2022-2023

The Extended Day Program provides afterschool care for students in Pre-Kindergarten through grade 8. The program is located on campus and run by CEP employees.

It is available from 3:30 p.m. (dismissal) to 6:30 p.m. each school day and does not operate on student holidays. The program offers a daily snack, homework time, games, computer time, and outdoor activity.

Registration

Complete the CEP Extended Day Program Registration Form and return to the school with the annual non-refundable registration fee.

Meals/Snacks

Snacks are provided to students each day. Students may bring snacks of their own if they opt not to consume those provided.

Contact Information & Permission to Release

Updated personal contact information is essential to your child's continued safety. The Extended Day personnel will use the information in the FACTS Family Portal for contact information and release of the student. Parent contact information, emergency contacts, and a list of people authorized for pick up should be kept current at all times.

Sign-Out Policy

All students must be signed out upon departure from the program. The student(s) will only be released to those persons authorized to pick up students in FACTS Family Portal. Valid photo identification must be shown when a student is picked up by someone unfamiliar to the staff.

Extended Day Program Registration

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher _____

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher _____

Child's Information

Last Name: _____ First Name: _____

Grade: _____ Teacher _____

Parent/Guardian Information *(use additional sheet if necessary)*

Last Name: _____ First Name: _____

Work Phone: _____ Cell Phone _____

Email: _____

Parent/Guardian Information *(use additional sheet if necessary)*

Last Name: _____ First Name: _____

Work Phone: _____ Cell Phone _____

Email: _____

Emergency Contact Information

Name: _____ Phone _____

*This person will be contacted **only** if parents cannot be reached for a medical emergency.*

Legal Custody (if applicable)

I have provided Calvary Episcopal Preparatory with a copy of my court documents to support my request for limited rights to the non-custodial parent.

Non-Custodial Parent Name: _____ Phone: _____

Days non-custodial parent may pick up: Monday Tuesday Wednesday Thursday Friday

Times non-custodial parent may pick up: _____

Extended Day Program Registration

Medical Release

I acknowledge that all medical information provided to CEP in Facts Family Portal is accurate and current. Extended Day staff will use the information, permissions, and releases provided for emergency notifications and decisions related to the health and safety of my child.

Fee & Payment Information

- The Extended Day Program is a month-to-month obligation. Monthly invoices will be sent via email through QuickBooks/Intuit and should be paid online using the “Pay Invoice” option unless other arrangements are made. All payments are due on the 1st of each month. (Exception: payment for August is due on August 15th.)
- The registration fee is non-refundable, non-transferrable, and must be paid annually each school year.
- Outstanding balances and returned checks are subject to fees as described in the Student-Parent Handbook.

Annual Registration Fee (non-refundable) per child.....\$50.00

Please select a payment option:

- Monthly rate—charged monthly for the following month. The rate is the same regardless of the number of days of attendance or number of school days in a month. (Exception: August & December)
- 1st child.....\$160.00 (exception: \$80.00 for August & December)
 - 2nd child.....\$100.00 (exception: \$50.00 for August & December)
 - 3rd child.....\$40.00 (exception: \$20.00 for August & December)
- Drop-in rate (daily)—charged on the 1st of the month for the days attended in the previous month
- \$20.00 per day

*** A \$10.00 late fee will be charged per 15-minute increment (daily)

By signing this document, I attest to the above information being true and correct. I also understand that the program staff will allow my child/children to leave the premises ONLY with those listed in the FACTS Family Portal. I have reviewed this form and all information is true and up-to-date. I will notify the school and program staff immediately with any information that needs to be updated. Additionally, I understand that all guidelines in the CEP Student-Parent Handbook are enforced during Extended Day.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____