



CEP After-School Program

The After-School Program provides afterschool care for students in pre-kindergarten through grade 8. The program is located on campus and run by CEP employees.

The extended day program is available from 3:30 p.m. (dismissal) to 6:30 p.m. each school day. The program does not run on student holidays.

The program offers a daily snack, homework time, games, computer time and outdoor activity.

NOTE: For the academic year 2020-21, the capacity of the After-School Program may be limited due to social distancing and COVID-19 guidelines. We encourage you to register early for this service. We will begin accepting registrations on August 3, 2020.

Program Fees

Annual (School Year) Registration Fee <i>Required whether enrolled monthly or daily</i>	\$50 per child or \$75 per family
Monthly Tuition	\$150 per month for First Child \$50 per month for each Additional Child
Daily Drop-In Rate	\$20 per day for the first child \$10 per day for each additional child

Fee & Payment Information

- Registration fee is non-refundable and non-transferable.
- Under the monthly option, tuition is charged at a monthly rate regardless of the number of days of attendance or number of school days in a month. For students on the monthly plan, you will be billed in advance by the business office. For example, for the month of October you will receive an invoice before the end of September.
- For students using the drop-in option, you will be billed for the days attended in the following month. For example, student attends 5 days in the month of September, the business office will send an invoice within the first ten business days of October.
- Invoices are due upon receipt. Invoices may be paid online using the “Pay Invoice” option, or you may send a check to the front office.
- Outstanding balances and returned checks are subject to fees as described in the Student-Parent Handbook.

(over)

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 ParentsWeb/Family Portal for contact information and release of the student. The following information should be kept current in ParentsWeb at all times – parent contact information, an emergency contact and a list of people authorized to pick up your child(ren).

Sign-Out Policy

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

Registration

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

Medical Release

I acknowledge that all medical information provide to CEP in ParentsWeb 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.

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: _____

Days non-custodial parent may pick up: _____

Times non-custodial parent may pick up: _____

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 ParentsWeb information system. 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 in force during Extended Day.

Parent/Guardian Signature: _____ Date: _____