



## Extended Care Program Enrollment Agreement 2018-2019

Student(s) Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Please indicate your choice of payment and program option(s) below:

**Payment Option:**  
 Monthly (FACTS Installment Payments) – Invoices will no longer be mailed to families  
 Annually (Prepayment by September 1)

Program Option(s):	Monthly Payment	Annual Payment
<input type="checkbox"/> Morning Option 7:00-8:00am		
<input type="checkbox"/> 1 child	\$120	\$1,200
<input type="checkbox"/> 2 children	\$160	\$1,600
<input type="checkbox"/> 3+ children	\$180	\$1,800
<input type="checkbox"/> Afternoon Option # 1 Pick-up by 4:30pm		
<input type="checkbox"/> 1 child	\$195	\$1,950
<input type="checkbox"/> 2 children	\$255	\$2,550
<input type="checkbox"/> 3+ children	\$290	\$2,900
<input type="checkbox"/> Afternoon Option # 2 Pick-up by 5:45pm		
<input type="checkbox"/> 1 child	\$265	\$2,650
<input type="checkbox"/> 2 children	\$410	\$4,100
<input type="checkbox"/> 3+ children	\$495	\$4,950
<input type="checkbox"/> Occasional Use *Maximum of two days per week; More than two days will be billed at the monthly rate		
		\$11.00 per hour, per child

**Guidelines & Policies:**

- The non-refundable enrollment fee is \$25 per student/\$50 per family and will be charged to your FACTS account.
- **Afternoon Option #1 charges an overtime fee of \$11.00 an hour for each student not picked up by 4:30pm.**
- The ECP Program closes at 5:45pm. **Overtime charges will be assessed at \$1.00 per minute for each student not picked up by 5:45pm.**
- Families choosing to enroll their children in afterschool enrichment activities or clubs are still responsible for making ECP payments in accordance with their regular ECP Program option. ECP fees are not prorated and will not be adjusted for participation in clubs.

**(Over)**

- **ECP.** The program is closed when school is closed. With the exception of half days, ECP operates only when Nazareth Elementary is open. Listen for weather-related school closings on local stations. There are no refunds for weather-related school closings.
- **Student Information Form.** It is the responsibility of the parent/guardian to complete this form and provide any updates in writing.
- **Medical Emergency.** The ECP coordinator will first attempt to contact the parent/guardian in the event of a medical emergency. If the parent/guardian cannot be reached, the person(s) designated on the student's information form will be contacted. If the emergency requires immediate hospital attention, an ambulance or emergency vehicle will transport the student to the designated or nearest hospital.
- **Absences.** If a student is absent from school, it is not necessary to notify ECP of the absence. If a student is present during the school day and will not be attending ECP on any given day, the parent/guardian must notify the Main Office.
- **Sign-Outs and Late Pickups.** Each student must be signed out of ECP each day by an authorized adult, 18 years or older. Service fees will be charged for late pickups as indicated on the ECP Rate Schedule.
- **ECP Accounts.** Requests for changes to the Option Choice selected must be made to the Business Office in writing. **Accounts must be current in order to participate in ECP.**

By enrolling my child/ren in the Extended Care Program, I hereby agree to adhere to the guidelines and policies of the Extended Care Program. Enclosed is payment for the enrollment fee for my family.

Printed Name of Parent/Guardian \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_