

Enterprise Learning Academy Extended Day Application

Enrollment Date: _____

7:00 – 8:50 AM _____

3:30 – 6:00 PM _____

Child's Name: _____
(Last) (First) (Middle) (Nickname)

Grade _____ Birth Date: _____ Sex _____ Bus# _____

Mother's Name: _____ Father's Name: _____

Birth Date: _____ Birth Date: _____

DL License #: _____ DL License #: _____

Home Address: _____ Home Address: _____

City, State, Zip: _____ City, State, Zip: _____

Home Phone #: _____ Home Phone #: _____

Cell Phone #: _____ Cell Phone #: _____

Employer: _____ Employer: _____

Employment Address: _____ Employment Address: _____

City, State, Zip: _____ City, State, Zip: _____

Employer Phone #: _____ Employer Phone #: _____

Parent permitted to remove child from Extended Day: Mother Yes / No Father Yes / No
(If no court documents must be provided)

Other person(s) to be notified in case of illness, emergency, and permitted to remove child from Extended Day.

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone #: _____ Phone #: _____

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone #: _____ Phone #: _____

Child's Physician: _____ Physician's Address: _____

Physician's Phone #: _____ City, State, Zip: _____

May Extended Day call physician in case of an emergency? Yes _____ No _____

ALLERGY ALERT: _____

SPECIAL INSTRUCTIONS: _____

PLEASE REMEMBER TO KEEP ALL INFORMATION CURRENT

Parent/Guardian Signature: _____ Date: _____

Extended Day Policies and Procedures

*****PAYMENT*****

Payment is due by the first day of pay period as indicated on your pay schedule. Payment **MUST BE MADE IN PERSON BY PARENTS** to the Extended Day Director or Extended Day Office during the Extended Day hours. A **\$15.00 LATE FEE** will be added to payments received after the 5th working day of payment due date. Cash payments **MUST** be made for the **EXACT AMOUNT**. We do not keep change in the office.

District policy states "Students may not remain in the Extended Day Program unless their account balances are paid on a current basis." If payment has not been made by the first day of the pay period, the child will not be admitted to Extended Day until payment is made in full. Pro-rating of fees will occur only for new students entering the program after payment due date. Continual problems with late payments will result in the student not being allowed to return to the Extended Day Program.

*****SNACKS*****

PARENTS ARE RESPONSIBLE FOR SENDING A NUTRITIONAL SNACK FROM HOME EACH DAY FOR THE AFTERNOON SESSION. *Please do not send candy bars, lollipops, etc. as a snack (this type of item will be taken away). Suggested snacks are: crackers, cookies, fruit, etc. ***If you send something that needs an eating utensil, please send one with the snack. Also, please no snacks that need to be heated or cooked.*

*****HOURS*****

CHILDREN MUST NOT ARRIVE EARLIER THAN 7:00 AM AND MUST BE PICKED UP BY 6:00 PM. You will be notified the first time this occurs and thereafter a penalty will be assessed. **THE PENALTY FOR LATE PICK-UP FEE WILL BE \$1.00 PER MINUTE. THIS FEE IS DUE BY THE CLOSE OF THE NEXT DAY.** **If three (3) violations occur or if you refuse to pay the late fee, your child will be dismissed from the program.**

*****DISCIPLINE WARNINGS*****

Citizenship warnings will be given out to children who do not follow the rules of the Extended Day Program or the Duval County Code of Student Conduct. **First and second warnings must be signed by parents and returned to school the next day. Third warnings will be signed and returned and will result in a one week suspension from the program (no refund will be given for unused week). The fourth warning will result in the student being expelled from the program. If expelled, no refund will be given for the balance of the month.**

*****PROPERTY*****

Children are responsible for their own belongings. Bringing game boys, toys, etc. is not necessary and will not be replaced if lost or stolen. Please put names on all coats, lunch boxes, backpacks, and other belongings.

*****PICK UP*****

Children will be allowed to leave only with those persons on the application form or with written consent from the parents. Calling the front office during the day is not an acceptable method to have someone else pick up your child (Extended Day may not receive the message). Please include all names on your sheet that could possibly be picking up your child on a regular basis or in an emergency. Please have photo identification with you when picking up your child. In the event of an emergency, please call the Extended Day office directly (573-3260, ext. 1072) to notify us of any changes for pick up of your child. These policies are set up for the safety of your child; please try to abide by them.

*****UPDATING INFORMATION****

Please notify us of any changes, i.e. new phone numbers, change of employment, custody changes, or pick up information. Having current information is vital for the safety and well being of your child in the event of an emergency.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE LISTED POLICIES:

(Parent/Legal Guardian Signature)

(Date)