

Cunningham Creek Elementary Extended Day Enrichment Program 2018-19

Rec# _____
Ck# _____

(All registration fees -non-refundable)

PRE-REGISTRATION \$50.00 per child pre-registration – **February until May 24th.**

REGISTRATION FEE: \$75.00 for childcare program after May 25th, 2017, no exceptions.

E-mail Address: _____ Alternate E-Mail _____

Please be sure to fill out all of your preferred options below:

Program Needed: _____ Before Only _____ After Only _____ Before & After _____ Wed _____
 Payment Plan: _____ Monthly _____ As Needed _____

Child's Name _____
 (Last) (First) (MI) (Nickname)
 Date Enrolled ____/____/____ Birthdate ____/____/____ Grade : ____ Sex: ____ M ____ F

RESIDENCE: _____ Group: _____

Mother's Name _____ Father's Name _____

Mother's Home Address _____ Phone _____

Father's Home Address _____ Phone _____

Child resides with: _____ Mother _____ Father _____ Both _____ Other (Ext Family)

PARENTS EMPLOYERS: (Please put a "star" by the best contact number if needed.)

Mother's _____ Wk Phone _____ Cell/Beeper# _____

Father's _____ Wk Phone _____ Cell/Beeper# _____

MEDICAL CONTACT:

Child's Physician _____ Phone # _____ Address _____

May CCE call another physician if unable to contact the above? _____ Yes _____ No

CUSTODIAL RIGHTS: (Parents permitted to remove the child.)

Father: _____ Yes _____ No Mother: _____ Yes _____ No Step-Parent: _____ Yes _____ No

If "No" is answered to the above on the natural parents, custody papers must be on file in the school office to legally enforce.

ALTERNATIVE CHILD PICK-UP/EMERGENCY CONTACT APPROVED LIST:

I hereby give CCE Extended Day Enrichment permission to release my child to one or more of the following persons:

Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____

SPECIAL INSTRUCTIONS AND/OR MEDICAL CONCERNS:

Today's Date

Signature of Parent or Guardian

AUTHORIZATION FOR EMERGENCY CARE

In case of accident or serious illness and Cunningham Creek Elementary Extended Day Enrichment is unable to reach me, I hereby authorize them to contact the physician indicated and follow his instructions. If it is impossible to contact this physician, Cunningham Creek Elementary Extended Day Enrichment may make whatever arrangements necessary to provide care and treatment for my child.

In the case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain at the school, Cunningham Creek Elementary Extended Day Enrichment will contact me to arrange transportation for my child. If Cunningham Creek Elementary Extended Day Enrichment is unable to reach me, I authorize them to contact one of the persons listed and request them to come to the school and transport my child home.

Child's Name _____

Parent's Signature _____

General Release of Liability

The undersigned agrees to release and forever discharge Cunningham Creek Elementary Extended Day Enrichment and the St. John's County School Board, their officers, servants, agents, and employees, from all claims and demands, rights and causes of action of any kind. The undersigned waives any right to seek damages against the above mentioned parties due to or in any way arising from personal injuries and/or property damage known or unknown to the undersigned at the present time that results from any occurrence which may happen to the below stated child during time spent in the Cunningham Creek Elementary Extended Day Enrichment program, *barring proven supervisory neglect.*

_____ Date _____
Child's Name

_____ Date _____
Parent or Guardian's Signature

Discipline Policy

WARNINGS AND REPRIMANDS

Disruptive, harmful, disrespectful and/or deceitful behaviors will result in strong consequences and a loss of privileges to the offending student. Warnings will be given for each unacceptable offense to students who do not follow the stated rules as outlined and described in the St. Johns County Student Code of Conduct. Cunningham Creek Extended Day Enrichment's Rules and Guidelines are governed by the same set of laws. Our teachers may first submit warnings to the student for any violation which it becomes necessary. If the violation increases to a higher level of disruption it would then be necessary for the student to be sent to the office for an official reprimand. Depending on the level of magnitude of the violation, a consequence would be established. Although the teacher may offer written documentation of common offenses within the classroom, it will not be established as a reprimand until it becomes necessary to involve the administration to establish the level of consequence.

Informal Warning, the First-Ever Offense-In an effort to establish a relationship with our students, the informal warning is generally kept between the student and the teacher. The offense is discussed between the teacher and the student. An agreement is reached as to how the student will correct the behavior and make better choices in the future. These offenses are not put into the student's file. They remain with the teacher unless it becomes necessary to submit them to the administration for further action.

Extended Day is a PRIVILEGE NOT A RIGHT. If a child is displaying an unacceptable high magnitude of disruption, they may be removed from the program, due to the safety factor of caring for that child. Extended Day, in accordance with the St. Johns County Student Code of Conduct, practices progressive discipline and will follow all guidelines as stated therein.

I understand and agree to abide by the process of discipline policies defined above:

Parents Signature

Date

Important Information to Know

The Cunningham Creek Extended Day Enrichment program remains committed to the safety, security, and well being of each and every child in our care. Our staff is dedicated to this mission. However, the following policies are conditional to providing that care to each of our families. We must consistently enforce the policies emphasized below regarding every family utilizing our care. **There will be NO EXCEPTIONS.**

It is very important you become very familiar with the expectations of our program to avoid any inconvenient suspension of our provided services.

Program Requirements-Please initial that you have read and understand each item on the line provided.

- _____ All current forms must be turned in completed with a registration fee. Checkredi is responsible for handling checks returned due to insufficient funds. Additional fees will be charged as allowed by the state.
- _____ All checks and/or cash payments must be submitted at drop off or pick-up by the adult responsible party. You may go to www.schoolpay.com to pay by credit card. In addition, Auto-pay through your bank is highly recommended to insure timely payments.
Payments are to be dropped off by the parent when picking up the child, in the **RED BOX** on the counter in Room 141, the Extended Day office. ANY PAYMENT sent in, must be put in an envelope marked **"EXTENDED DAY"**. Otherwise, payment may not be sent to us, but deposited in your child's cafeteria fund.
- _____ Prepayment of services-This program is subjected to the **Florida Constitution, which states in Article VII, section 10; all fees must be paid in advance of service.** A minimum of 2 weeks payment or a full month deposit is required before services may be initiated. **Paying over 14 days late would result in suspension of services and late payment fees will be charged after the pay plan due date.** It is absolutely necessary to sign up for the proper pay plan for your budget.
- _____ Billing/receipting is done by e-mail! Please be sure to fill in a current e-mail address. Statements will be e-mailed on request. If you would prefer a hard copy bill, please let the Extended Day office know. However, it is your responsibility to pay according to your payment option on time whether you have seen a bill or not.
- _____ Student pick-up- All students must be signed out and picked up by someone whose name is listed in their file for this purpose. Please inform all responsible parties they will need to provide a picture ID until we become familiar with them. **Students may not ride their bikes or walk home from the Extended Day program without supervision from an approved person.**
- _____ Late Pick-up Fees- \$1.00 per minute per child for each minute after 6:00pm. County-wide policy. **After 3 violations your privileges could be revoked.** Back-up arrangements with, friends, family or neighbors are very important to prevent this from happening.
- _____ Dismissal Changes-When enrolled in our program, **it is the parent's responsibility to email or send in a note to the child's classroom teacher and inform him/her that your child will or will not be participating in the Extended Day program and copied to us. The desired form of dismissal and should be clearly stated for us to send them home appropriately. (i.e.-bus, parent pick-up or going home with a friend.) SEND IT IN WRITING!**
- _____ Contracted activities (i.e.: Dance, Karate) must also be paid in advance of services.
If you choose to allow your child to drop-out you may still be responsible to pay for the class(es) they are committed to take for the entire school year.
Checks for these activities are made payable directly to the Vendor, NOT C.C.E.
- _____ Discipline policy **Extended Day is a PRIVILEGE NOT A RIGHT.** If a child is displaying an unacceptable high magnitude of disruption, they may be removed from the program, due to the safety factor of caring for that child. Extended Day, in accordance with the St. Johns County Student Code of Conduct, practices progressive discipline and will follow all guidelines as stated therein.

Parent's Signature

Date

AGREEMENT TO COMPLY WITH THE CUNNINGHAM CREEK EXTENDED DAY ENRICHMENT POLICIES

I, _____ have read and understand all the policies stated
Parent or Guardian's Name

herein of the Cunningham Creek Extended Day Enrichment program. In addition, I do understand that any repeated violations of any or all of these policies could result in the termination of the services provided to my family by the Cunningham Creek Extended Day Enrichment program. I do also hereby agree to uphold and abide by all these rules set aside herein in connection with the care my child/children receive within the above mentioned Extended Day Enrichment program.

Parent or Guardian's Signature

Date