



Cunningham Creek Elementary Extended Day Enrichment Program 2023 - 2024

Non-Refundable Registration Fee \$75.00 Per child

Advanced Registration for next school year

*(**\$50.00 if Registered from Apr. 1st – May 24th**)

Program Needed: (Select Only One)

Morning Care Only

Morning & Afternoon Care

Afternoon Care Only

Wednesday PM Care Only

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

Date of Birth: _____ Gender: Male _____ Female _____ Grade _____ Teacher _____
(for school year registering for)

Parent/Guardian Information MUST Be Filled Out Completely

Child Resides With Both Parents Mother Father Other Name of Guardian _____

Parent/Guardian Information	Mother	Father
Name (First and Last REQUIRED)		
Home Number (Include Area Code)		
Cell Phone (Include Area Code)		
Work Phone (Include Area Code)		
Home Address		
City, State Zip Code		
Email Address		

Approved Pick Up/Emergency Contact List; I authorize the staff of Cunningham Creek Extended Day to allow the following persons to pick my child up from Extended Day. They may also be contacted in the event of an emergency such as illness or accident. (MUST have one contact listed)

Contact First & Last Name	Contact Phone Number (include area code)

Physician's Name: _____ Phone Number _____

Address: _____

List of Allergies, Medical Concerns, and/or special needs: _____

Homework Preference: (Note: Only 2nd thru 5th grades have about 30 min. Mon. thru Thur. of quiet time for homework)

- My child is **required** to complete his/her homework in Extended Day.
- My child has the choice as to whether or not he/she does his/her homework in Extended Day.
- My child does his/her homework at home.

Please keep in mind that we use the honor system for homework. We count on your child to be honest when telling us about his/her homework needs, and we do our best to adhere to your wishes. Grades 2-5 will need to bring a book to read in case they have no work to do during quiet homework time. Grades K and 1st will be given the opportunity to do their work as well at whatever location they are at for the day (i.e. playground, cafeteria, etc.). They will not have a quiet time for this as they do not tend to have much homework.

Important Information:

- **Medical Release for Care & Treatment** – In case of accident or serious illness during Extended Day hours, The Extended Day Staff will contact the legal guardian. Cunningham Creek Elementary School Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child including contacting a physician. In case of emergency, I hereby give the Extended Day Staff permission for my child to be transported by Emergency Medical Services to the hospital and given necessary treatment. I understand I will be responsible for any and all related charges. 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, the Extended Day Staff will contact the parent to arrange pick-up of my child. If Extended Day Staff is unable to reach me, I authorize them to contact one of the persons listed on this registration form and request them to come to the school and transport my child home/ to their home. I understand that it is the parent/guardian's responsibility to notify the school of any changes in this information throughout the school year.

**Please be sure that your emergency contacts are local and are able to pick up your child if there is an emergency and we cannot reach you.*

- **GENERAL RELEASE OF LIABILITY** - The undersigned agrees to release and forever discharge Cunningham Creek Elementary School Extended Day Program and the St. Johns County School District, St. Johns County School Board, their officers, servants, agents, and employees, from all claims, demands, rights and causes of action of any kind the undersigned now has or hereafter may have on account of 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 occurrences which may happen to the below stated child during time spent in the Cunningham Creek Elementary Extended Day Enrichment Program, barring proven supervisory neglect.
- **EXTENDED DAY IS A PRIVILEGE, NOT A RIGHT** -

Extended Day Behavior Expectations

All Extended Day students are required to follow the expectations listed below.

Be Respectful – words and actions, show respect to adults and peers

Be Responsible – choices, show good character

Be Resourceful – takes care of self and involves adults when needed

Infractions will be handled as follows:

1. Informal Warning: Student will conference with adult when an infraction occurs. This verbal warning will give the student the opportunity to correct the behavior.
2. 1st Incident: 1st infraction, parents will be notified in writing, giving them the opportunity to correct the behavior.
3. 2nd Incident: Student will be sent to the office for a 2nd infraction. The student will remain in the office until a parent arrives, providing the student “thinking time”
4. Student will be suspended from Extended Day for one week, if there is a 3rd infraction.
5. If a 4th infraction occurs, student will be disenrolled in Extended Day.

Depending on the severity of the offense, these consequences may be escalated. We sincerely hope that these steps will not be necessary, but our mission is to keep our students safe while in the care of Extended Day. These expectations will ensure a safe and happy environment for all children. Thank you for your partnership and support.

- Envision Solutions is responsible for handling all checks returned NSF for ANY REASON. The parent is responsible for any additional fees that will be charged by Envision Solutions.

I have read and understand all the Important Information outlined above and agree to policies and procedures of the Cunningham Creek Elementary School Enrichment Program.

Parent Signature

Date

Important Information Check List

The Cunningham Creek Extended Day Enrichment Program remains committed to the safety, security and well-being of each and every child in our program. Our staff is dedicated to this mission. This is a re-affirmation that you understand the above policies in their entirety in order to ensure that we provide the best care to each and every family. We will enforce the aforementioned policies to ensure that we provide the best service possible to you the community. There will be **NO EXCEPTIONS**, therefore it is vital that you are very familiar with the expectations of program and you agree to all. This will allow us to minimize inconvenient suspension of your services.

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

_____ All registration forms must be completed in their entirety and submitted with the registration fee and first two month's payment, before service is allowed to begin. Payments will be due for the upcoming month by the 15th of each month. (Please refer to the Payment Fee Schedule that is on the Extended Day Website). This program is subject to the Florida Constitution, (Article VII, section 10) which states all accounts MUST maintain a paid in advance status. Your account will be assessed a \$5.00 late fee for every 5 days payment is late. If payment is not received before the first day of the billing period that payment covers, it will result in a suspension of your service until the account is brought current. This includes any late fees that have been incurred. Envision Solutions is responsible for handling checks that are returned to due insufficient funds, and additional charges will be required to be paid separately directly to Envision Solutions.

_____ All checks and/or cash payments must be submitted at the time of drop off or pick up by a responsible adult party. You may pay for services via your credit card at Schoolpay.com. You may also ask your bank to submit the check via their Auto-Pay (Bill Payer) services if this option is available. **If** you are not able to make payment at the time of pick-up or drop off, and you must, **as a last resort**, send a check in via your child please be sure that this payment is as follows; Check only (with child's name in the memo section), in a sealed envelope, marked Extended Day. This will help to avoid Extended Day payments ending up in lunch accounts.

_____ Invoices and Receipts are available via email upon request. If you would prefer a hard copy be printed please stipulate this in your request. Please be advised, that although Invoices are not mailed on a regular basis, it is your responsibility to make your payment on time according to the Fee Schedule located on the Extended Day website. If you have questions regarding this schedule, please contact us to make sure that you are paying the correct amount.

_____ All Students must be signed out and picked up by someone whose name is listed on their Extended Day file. Please inform all parties listed they will need to have a picture ID when picking up the student. Students are not allowed to ride their bikes or walk home without the supervision of the authorized person. These procedures are for the safety of your child.

_____ **Dismissal Changes must be communicated to the school before 2:00 (1:00 on Wednesdays).** You can do this by contacting the CCE Transportation email at ccestransportation@stjohns.k12.fl.us and/or sending an email to the teacher and Extended Day Coordinator. This will allow us to know that your child will not be in Extended Day for the current day or time frame as stipulated in your email. The desired form of dismissal should also be included in your email; this will help to ensure that your child gets to where he or she needs to be. **If we do not receive communication from you, it will be assumed that your child must come to Extended Day and will not be permitted to leave the way he or she thinks they are supposed to.**

_____ There will be extra fees assessed for LATE PICK-UP. Extended Day Closes at 6:00 PM (**5:00 PM on December 21st & May 24th**) The first violation will serve as a warning. Subsequent violations will result in a fee of \$1.00 per minute for every minute after 6:00 PM per child. After the third offense use of the program may be suspended for the remainder of the year at the discretion of the Coordinator.

_____ It is the mission to keep all children safe while in the care of Extended Day. If your child is a hindrance in our ability to maintain a safe environment there will be consequences. If a child continues to show inappropriate or disruptive behavior, after a conference with administration they may be removed from the program at the discretion of the Coordinator, this is to ensure a safe and happy environment for all children. Make sure to go over the rules with your child, as you BOTH will be held accountable. Please pay attention to any notes sent home concerning inappropriate behavior.

_____ All Students taking part in our Extended Day program **must be potty-trained or self-sufficient when bathroom needs arise.** Children may be admitted, based upon their needs and appropriateness of the program for the child. If determined that staff training, staff to child ratio, or facilities used creates an undesirable situation for your child, other children and/or the staff, the coordinator will advise the Principal and we will request that your child not participate in the program.

_____ **PG Rated Movies** maybe shown in Extended Day. We carefully review these movies before to ensure that there is nothing inappropriate for k-5th grade aged kids. If your child is allowed to view PG Rated movies, please initial. **If you do not want your child to view PG Rated Movies, please do not initial and alternative arrangements will be made during the movie viewing time.**

_____ If you should need to discontinue our services, please give us **two-weeks written notice** (note or email). If you have any outstanding debts, you are still responsible for paying them. **Any refund requests must be made within 2 weeks of withdrawal or the amount will be forfeited.** *Note: If we are not aware of your plan to discontinue our services, you will be responsible for the entire month's fee.*

_____ I have read and have a full understanding of all rules and policies enclosed in the Extended Day Enrichment Program's Policy & Procedures Handbook, which may be found on the Extended Day page of the Cunningham Creek Elementary school website.