



**DECATUR CITY SCHOOLS
EXTENDED DAY AFTER SCHOOL PROGRAM
2019-2020
REGISTRATION FORM**



STARTING DATE: _____ TERMINATION DATE _____
Full-Time _____ Part-Time _____

AFTER SCHOOL SITES: (PLEASE CHECK ONE) 2:30 P.M. – 6:00 P.M.

CHESTNUT GROVE _____ EASTWOOD _____ FRANCES NUNGESTER _____
JULIAN HARRIS _____ WALTER JACKSON _____ WOODMEADE _____

CHILD'S NAME _____
CHILD'S NAME _____
HOME ADDRESS _____ HOME PHONE _____
DATE OF BIRTH _____ GRADE _____
TEACHER _____ ETHNICITY _____ MALE OR FEMALE _____
MOTHER'S NAME _____ ADDRESS _____
PLACE OF EMPLOYMENT _____
BUSINESS PHONE # _____ MOTHER'S CELL PHONE # _____
FATHER'S NAME _____ ADDRESS _____
PLACE OF EMPLOYMENT _____
BUSINESS PHONE _____ FATHER'S CELL PHONE # _____
DOCTOR'S NAME _____ PHONE NUMBER _____
DOCTOR'S ADDRESS _____ HOSPITAL OF CHOICE _____
APPROXIMATE PICK-UP TIME _____
NAME OF SIBLINGS _____

LOCAL EMERGENCY CONTACT WHEN PARENT(S) CANNOT BE REACHED:

NAME _____ RELATIONSHIP _____ HOME # _____ WORK # _____

CHILDREN MAY BE RELEASED TO:

NAME _____ RELATIONSHIP _____ HOME # _____ WORK # _____

NAME _____ RELATIONSHIP _____ HOME # _____ WORK # _____

CHILD MAY NOT BE RELEASED TO:

NAME _____ RELATIONSHIP _____ HOME # _____ WORK # _____

NAME _____ RELATIONSHIP _____ HOME # _____ WORK # _____

MEDICAL/BEHAVIORAL INFORMATION (Allergies, Nosebleeds, ADHD, Etc.) and any other information that you feel would be helpful about your child(ren):

**MAKE CHECKS PAYABLE TO DECATUR CITY SCHOOLS
NON-REFUNDABLE REGISTRATION FEE IS \$25.00 PER CHILD
Payments may be made in cash, check or you may use PayPams to make a payment.
(WWW.PAYPAMS.COM)**

**DECATUR CITY SCHOOLS EXTENDED DAY PROGRAM
2019-2020**

The Extended Day Program will be held Monday through Friday from 2:30 p.m. until 6:00 p.m. with a snack provided.

DISCIPLINE: Discipline will be consistent and fair. Standards of conduct are the same as for the regular school year. The Decatur City Schools Code of Conduct Booklet will be enforced. Failure to comply with the rules of conduct may result in the child being suspended from the Extended Day Program. **IF AT ANY TIME A CHILD'S BEHAVIOR ENDANGERS HIMSELF OR OTHERS, THE CHILD MAY BE DISMISSED FROM THE PROGRAM IMMEDIATELY. BULLYING IN ANY FORM WILL NOT BE TOLERATED.**

LIABILITY: I will assume liability for any accidents and injuries that occur during the Extended Day Program time. The Extended Day personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services, and ambulance service.

PAYMENTS MUST BE MADE PRIOR TO RECEIVING PROGRAM SERVICES.

Parents/Guardians are responsible for having the correct amount of money when making payments. No change will be available.

PLEASE MAKE CHECKS PAYABLE TO DECATUR CITY SCHOOLS (DCS)

Decatur City Schools collects for returned checks through an Automated Check Recovery System. A \$30.00 fee will be assessed on ALL RETURNED CHECKS.

I HAVE READ OVER THE CAMP EXTENDED DAY GUIDELINES AND I AGREE TO THE PAYMENT SCHEDULE AND THE PROCEDURES OUTLINED.

Parent/Guardian's Signature _____ Date _____

I am a DCS Employee-Mother or Father of Child only _____

Registration Forms may be turned in at any Decatur City School or mailed to:

**Extended Day Programs
Attn: Elissa Kennamer
Leon Sheffield Elementary
801 Wilson Street NW
Decatur, AL 35601**

Please Direct Any Questions To:

**Elissa K. Taylor, Extended Day Program Coordinator (256)-309-9598
Sarah Wingo, Bookkeeper
Email: elissa.taylor@dcs.k12.al.us**

DECATUR CITY SCHOOLS AFTER SCHOOL PROGRAM

August 7, 2019 – May 20, 2020

PAYMENT SCHEDULE

REGISTRATION FEE----- \$25.00 per child

FULL-TIME

3-5 DAYS

ONE CHILD----- \$40.00
TWO CHILDREN----- \$76.00
THREE CHILDREN----- \$112.00

PART-TIME

1 DAY

ONE CHILD----- \$15.00
TWO CHILDREN----- \$30.00
THREE CHILDREN----- \$45.00

PART-TIME

2 DAYS

ONE CHILD----- \$25.00
TWO CHILDREN----- \$50.00
THREE CHILDREN----- \$75.00

DECATUR CITY SCHOOL EMPLOYEE CHILDREN

FREE FACULTY MEETING DAY

REGISTRATION FEE----- \$25.00 per child

TUITION----- \$7.00 per day for each child

LATE PICK-UP FEE RATES

\$1.00 per minute 6:00-6:15

\$2.00 per minute after 6:15

Late fees are due within week of occurrence.

**DECATUR CITY SCHOOLS
EXTENDED DAY AFTER SCHOOL PROGRAM
2019-2020**

Dear Parents:

Balances:

The Extended Day Program's prepayment policy will be strictly enforced. Payments should be made on the Monday of the week of your child's first day of attendance. **Balances will not be allowed to become more than a week delinquent. After that time, your child will be sent to the office to contact you for pick-up. They cannot return to Extended Day until the balance is paid in full.**

Late Pick Up Fees:

Please help us by picking up students in a timely manner. Extended Day has care for students from 2:30 p.m. until 6:00 p.m. We ask that all students are walking out of the building at 6:00 p.m. If you are going to be late, please call or text the Site Leader to let them know. However, fees will still apply.

Extended Day maintains a policy of \$1.00 per minute after 6:00 p.m. and \$2.00 per minute after 6:15 p.m. Site Leaders will take the sign-out forms at 6:00 p.m. and will be signing the students out after 6:00 p.m. Parents will put their initials on the sign-out sheet. Fees will be due in the week of occurrence. Students who have remained at Extended Day three (3) times or more for more than 20 minutes after 6:00 p.m. in a semester, will be dismissed from the program until the following semester.

**I have read and understand the prepayment policy and late pick up policy of the
Extended Day Program.**

Child's Name

Parent/Guardian

Date