

**DECATUR CITY SCHOOLS  
EXTENDED DAY AFTER SCHOOL PROGRAM  
2021-2022  
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):

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**MAKE CHECKS PAYABLE TO DECATUR CITY SCHOOLS  
NON-REFUNDABLE REGISTRATION FEE IS \$25.00 PER CHILD  
Payments may be made in cash, check or money order.**

**DECATUR CITY SCHOOLS EXTENDED DAY PROGRAM  
2021-2022**

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 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 Kennamer Taylor, Extended Day Program Coordinator (256)-309-9598  
Email: [elissa.taylor@dcs.k12.al.us](mailto:elissa.taylor@dcs.k12.al.us)**

**DECATUR CITY SCHOOLS  
EXTENDED DAY AFTER SCHOOL PROGRAM  
2021-2022**

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.

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

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date