

**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):

**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**

**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.

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

Child's Name

Parent/Guardian

Date