

Ralph Chandler Middle School

EDP Guidelines

Parent Signature Page

Program hours are 3:30pm-6:00pm only on full school days, (no teacher workdays, half days, or early dismissal days).
Pick up time is between 3:45pm and 6:00pm.

A late fee of \$1.00 per minute will be charged for any child(ren) picked up after 6:05 No exceptions

- A non-refundable registration fee (\$40) is required to enroll each family in the program.
- Only authorized adults may pick up a child. An ID must be shown. Authorized adults must come into the school, via the front door to sign children out. Any adult picking up a child(ren) must be on the authorized sign out sheet.
- Weekly fees are due by the end of Thursday PRIOR to the week the child attends. A Late Fee of \$25 will be added if fees are not paid on time. If fees are not paid by the close of the day they are due, your child(ren) may be withdrawn from the program. Please give fees to the director, or placed in an envelope with EDP written on it, and left at the front office. Parents will need to pay for the days they have signed their child(ren) up for. Full week, 3 or more days, half week, 2 days or 1 designated day per week. No monetary refunds will ever occur for ANY reason.
- If a check is returned for insufficient funds two times we will require future payments to be made in cash, money order or certified check. An NSF fee will be charged.
- The EDP is not a drop-in program. All fees are due in advance regardless of whether your child attends. There are no reductions for sick leave, vacation, or other absences.
- A full week is considered 3 or more days.
- If your child has emergency medication for school, they must have SEPARATE medication for the EDP.
- Your child(ren) will have required homework time. Please have them bring a quiet activity, such as reading, for when they have completed their homework.
- Withdrawal from the program requires a two-week notice. When notice is given, two more weekly fees are due.
- Inappropriate student behavior will not be tolerated in the Extended Day Program. Chronic/serious behaviors will be documented on a district disciplinary referral form and referred to the school principal, if the director, student and parent cannot successfully correct the problem.

My signature below indicates that I understand and agree to abide by the guidelines set forth in the Parent Student Handbook for the Extended Day Program, at Ralph Chandler Middle School.

Parent Signature

Date

Parents will be required to sign/date and return to the EDP Director prior to their child(ren) beginning the program.