**EXTENDED DAY CARE PROGRAM POLICIES**

**HOURS OF OPERATION:** The Extended Day Care Program (EDC Program) operates only on days when school is in session for students. (*Does not operate in summer months) Students may be signed into the program no earlier than 6:30 am. Afternoon program begins promptly at the end of the school day and end no later than 6:00pm. An authorized person ***must*** sign their student(s) in during morning hours and out during afternoon hours, No Exceptions.

**LATE PICK-UP POLICY:** Program closes promptly at 6:00 PM. ***Late pick-up fee is charged for any student not picked up by 6:00 PM. There is a late pick-up charge of $25.00 for the 1st 10 minutes and $20.00 for every 5 minutes thereafter.*** There is no refund for days absent.

**PAYMENT POLICY:** School Policy states that students may not remain in the EDC Program unless their accounts are paid on a current basis. Upon registration, you will receive a payment schedule to follow for the entire year. Payments are due on the 1st day of the month **PRIOR** to services being rendered. If payment is not received by the 15th of the month, a $25 late fee is due. Your student will not be allowed to attend the EDC Program until the account has been brought current. Not having received a reminder that payments are due does not negate the **Late Fee**. Continual problems with late payments will result in your child not being allowed to remain in the EDC Program.

***NOTE: THE ENRICHMENT PROGRAM IS NOT A DROP-IN SERVICE. THERE WILL BE NO DAILY RATES, ALL PAYMENTS WILL BE MONTHLY PAYMENTS.***

**IF PAYING BY CHECK, PLEASE WRITE YOUR STUDENT'S NAME ON YOUR PAYMENT TO ENSURE PROPER CREDIT.**

**RETURNED CHECK POLICY:** All returned checks will be assessed a $40 NSF fee. If restitution is not confirmed, your child will be dropped from the program within 3 days. Once restitution is made, all future payments must be made in the form of cash or money order for the remainder of the school year.

**General Release of Liability**:

- The undersigned hereby releases and forever discharges Seacoast Christian Academy Board, their officers, agents, servants, and employees from all claims and demands the undersigned now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damages resulting or that results from any occurrence which may happen to my child during the EDC Program. I hereby certify that my daughter/son has my permission to participate in the EDC Program and will abide by the same rules as stated in the students' Code of Conduct Handbook.
- To the best of my knowledge, my daughter/son is physically fit to engage in the activity in question. I understand that the Seacoast Christian Academy Board and its employees and agents will exercise reasonable care while my daughter/son is in their custody and care engaging in activities through the EDC Program. I agree to hold the Seacoast Christian Academy Board and its employees and agents harmless from any and all liability, which may arise while exercising their duty of care, relating to my daughter/son for personal injury or illness that may be suffered or any loss of property that may occur to my daughter/son while participating in the EDC Program.

**Authorization for Emergency Care**:

- In case of accident or serious illness, and the school/program is unable to reach me, I hereby authorize the school/program to contact the physician indicated on the application and to follow his/her instructions. If it is impossible to contact this physician, the school may make whatever arrangements necessary to provide care and treatment for my child.
- In case of accident/serious illness where the immediate treatment of my child is not necessary, but he/she is unable to remain at school, the school/program will contact me to arrange transportation for my child. If the school/program is unable to reach me, I authorize the school/program to contact one of the persons indicated on the enrollment form and ask them to pick up and transport my child home.

**Photo/Media Release**:

- I hereby authorize the videotaping/filming/photography of my child and/or the release of his/her name and achievement(s) for publishing (print, World Wide Web) and/or broadcasting purposes. I also consent to the showing of the video/film/photographs to any person. I understand that Seacoast Christian Academy is not a party to outside organizations' photography/filming/video production and will hold Seacoast Christian Academy and its employees harmless from any liability in connection with a production not produced internally by Seacoast Christian Academy.

**DISCIPLINE**: Program will follow the Seacoast Christian Academy Code of Conduct.

**COVID-19 PROCEDURES:** The EDC Program will follow the school's COVID-19 policies and procedures.

**EDC Program Policy: I hereby acknowledge receiving a copy of the Extended Day Care Program Policy.**
**(Application is not considered complete unless signed below to indicate agreement with all of the above.)**

**Student's Name** _____ **Date**_____

_____ _____

**Parent/Guardian's Signature** **Parent/Guardian's Printed Name**