

**QUEEN OF ANGELS CATHOLIC SCHOOL
EXTENDED DAY PROGRAM PARENTAL AGREEMENT**

**Return completed forms by August 15, 2015 (or first day used) to
EDP Program Director
Queen of Angels Catholic School Extended Day Program
11340 Woodstock Road
Roswell, GA 30075**

I understand that I am enrolling my child/ren

_____ *Name of Child(ren)*

in the Queen of Angels Catholic School Extended Day Program for the **2015-2016** school year. She/he will attend: (*check each day that applies*)

Mondays _____ Attendance will vary; I will send a note on the days my child will attend
Tuesdays _____
Wednesdays _____
Thursdays _____
Fridays _____

I understand that the Extended Day Program is open according to the official school calendar of Queen of Angels Catholic School, and is closed during vacations, teacher workdays, Labor Day, Thanksgiving and Christmas Noon Holidays, last day of school, and inclement weather days.

1. I will update my child's file information as outlined in the Parent Handbook. I acknowledge that it is my responsibility to keep the center advised of significant changes as the changes occur in the information that was provided at the time of enrollment concerning phone numbers, work locations, emergency contacts, family physician, etc.
2. The Program Staff will assume full responsibility for my child from the time he/she arrives at the Program until I sign him/her out of the Program according to the written instructions for departure. A snack will be provided according to the menu posted.
3. I understand that my child will not be allowed to leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel. If it is necessary for someone other than the parent / guardian to pick up the child, I will contact the staff in charge of Extended Day Program to specify that person or persons not previously specified on the form to pick up my child and I understand that identification to establish identity before my child may be released to the parent's / guardian's designee. Email is an acceptable form of notification.
4. If medical emergency arises, the Program staff will first attempt to contact me. If I cannot be reached, the staff will try to contact my child's doctor and the person(s) I have listed as my child's emergency contacts. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
5. I agree to adhere to the policies and procedures of the Extended Day Program Handbook and the Parent/Student Handbook, and give my child permission to participate fully in this program.
6. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, or exposure to communicable disease, which include my child.
7. Medication will not be dispensed during EDP hours except in cases of emergency. A Medication Permit Form must be completed in order for medication to be dispensed.

DATE: _____

SIGNATURE: _____

RELATIONSHIP TO CHILD: _____ PRINT NAME: _____

QUEEN OF ANGELS CATHOLIC SCHOOL
Extended Day Program Enrollment Form

Child's full name _____
Name child goes by _____ Date of Birth _____ Sex _____
Child's home address _____
_____ Child's Phone # (____) _____

PARENT OR GUARDIAN INFORMATION

Father's/Guardian 1's name _____ Phone # (____) _____
Father's address _____
Father's occupation and address of employment _____

Father's Work Phone # (____) _____ Cell (____) _____ Pager (____) _____

Mother's/Guardian 2's name _____ Phone # (____) _____
Mother's address _____
Mother's occupation and address of employment _____

Mother's Work Phone # (____) _____ Cell (____) _____ Pager (____) _____

FAMILY INFORMATION

Child resides with: ___both parents ___mother ___ father ___grandparents ___other (please list) Brothers and/or sisters (please indicate ages and whether they live with the child)

Please list any other persons living with the child and their relationship (if any) to the child:

PICK UP – I.D. MUST BE PRESENTED

Persons authorized to pick up child:

Name _____ **Address (complete street address, city, state, zip code)** **Phone** _____

Custody Restraints/Persons who may **NOT** pick up child:

A. Name: _____
Relationship to Child: _____
B. Name: _____
Relationship to Child: _____
C. Name: _____
Relationship to Child: _____

Persons to contact in case of an emergency when parents cannot be reached:

Name Telephone number

EMERGENCY MEDICAL AUTHORIZATION
Queen of Angels Catholic School Extended Day Program

Child's Name: _____ Date: _____
Child's Physician: _____ Phone: _____
Address: _____ City/State/Zip: _____
Child's Dentist: _____ Phone: _____
Address: _____ City/State/Zip: _____

Authorized Adults

In the event of an emergency, please indicate your name and phone number where you and another authorized person can be reached.

Father's Name _____ Work Phone _____
Beeper/Cell _____
Home Phone _____

Mother's Name _____ Work Phone _____
Beeper/Cell _____
Home Phone _____

FIRST AID

In the event of emergency, I authorize the staff to provide any first aid care deemed necessary for my child.

Signature

PARENTAL EMERGENCY MEDICAL CONSENT

This form must be presented upon admission for treatment.

Child's full name: _____ Birth date: _____

In the event that my child (listed above) suffers an injury or illness while in the care of Queen of Angels Catholic School Extended Day Program and the facility is unable to contact me/us immediately, it shall be authorized to secure such medical attention and care for my child as may be necessary. I/We agree to keep the facility informed of changes in telephone numbers, etc. where I can be reached. I agree to pay all costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child.

Signature

Date



Queen of Angels Catholic School

11340 Woodstock Road

Roswell, GA 30075

Extended Day Program Fees 2015-2016

Family Name: _____

Child(ren)'s Name(s): _____

Extended Day Program Options (please choose one)

- | | | |
|---|------------------------------|---|
| Limited Program
(2 or less days per week) | 1 child | <input type="checkbox"/> \$75.00 per month |
| | 2 children | <input type="checkbox"/> \$110.00 per month |
| | 3 or more children | <input type="checkbox"/> \$150.00 per month |
| Inclusive Program
(3 or more days per week) | 1 child | <input type="checkbox"/> \$150.00 per month |
| | 2 children | <input type="checkbox"/> \$260.00 per month |
| | 3 or more children | <input type="checkbox"/> \$315.00 per month |
| 4:00 p.m. Pick-up | 1 child | <input type="checkbox"/> \$55.00 per month |
| | 2 or more children | <input type="checkbox"/> \$90.00 per month |
| Daily Rate (includes Late Carpool) | 3:30 p.m. – 4:00 p.m. | <input type="checkbox"/> \$5.00 per child |
| | After 4:00 p.m. | <input type="checkbox"/> \$15.00 per child |

Queen of Angels Catholic School is concerned about the proper supervision of children after regular dismissal. Any child who has not been picked up by 3:30 p.m. will be sent to the Extended Day Program and the family will be billed at the daily rate.

Late Fee: \$10.00 per child for each 15 minute increment after 6:00 p.m., or any part thereof.

(This will be strictly enforced! All late fees will be added to the next billing)

Payments: Queen of Angels Catholic School has partnered with FACTS Management Company to collect Extended Day fees. Please see the Queen of Angels Catholic School Parent-Student Handbook – Incidental Fees section for additional information.

Responsible Party Signature

Date