

# Orange County Public Schools

## Waterford Elementary

12950 Lake Underhill Road, Orlando, FL 32828 • Tel: (407) 249-6410 • Fax: (407) 249-4425

Mrs. Danielle Arbelaez-Willis, Principal

### Extended Day Enrichment Program

**2023/2024**

Dear Parents:

Welcome to the 2023/2024 school year at Waterford Elementary! Thank you for entrusting us with your child and enrolling them in our Extended Day Enrichment Program.

Program Hours: 7:00am-8:15am

3:00pm-6:00pm (2:00pm on Wednesdays)

#### **Tuition is due Monday of each week.**

<u>Program:</u>	<u>Tuition (per child):</u>
AM Only	\$27.40 per week
PM Only	\$42.40 per week
AM/PM	\$52.40 per week

#### **Fees due at registration:**

<b>AM Only:</b>	<b>PM Only:</b>	<b>AM/PM:</b>
\$12.00 Registration Fee	\$12.00 Registration Fee	\$12.00 Registration Fee
<u>\$54.80</u> Two-week Deposit	<u>\$84.80</u> Two-week Deposit	<u>\$104.80</u> Two-week Deposit
\$66.80 per Child	\$96.80 per Child	\$116.80 per Child

**Tuition is due every Monday.** Any tuition received after 6:00pm on Monday is considered late.

Payments are to be made online at [www.SchoolPay.com](http://www.SchoolPay.com)

Habitual late payment will result in dismissal from the program. The OCPS "No Pay, No Stay" policy will be strictly enforced.

We are looking forward to a great school year!

Anita Wells

Extended Day Coordinator

[anita.wells@ocps.net](mailto:anita.wells@ocps.net)

407-249-6410 ext. 4032230 407-207-7576 direct line

Join my Remind Group by texting the message @we-extday to the number 81010 or by going online to [remind.com/join/we-extday](http://remind.com/join/we-extday)

*"The Orange County School Board is an equal opportunity agency."*





Orange County Public Schools  
**EXTENDED DAY ENRICHMENT PROGRAM**  
**Registration and Emergency Form**

School Teacher \_\_\_\_\_

Ext. Day Group \_\_\_\_\_

Please Print:

Student's Last Name \_\_\_\_\_ Student's First Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_

My student will attend: ☐ AM only ☐ PM only ☐ AM/PM ☐ AM/VPK ☐ PM/VPK

Student's Address: \_\_\_\_\_  
Number Street Name Apt # City Zip Code

Legal Custodian/s of Student: \_\_\_\_\_  
First Name Last Name Relationship to Student

Other students in home (names, ages): \_\_\_\_\_

Student lives with: ☐ Both parents ☐ Parent/Guardian 1 ☐ Parent/Guardian 2 ☐ Other (specify) \_\_\_\_\_

Parent/ Guardian 1: \_\_\_\_\_ Parent/ Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Primary Phone: ( ) - \_\_\_\_\_ ☐ Text Primary Phone: ( ) - \_\_\_\_\_ ☐ Text

Work Phone: ( ) - \_\_\_\_\_ Work Phone: ( ) - \_\_\_\_\_

Email: ( ) - \_\_\_\_\_ Email: ( ) - \_\_\_\_\_

☐ Parent/Guardian 1 may pick up student

☐ Parent/Guardian 2 may pick up student

**Others authorized as Emergency Contacts and/or to Pick Up student.**

Student will only be allowed to leave with Authorized Individuals.

Copy of legal document must accompany denial of parental pick up.

Name _____	Address _____	Phone Number ( ) - _____	<input type="checkbox"/> Emergency Contact
			<input type="checkbox"/> Authorized Pick Up
Name _____	Address _____	Phone Number ( ) - _____	<input type="checkbox"/> Emergency Contact
			<input type="checkbox"/> Authorized Pick Up
Name _____	Address _____	Phone Number ( ) - _____	<input type="checkbox"/> Emergency Contact
			<input type="checkbox"/> Authorized Pick Up

**Code Word:** Used to verify telephone instructions concerning changes in pick-up for this student: \_\_\_\_\_

**Medical Information:** Known health problems, medical conditions & current medications.

All official school board procedures related to dispensing medication must be followed.

**EXTENDED DAY ENRICHMENT PROGRAM**  
**Registration and Emergency Form**

**Parent/Guardian: Please initial each box**

**Photo / Video Permission**

☐

For and in consideration of benefits to be derived from the Extended Day program, I/we do hereby consent, authorize and grant permission to the School Board of Orange County, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of this student, and do further consent to the publication of same. I/we hereby relinquish and give to the School Board of Orange County, Florida, all right, title, interest and/or compensation of said materials for publication or other use. I release any and all claims of any nature whatsoever arising from their use.

**Care / Transport / Treatment Permission**

☐

In case of a minor accident or illness, I request the school to contact me. If I am unable to be reached, I request that one of the persons listed on this form be contacted to care for my student.

☐

In the event of a life-threatening accident or illness, I understand that the school may contact the 911 emergency medical system immediately. I agree to be financially responsible for my student's care and treatment.

☐

In order to expedite the care of my student, I hereby give permission for the responding emergency team to immediately initiate treatment and transport of my student to the preferred or appropriate medical facility, according to what they deem is indicated by the nature or extent of the injuries. I agree to be financially responsible for my student's treatment and transport.

I do hereby state that I am the parent or guardian of the student named on this form. In order to expedite care of this student, I give my permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the appropriate facility. I agree to be financially responsible for my student's treatment. I also request that I (or a listed emergency contact person) be notified of my student's condition and admission as soon as possible.

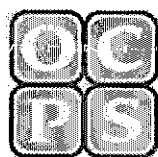
\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**To be completed by Extended Day Coordinator**

**Check appropriate box:**

- ☐ Full Tuition
- ☐ Ext. Day Staff (gratis) \_\_\_\_\_ principal/designee signature
- ☐ School Staff (50%) \_\_\_\_\_ principal/designee signature
- ☐ OCPS Scholarship (50%)  
(Please retain Approval Notices, Termination Notices and original Scholarship applications in a folder for audit.)
- ☐ Other (Please attach documentation / memo with principal/designee signature.)



## Orange County Public Schools Extended Day Enrichment Program



### Welcome to Extended Day



We are happy that you are enrolling your student in our Extended Day Enrichment Program.

The program provides supervision in a secure and familiar setting with a variety of recreational and educational activities plus a snack and homework time for elementary school students. Extended Day embraces the philosophy of all students learning and achieving. Our program works hand in hand with the school day program to enhance the social, emotional and intellectual development of your student.

### Parent Contract

*The following are Extended Day guidelines that must be followed.  
Please read the Parent Contract, initial each item and sign the second page.*

- \_\_\_\_\_ A registration fee of \$12.00 is required for each student enrolled in the program each school year. A new registration form must be completed for each student each school year.
- \_\_\_\_\_ A deposit equal to two week's tuition will be required for each student enrolled in the program. The deposit will be used to cover tuition for the last two weeks that the student attends Extended Day. The deposit on account will roll-over if the student will remain in the program for the next school year.
- \_\_\_\_\_ Tuition rates and discounts are standard at all OCPS Extended Day Enrichment Programs. Individual schools cannot make exceptions to the Board approved fees regarding school staff and Extended Day staff discounts.
- \_\_\_\_\_ Tuition is DUE each Monday. In order for the student to remain in the program, the past due balance and current tuition **MUST** be paid online the following Monday. The "No Pay - No Stay" policy will be strictly enforced.  
Habitual late payment may result in your student's dismissal from the program.
- \_\_\_\_\_ Tuition must be paid online: [www.schoolpay.com](http://www.schoolpay.com). Credit card payments are DUE on Monday. Parents create an account on the School Pay Parent Center in order to make Extended Day tuition payments. The School Pay help line is 833-761-2600.
- \_\_\_\_\_ Tuition is a weekly fee. Tuition is not reduced when a student only attends a partial week. The tuition is pro-rated only when Extended Day is not open for a 5-day week, ie. closed for a student holiday or teacher workday. If a student does NOT attend at all for a whole week, ie. illness, vacation, etc., there will be NO tuition due for that week.
- \_\_\_\_\_ Parents who pay a reduced tuition rate (school staff discount or OCPS scholarship co-pay) are financially responsible for their portion of the weekly tuition. A limited number of scholarships are available at all sites for students who meet qualifying criteria.  
A student may be withdrawn from the program for nonpayment of tuition.

## Extended Day Parent Contract Page Two

When a parent no longer meets the criteria for reduced tuition (no longer qualifies for staff discount or OCPS scholarship is terminated) they will be responsible for full tuition.  
A student may be withdrawn from the program for nonpayment of tuition.

AM/PM is a "package deal." If a student is registered for AM/PM (morning and afternoon programs), tuition will be charged for the AM/PM rate, even if the student does not attend both sessions. If the student will no longer attend the AM or the PM session, please notify the coordinator in writing to the change the program the student is registered for.

If a parent needs to change the program a student is registered for, the Extended Day coordinator must be notified in writing the week prior to the change.

Extended Day tuition payments MUST not be given to any employee. Payments MUST be made online at [www.schoolpay.com](http://www.schoolpay.com)

Field trip fees and the cost for activities are included in the tuition for the Extended Day Program. Parents are NOT charged an additional fee. Extended Day students are not charged a fee for OCPS bus transportation.

Extended Day policy states that students MUST be picked up BY 6:00 pm. A late pick-up fee is charged at a rate of \$10.00 (per student) for every 15 minutes after 6:00 pm that the student is picked up. The late pick up fee must be included with your next tuition payment.  
Students may be dismissed from the program for repeated late pick up.

All persons authorized for pick up on the registration form must be able to produce a picture I.D. Anyone NOT listed on the registration form or authorized by phone will NOT be allowed to pick up that student. The parent who signs the registration form may make changes to the authorized pick up list and student departure instructions in writing or by phone, provided a Code Word has been listed on the registration form.

Every person authorized to pick up a student will be assigned a unique PIN number. All persons picking up a student MUST "PIN OUT" using the Extended Day computer or alternate method if the computer isn't available.

Please notify the coordinator prior to your student's last week in Extended Day. Your deposit will be used to cover tuition and you will receive a refund for any money remaining in your account.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Students's name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's name)

## Waterford Extended Day Parental Contract

Initial each line that you have read and acknowledge

- \_\_\_\_\_ • The Florida State Constitution (Article VII, Section 10) requires tuition to be paid in advance. A deposit equal to two weeks tuition is required for each student. Habitual late payment may result in dismissal from the program.
  
- \_\_\_\_\_ • Habitual tardiness in pick-up of students will result in dismissal from the program. Late fees will be charged for students remaining after closing.
  
- \_\_\_\_\_ • The principal or designee has the right to suspend and/or dismiss a student from the program for behavior problems. Only 1 warning will be given to a parent/guardian for any behavior concerns.
  
- \_\_\_\_\_ • Submission of full registration form and payment is needed to be considered for enrollment. Due to limited capacity, registration and payment submission does not guarantee enrollment. An email confirmation from the coordinator/designee will be sent to notify parent/guardian if their child is enrolled or on a waiting list.
  
- \_\_\_\_\_ • Does your child require any special accommodations \_\_\_\_Yes or \_\_\_\_No

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Child's name)