



EXTENDED DAY PROGRAM LETTER OF UNDERSTANDING

June, 2018

Please read the information concerning fiduciary, safety, and discipline policy, check the appropriate payment information, sign, and return to the school office.

A. Financial Payment Plan (please **circle** number one, two, or three):

1. Weekly - Payment due to Business Office on Monday of each week. (\$25 late fee charged if payment made after Monday)
 2. Monthly – Payment to Business Office by the 1st of each month, (\$25 late fee charged if payment received after due date). Payments can also be made through the FACTS account. (Please contact the business manager, Flora Wack at 703-354-0711 to set up)
 3. Drop-In/Emergency –Parent will be invoiced.
- I agree to pay a late fee of \$1.00 per minute, per student for the first 5 minutes, After 6:05 p.m. the charge will be \$5.00 per minute, per family whenever my child/children are cared for after 6:00 p.m. on regular school days or after 5:00 p.m. on early dismissal school days.
 - I understand that automatic suspension from the Program may be imposed if bills are not paid.

B. Health and Safety

- I agree to accompany my child(ren) into the morning Program and sign him/her in, at or after 6:45 a.m.
- I agree to sign my child(ren) out of the Program by 6:00 p.m. each regular school day and 5:00 p.m. on early dismissal school days.
- I understand that no child may be released to anyone except parents or guardians without written permission and proper identification.
- I understand that no medication will be administered without the proper form and that all medication must be provided in their unexpired original containers.
- I understand that my child(ren) cannot attend the Program with any contagious illness, unidentified rash, fever, vomiting, or diarrhea.
- I understand that no child may be taken to the morning program having had fever, rash, vomiting, or diarrhea the previous day/night. Once the child is confirmed free of contagious illness by a healthcare provider and documentation is submitted or is fever/symptom free for 24 hours without taking fever or symptom relieving medication, the child may return to the morning program.

C. Discipline

- I understand that serious or repetitive infractions of the Student Code of Conduct or the behavior expectations as outlined in the Parent Handbook may result in removal of the child from the Program.

Parent/Guardian: _____
(print)

(signature)

Print child(ren)'s name(s):

In Christ,

Jodi Reagan
Principal