

Extended Hours Program

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office@extendedhoursprogram.com

Summer Camp Policies for Families Receiving CCCAP

Please initial each line that you have read and understand our policies. Your summer camp registration will not be complete until this form is completed and returned to Extended Hours.

____ Parent fees are due the 1st of each month. If payment is not received by the 5th day of the month, child care will be suspended until payment is received.

____ Parent is responsible for private payment of any days that child is scheduled but does not attend. This charge is not covered by CCCAP and is not included in the parent fee. **Payment is due before child is able to attend again.**

____ If child is sick, parent must notify the main office by 8:00 AM the day of care and provide doctor's note within 24 hrs to excuse absence. If doctor's note is **NOT** provided, parent will be responsible for private payment for absence.

____ All schedule changes including cancellations and additions are due by the due date listed on each calendar. Changes received after the deadline will result in private pay charges for drop in fees or No-Shows.

____ Children must attend at least 5.01 hrs in order for Extended Hours Program to receive Full Day payment from CCCAP. If attendance is less than 5.01 hrs, parent/guardian will be charged \$10.00 to cover the difference in rate. Extended Hours Summer Camp will only be providing Full Day options. Half day care (5 hours or less) will not be accepted.

____ Children must be checked in and checked out in the ATS system and manual check out sheet at drop off and pick up **DAILY**. Care may be suspended if parent/guardian fails to properly check child in and out on a consistent basis.

____ Parent/guardian will authorize schedule and care through CCCAP caseworker prior to child attending. Any unauthorized care will result in a private pay charge due to parent/guardian.

____ This registration is for Summer Camp 2020 only. Family will have to re-register with Extended Hours for child to attend in the school year program. 2020-2021 School Year registrations will open on _____. Complete registration must be received by ____ for child to be able to attend 1st day of school.

**** I have read and understand all of the above stated policies.**

Parent Signature

Date

Printed Name

Child #1 Name

Child #2 Name

Child #3 Name