



The Keystone Academy

Extended Day Registration

Please check the requested program(s): _____ a.m. 7:00-8:30 _____ p.m. 2:30-6:00

Student's Name _____

Address _____

Home Phone _____ Birthdate _____ Gender _____

Extended Day Start Date _____

Mother _____ Cell# _____

Employer _____ Work# _____

Father _____ Cell# _____

Employer _____ Work# _____

AUTHORIZATION FOR RELEASE

The following person(s) is authorized to remove my child from the school in my absence. In case of accident or illness where my child is unable to remain at the school, the following person(s) listed below may transport my child home should the school be unable to reach me. If none, indicate "NONE". Should this list change, I will notify the school immediately **in writing**. Please make sure all visitors have proper ID when picking up your child. **Remember** that only people on this list will be allowed to pick up your student.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____

AUTHORIZATION FOR EMERGENCY CARE

In case of an accident or serious illness when the school is unable to reach me, I hereby authorize the school to contact the physician indicated and follow his/her instructions. If the school is unable to reach this physician, the school may make whatever necessary arrangements to provide care for my child.

Physician's Name _____ Phone# _____

Please list any allergies your child may have and symptoms that might occur with the allergies _____

Parent Signature

Date



The Keystone Academy

PAYMENT POLICY

The Keystone Academy requires payment before services are rendered. Please include your child's name and grade level on the check to receive proper credit for the payment. Full payment must be received by the due date. The payment schedule is the official notice to remind parents of when money is due. Please do not rely on the Extended Day staff to remind you when payments are due. Failure to pay on time will result in a \$20.00 late fee or removal from the program (at Director's discretion).

If a check is returned from the bank for any reason, a \$20.00 service charge will be added to the amount due. After one (1) returned check, only cash, money order, or cashier's check will be accepted by Extended Day. If paying by check, please give the following:

Social Security Number

Driver's License Number

LATE FEE AGREEMENT

Extended Day Hours: 7:00-8:30am/ 2:30-6:00pm

No student may arrive earlier than 7:00am

ALL EXTENDED DAY STUDENTS MUST BE PICKED UP BY 6:00PM (SCHOOL CLOCK) EVERYDAY

It is imperative that children are picked up on time. If you are late picking up your child, there will be a per child late fee of \$5.00 for the first five minutes and \$1.00 each additional minute thereafter. Please sign your child(ren) out first when arriving to the school so there will be no confusion of when you arrived. **The late fee is due when you pick up your child.**

Please sign and date below stating that you understand that this policy will be STRICTLY ENFORCED. FOUR LATE CHARGE VIOLATIONS WILL RESULT IN EXPULSION FROM THE PROGRAM.

Parent Signature

Date

PARENT RELEASE FORM- GENERAL RELEASE OF LIABILITY

The undersigned hereby release and forever discharge The Keystone Academy, their officers, agents, servants,, and employees, exercising reasonable care, from all claims and demands the undersigned now has and hereafter may have on account of or in any way arising from personal injuries know or unknown to the undersigned at the present time and property damages resulting or that results from any occurrence which may happen to _____ while participating in activities sponsored by the Extended Day Program at The Keystone Academy.

Parent Signature

Date



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PAYMENT SCHEDULE

Payment due date Sessions= 30 school days	A.M. 7:00-8:30a.m.	P.M. 2:30-6:00p.m.	A.M. & P.M. 7:00-8:30a.m. 2:30p.m.-6:00p.m.
Session 1: August 2nd	\$540	\$900	\$1440
Session 2: September 15th	\$540	\$900	\$1440
Session 3: November 12th	\$540	\$900	\$1440
Session 4: January 13th	\$540	\$900	\$1440
Session 5: February 25th	\$540	\$900	\$1440
Session 6: May 2nd	\$540	\$900	\$1440
Session 7: June 14th (session is 8 days)	\$144	\$240	\$384

All payments MUST be made **prior to the start of each pay period**. Failure to pay on time will result in immediate suspension of Extended Day services until account is settled.

Payments should be made directly by parents. Please do not send payment with child.

Cash payments must be exact amount.

Child's full name must be indicated on each check.



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Court Documents

If you have court documents restricting anyone from picking up your child, you must provide The Keystone Academy copies of these legal documents.

Nutritional Snacks Requirement

In following HRS guidelines, parents must furnish their child enrolled in Extended Day with a nutritious afternoon snack. Students are not allowed to use the microwave or refrigerator.

Dismissal Procedures

For accountability purposes, and to insure the safety of all our children enrolled in the Extended Day program, the following procedures must be followed:

All Extended Day children must be dropped off and signed in for the morning and picked up and signed out in the afternoon. Those individuals signing children out must be prepared to present proper identification. Only those persons authorized in writing on the Extended Day registration form will be allowed to remove the children from the program.

Withdrawal from the Program

A parent may withdraw a child from Extended Day at any time. The parent should send in a written letter to the executive director as soon as possible. The letter should include the child's name and last day of his/her attendance in the program.