



# Kate Sullivan Elementary School Extended Day Enrichment Program



Nationally Recognized for Quality in Education

Transforming Education through the Arts

## EXTENDED DAY ELC PARENT CONTRACT

Kate Sullivan Elementary School's Extended Day program has an open-door policy, that states that parents may visit the extended day program during business hours as well as hours their child is in care. Please read the below contract thoroughly. If you are needing clarity on any of the below mentioned information, please set up a date and time to meet with director and assistant manager. By signing this contract, you agree to the terms and understand the consequences of not following the rules.

- **ATTENDANCE/SIGN IN AND SIGN OUT:** To verify your child's attendance, you must sign with your full signature each day on the sign in and out sheets. Failure to sign in and out daily will result in a verbal warning the first time and could result in termination of services the next time.
- **ABSENCES/USE OF SERVICES:** Reimbursement for absences is authorized for up to three (3) absences per child per month. However, additional absences of up to ten (10) days may be reimbursed with written documentation justifying the excessive absence. Please note that the total monthly reimbursed absences shall be, at most, thirteen (13) calendar days. You are responsible for paying the difference of the private rate tuition per day minus the payment of your daily payment parent fee if we do not have a Dr./Mommy note. In the event of an extraordinary circumstances in which case the ELC of Tallahassee shall provide written approval for payment based on the appropriate documentation from you for up to an additional 7 days (example: hospitalization of the child or parent). If your child is absent three (3) consecutive days with no contact to provider, the Family Eligibility Specialist will determine the need for continued care, possibly resulting in termination of scholarship child care services. If your child is out of child care services for more than thirty (30) days, services will be terminated.
- **AS STATED IN FLORIDA STATUTE 411 CHAPTER 60BB-4.500**  
Reimbursement shall be authorized for no more than three (3) absences per calendar month per child except in the event of extraordinary circumstances. Examples of extraordinary circumstances include the following:
  1. Hospitalization of the child or parent with appropriate documentation
  2. Illness requiring home-stay as documented
  3. Death in the immediate family with appropriate documentation (i.e., obituary, death certificate)
  4. Court ordered visitation with appropriate documentation (i.e., court order)
  5. Unforeseen documented military deployment or exercise of the parent(s)

**You will need to provide proof of absence indicating the reason(s) the child was absent. In the event proof is not provided we are required to report to ELC that you did not submit proper documentation and therefore have to pay the private rate.**

I hereby certify that I have read and fully understand the contract listed above

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print 1<sup>st</sup> Student's Name

\_\_\_\_\_  
Print 2<sup>nd</sup> Student's Name

\_\_\_\_\_  
Print 3<sup>rd</sup> Student's Name

\_\_\_\_\_  
Print 4<sup>th</sup> Student's Name

Parents will receive a copy of this contract only per request, otherwise this information will be located online for reference and located in your child's file.

NATIONAL BLUE-RIBBON SCHOOL OF EXCELLENCE



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