

**Extended Day Enrichment Program (EDEP)
Childcare Payment Agreement**

Parent/Guardian Name(s): _____

Child's Name: _____

Program Location: _____

Start Date: _____

1. Payment Terms & Methods

All fees must be paid **in full prior to attendance each cycle**. This includes all late fees from the from previous cycle.

Payments are made through the **Leon County Schools e-Funds portal (EDEP & VPK)**.

- Acceptable: ACH (checking), credit/debit card
- Not accepted: Cash, checks, or money orders
- Focus PIN # (from school registrar) is required to access the portal.
- Contact your EDEP Manager with payment questions.

2. Split Household Responsibility

In shared custody situations, **parents must resolve payment responsibilities independently**.

Full payment is required before attendance, regardless of household arrangements. The program cannot mediate financial disputes.

3. Late Payments & Fees

- \$10 late fee per family will automatically be applied to payments received after the due date.
- Late fees and balances must be paid before the child can return.
- Absence for 2+ weeks without communication may result in disenrollment.

4. Late Pick-Up Policy

- Pick-up is no later than **6:00 PM**.
- \$1 per minute per family will be charged after 6:00 PM.
- After **3 late pickups**, the child may be dismissed from the program.
- If not picked up by **7:00 PM**, safety and security will be contacted.

5. Refunds & Credits

- **No refunds** after the first week of participation unless due to:
 - Documented illness (2+ weeks)
 - Family relocation
- No refunds for summer camp, registration, or activity fees.
- Credit may be issued only for unforeseen school closures (3+ days).
- Fees are not prorated for absences and cannot be waived by EDEP staff.

6. Cancellations

- Cancellation requests must be submitted **in writing at least 1 day before** a cycle due date.
No credit or refund will be issued without proper notice.

7. Returned Payments

- e-Funds will reprocess returned checks automatically.
- \$20 fee applies after second return; services suspended until cleared.
- After two returns, future payments must be made via credit card or money order.

8. Discounts & Assistance

- **Sibling** discounts apply only at the same site/program.
- **Free/reduced lunch** students may receive fee support (limited space).
- **ELC scholarships** may be available
- One discount per family. Must reapply each year for all discounts.

Acknowledgment

By signing below, I/we agree to all policies and payment expectations outlined in this agreement.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

EDEP Manager Signature: _____ **Date:** _____