



Swampscott

Extended Day

Before and Afterschool Program

2018-19 ENROLLMENT CHECKLIST

Dear Extended Day Parent/Guardian,

Please read the Swampscott Public School Handbook located on the website. After completing enrollment forms, and agreeing to the following statements to ensure enrollment.

I have read and will abide by all the policies and procedures of Extended Day.

I agree to the payment policy and procedures located in the Program Description. I have made my registration payment of \$100.00 online and have attached the payment confirmation.

I have read the District Student Handbook located on the district website and understand the rules, policies, and procedures.

I agree to follow the Swampscott Public Schools Behavior and Discipline Policies and Guidelines located in the district student handbook.

I have filled out my student/students' enrollment forms completely and accurately. (To include Enrollment Checklist, Registration, Medical Form, Dismissal Form)

I will keep the Program Description and Program Fees for my records.

I will inform the program of any changes as they may occur relating to my student (Absences, emergency contacts, release consent, changes in address, phone numbers, email, allergies, special limitations, and medical conditions)

I will agree to inform the Director of Extended Day in writing at least 60 days in advance prior to a program selection change.

Acknowledgement of Policies and Guidelines

In order for the Extended Day Program to be a successful experience for all, I understand it is important that children, parents/guardians follow all the rules, policies and procedures. By signing below, I acknowledge that I agree to abide by the policies and procedures of Extended Day. I will contact the Site Coordinator if I have any questions or concerns.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Please sign and return this form with your enrollment packet.