Coastal Empire Montessori Academy (CEMA)

Extended Care Prearranged Drop-In Service

Provided the Extended Care Program is not filled to its maximum enrollment, CEMA will offer ***prearranged*** *before- or after-school drop-in service for families. The following conditions apply:*

- This form must be completed ***and submitted with payment at least 2 days in advance*** of the desired attendance date.
- Registration and payment will be processed by the Finance Manager and you will receive an email confirmation of your child's ability to attend. *Please do not plan to send your child to Extended Care if you have not received this email confirmation.*
- Hours: 7:00 AM – start of school (AM Session); End of school – 6:00 PM (PM Session)
- Fees: $10 per Session; *NO CASH PAYMENTS, PLEASE*

Student's Name _____

Desired Attendance Date(s) _____

Session(s): AM PM BOTH AM Drop-Off Time _____ PM Pick-Up Time _____

(circle one) *(fill in approximate times if session is requested)*

Teacher's Name _____

Parents' Name(s) _____

Email Confirmation To _____

Contact Number(s) _____

Emergency Contact Name _____

Emergency Contact Number _____

For Office Use Date Rcvd. _____

Pymt. Rcvd. _____