

# 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 Business Office 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 per child; **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. \_\_\_\_\_

*Approved* \_\_\_\_ *Not Approved* \_\_\_\_ *by* \_\_\_\_\_ *on* \_\_\_\_\_

*Confirm email to parent* \_\_\_\_\_ *Copy of form provided to EC Staff* \_\_\_\_\_