

Our Lady of Hope Catholic School
46633 Algonkian Parkway, Potomac Falls, VA 20165
2022-2023 School Year

EXTENDED DAY PROGRAM USE FORM

Family Name: _____ Mother's Work # _____ (cell) _____

Father's Work # _____ (cell) _____

Primary Email Address: _____

- 1. Child's Name: _____ Grade: _____
- 2. Child's Name: _____ Grade: _____
- 3. Child's Name: _____ Grade: _____
- 4. Child's Name: _____ Grade: _____

Please indicate the days and times your child(ren) will be attending the Extended Day Program. The School Office will determine the monthly payment due. A copy of this contract will be returned to you for your records.

	<u>Before School</u>		<u>After School</u>	
Hours:	From:	To:	From:	To:
Monday:	_____	_____	_____	_____
Tuesday:	_____	_____	_____	_____
Wednesday:	_____	_____	_____	_____
Thursday:	_____	_____	_____	_____
Friday:	_____	_____	_____	_____

Signature: _____ Date: _____

Office Use Only:

TOTAL NUMBER OF DAYS PER WEEK (BEFORE CARE) _____

TOTAL NUMBER OF DAYS PER WEEK (AFTER CARE) _____

NUMBER OF CHILDREN ENROLLED _____

MONTHLY PAYMENT DUE _____

Our Lady of Hope Catholic School Extended Day Program 2022-2023

CHILD REGISTRATION FORM

To enroll your child in the Extended Day Program, please complete this form, to be accompanied by a **non-refundable Registration Fee of \$50.00**, made payable to Our Lady of Hope Catholic School and return to the School Office in an envelope addressed "Extended Day Program" no later than **August 18, 2022.**

**ALL INFORMATION MUST BE COMPLETED IN FULL
IN ORDER FOR YOUR CHILD TO BE REGISTERED.**

Child	Nickname	Date of Birth	Gender
Address City State Zip code			Home Phone
This child will attend Extended Day Program: _____ Mornings _____ Afternoons _____ Both			Grade in the 2022-2023 School Year
Previous Child Day Care Programs and Schools Attended			
Physical problems/ Pertinent Developmental Information/Special Accommodations Needed			

Parent(s)/Guardian(s)

Father's Name	Place of Employment	Business Phone
Home Address City State Zip Code		Home Phone
Mother's Name	Place of Employment	Business Phone
Home Address City State Zip Code		Home Phone
Person(s) or Agency having Legal Custody of Child		Cell Phone
Home Address City State Zip Code		Home Phone
Business Address		Business Phone

Our Lady of Hope Catholic School Emergency Care Form

Allergies or Intolerances to Food, Medication, etc., and Action to be taken in an Emergency:		
Child(ren)s Physician:	Phone:	
Emergency Contact (if parents or guardian are not available)		
Name:	Address	Phone:
1) _____		
2) _____		

AUTHORIZATIONS

Persons authorized to sign child out from Extended Day Program: (Identification required)
1.
2.
Persons NOT authorized to pick up child. (Appropriate paperwork such as Custody Papers shall be attached if parent is not allowed to pick up the child. Please include a photograph if available.)
1.
2.

PARENT OR GUARDIAN AGREEMENTS:

<ol style="list-style-type: none">1. Our Lay of Hope Extended Day Program agrees to notify the parent/guardian whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.2. The parent(s)/guardian authorize Our Lady of Hope Extended Day Program to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.	
Signatures	
_____ <i>Parent/Guardian</i>	_____ <i>Date</i>
_____ <i>Director of Extended Day Program</i>	_____ <i>Date</i>

PARENT OR GUARDIAN AGREEMENTS (CON'T)

3) The parent(s)/guardian will inform the Extended Day staff within 24 hours or the next business day after his/her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.

Signatures

Parent / Guardian

Date

Director of the Extended Day Program

Date

(All information requested is required by the Department of Social Services under code 22VAC15-30-110)

OFFICE USE ONLY

Date child entered Extended Day
Program:

Date child left Extended Day
Program:

**Our Lady of Hope Catholic School
Extended Day Program Information Sheet
Parent Acknowledgement Form
2022-2023**

Please complete, sign, and return the following form prior to your child(ren) attending the Extended Day Program.

I have read, understand, and agree to follow the Extended Day Program policies and procedures as stated in the Extended Day Program Information Packet.

Student names(s)

Grade

Parent's Name (Printed)

Parent's Signature

Date
