

EDP REGISTRATION INFORMATION
Attendance Questionnaire
2022-2023

Student's Name: _____ **Teacher:** _____ **Grade:** _____

The purpose of this questionnaire is to provide EDP with information that will allow us to better serve your child. Knowing which days to expect your child at EDP helps to ensure a safer, smoother transition from the school day to the Extended Day Program. This information also enables EDP to better plan for each day. By completing this form, you are not obligating or limiting your child to attend EDP on certain days. Nor are you obligating yourself to pay EDP tuition fees, if your child does not attend the days specified on this form. Tuition is based on actual attendance. Please refer to the following information to help you determine the best way to complete this questionnaire.

Students who are:

FULL TIME are expected to attend EDP every day, unless there are days not indicated as attendance days. Three days or more each week is considered full-time. Please let us know the days we should expect your child to attend on a regular basis by circling them below. (For example: if you only anticipate your child attending M-TH, do not circle F. This doesn't mean your child cannot attend on Fridays; it just means that we will not expect your child on Fridays, unless you tell us otherwise.)

PART TIME are only expected to attend EDP one or two days each week, on a regular basis. If your child will attend the same days every week; you will only need to notify us of your child's schedule once, unless it changes. (For example: if you only need your child to stay every T & TH, just circle T & TH) Your child will remain eligible to attend EDP on days other than those you indicate below; however, we will only expect your child to attend EDP on the days you circle. (Please note: children attending three or more days per calendar week on a regular basis, are considered Full-Time.)

DROP-INS are not expected to attend EDP unless we are notified of their need for attendance. If you need your child to drop-in to the program, please contact the EDP office as soon as possible to let us know when to expect your child. Please contact the EDP office no later than 2:30 pm for same day drop-ins. CHILDREN MUST BE REGISTERED IN EDP BEFORE THEY MAY DROP IN. Please register your child at least one full school day prior to needing them to drop in.

Please indicate by checking the appropriate box below, whether your child will attend EDP on a Full-Time, Part-Time, or Drop-In basis. Please CIRCLE the days that you expect your child to attend EDP each week.

- FULL TIME:** attends EDP three days or more per calendar week on a regular basis.

M T W TH F

- PART TIME:** attends EDP one or two days per calendar week on a regular basis.

M T W TH F

- DROP-IN:** attends EDP sporadically; does not attend on a regular basis.

- I have registered my child as a back-up plan and may not need by child to attend.**

Please remember to contact EDP if your child will be absent on a designated attendance day or if your child will need to attend on a day not circled. We want your child to have a smooth transition from school to EDP. Practices, tutoring, play dates, and various other activities are often scheduled after school. ANY CHANGES TO YOUR CHILD'S REGULAR DISMISSAL PLAN should be communicated to both the student's teacher and to EDP in order to avoid confusion with after school arrangements. Good communication between home and school is imperative for the safe transition of our children.

Person completing form (please print) _____ Date _____