

EDP REGISTRATION INFORMATION
Attendance Questionnaire
2020-2021

Student 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 the upcoming school year. By completing this form, you are not obligating or limiting your child to attend EDP certain days. Nor are you obligating yourself to pay EDP tuition fees, if your child does not attend the specified days. Tuition is based on actual attendance. Please refer to the following information to determine the best way to complete this questionnaire.

Students who are:

Full-Time are expected to attend EDP every day, unless there are days indicated as non-attendance days. (Three days or more per week is still considered full-time.) Please let us know if there are days that you do **not** expect your child to attend on a regular basis. *(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.)* 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 normally absent.

Part-Time are only expected to attend EDP one or two days each week, but 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 designated as EDP days; however, we will not expect your child in EDP on other days unless you notify the EDP office of a change in after school plans. (Please note: children attending three or more days per calendar week on a regular basis, are considered Full-Time.) Please remember to contact EDP if your child will be absent on a designated attendance day, or attending on a day normally absent.

Drop-Ins are not anticipated in EDP unless we are notified that they will need to attend. If you need to child to drop-in to the program, please notify the EDP office as soon as possible to let us know to expect your child. CHILDREN MUST BE REGISTERED IN EDP BEFORE THEY MAY 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:

Students often have practices, tutoring, play dates, and various other activities scheduled after school. ANY CHANGES IN REGULAR PLANS should be communicated to both the student's teacher and to EDP in order to avoid any confusion with after school arrangements and to ensure a smooth transition from school to EDP. Good communication between home and school is imperative for the safe transition of your child.

Person completing form (please print) _____ Date _____