

**THE EINSTEIN SCHOOL  
EXTENDED DAY SERVICE  
POLICIES AND PROCEDURES  
2026-2027**

Dear Parents/Guardians,

We welcome you to the Einstein School Extended Day Service (EDS) The EDS is a non-profit after-school childcare program for middle and elementary school age children who are enrolled at the Einstein School and is supported solely by parent fees.

The goal of the EDS is to provide a safe and enriching program which supports the family, school, and community. It provides opportunities for children to develop socially, emotionally, and physically within a warm and caring atmosphere. If you have any concerns about the EDS, we would be happy to talk with you. Please call the EDS coordinator or principal.

**Please note our policy is to maintain our EDS program on a prepaid basis.**

**REGISTRATION**

All participants must fill out a registration form to be enrolled in our EDS program. This form is the last page of this packet – please turn it into the office with initial payment. Be prepared to pay for the first week of care when turning in signed registration form or a prepaid payment of \$45 if you may need childcare on any given morning or afternoon.

**DAYS AND HOURS OF OPERATION**

**Morning Care:** Operates Monday through Friday from 7:00 am until 7:50 am. Children are to be signed in at the Rec. Hall upon arrival.

**Aftercare:** Aftercare operates from 3:20 pm to 5:30 pm. Aftercare students are to go directly to the Rec. Hall immediately following the dismissal bell at 2:50 pm. Children are not signed in until 3:20 pm, from this point on parents are required to sign their children out with an aftercare aide.

**School Holidays:** The EDS will not operate during school holidays or teacher workdays. See school calendar for these dates.

**FEES**

**See daily and weekly rates below.**

**AUGUST - JUNE**

|                 | AM Care | PM Care | AM & PM Care |
|-----------------|---------|---------|--------------|
| Daily           | \$4     | \$10    | \$14         |
| Weekly (5 days) | \$18    | \$45    | \$63         |

**IMPORTANT NOTICE TO ALL PARENTS**

**In the event a student has not been picked up by 6 pm, the Sheriff's office will be notified. It is the sole responsibility of parents to have either themselves or an authorized person available to pick-up their child if they are not available.**

**PARENTS MUST CALL THE EDS TO NOTIFY STAFF OF ANY EXTENUATING CIRCUMSTANCES BY CALLING:**

- **Before 2:50PM: (352) 335-4321 Ext. 2**
- **After 2:50PM: (352) 359-0512**
- **OF NOTE: PLEASE ADD (352) 359-0512 INTO YOUR CELL PHONES OR HAVE ACCESS TO THIS NUMBER. IT IS THE MORNING/AFTERCARE PHONE.**
  - **CALL THIS NUMBER FOR ANY CORRESPONDENCE NEEDED WITH THE AFTERCARE AIDES DURING MORNING/AFTERCARE HOURS.**
- **NOTIFICATION DOES NOT RELINQUISH THE PARENT OR STAFF FROM FOLLOWING THE LATE PICKUP POLICY AND PROCEDURE. IT IS THE SOLE RESPONSIBILITY OF THE PARENTS TO HAVE EITHER THEMSELVES OR AN AUTHORIZED PERSON AVAILABLE TO PICKUP THEIR CHILD IF THEY ARE NOT AVAILABLE TO DO SO ON TIME.**

**Late Pickup Fees**

- **Each pickup past 5:30pm will warrant a \$15 late fee added to your aftercare bill.**
- **ANY STUDENT EXCEEDING TEN (10) LATE PICKUPS WILL BE REMOVED FROM EDS ENROLLMENT.**
- **It is your responsibility to keep track of how many late pickups you have.**

**Financial Policies and Procedures**

1. **Enrollment in EDS for the year can be terminated if invoice exceeds \$50.**
2. **We accept cash, money orders, and checks.**
3. **Make checks payable to "The Einstein School". Include on the check your child's name, the week/month of which you are paying for, and the care you are paying for. - - Postdated checks will not be accepted. Any check returned for insufficient funds will be charged a \$30 return check fee.**

**PLEASE KEEP THE ABOVE INFORMATION FOR YOUR OWN RECORDS.**

## **STUDENT INFORMATION**

Please see that the information below is filled out in its entirety and given to the front office with payment.

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Allergies \_\_\_\_\_

## **AUTHORIZED PICKUPS**

Permission is given for my child to be released to the following individual(s) during EDS. Driver's license or valid photo ID required. Students will not be dismissed to anyone without proper ID.

Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Additional (if needed):

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Emergency Contact: Must provide two additional names other than parents. List in order they are to be contacted: Note: Parent / Guardian will be contacted first.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

I, \_\_\_\_\_, and, \_\_\_\_\_,  
Parent/Guardian Signature Parent/Guardian Signature

**Have read and agree to adhere to the above Einstein School EDS policies and procedures. I am also aware that it is my/our responsibility to contact an authorized person to pick-up my child in the event I am unable to. I am aware that if my child has not been picked up by 6pm, local Sheriff's Office will be contacted. I understand my child is not permitted into our EDS unless they have been prepaid.**