

## **PROGRAM INFORMATION**

The ET KidZone program is offered in cooperation with Cary Community Consolidated School District 26. The program is offered at four District 26 schools: Briargate Elementary, Deer Path Elementary, Oak Knoll Early Childhood Center, and Three Oaks Elementary for participants in Kindergarten through 5<sup>th</sup> grade. Enrollment is on a first-come, first-served basis. Waiting lists will be started once the available space is filled.

This parent handbook has been prepared to provide you with important information about ET KidZone and Day Off School programs. Please read it carefully, as this is updated annually.

## **REGISTRATION**

Registration for the ET KidZone program will open on Monday, June 17, 2024 and Early Bird registration will run until June 30, 2024. Families will receive a 20% discount during Early Bird registration.

2024-2025 Fees:

- \$11.50/morning
- \$16.00/afternoon
- \$32.00/Early Release Day (PM fee)

Any registrations received during the school year will require a seven-business day wait period before a participant can start the program. This time is necessary to process the registration and notify staff.

Enrollment for ET KidZone is based on the child's enrollment in Cary School District 26 and, therefore, Cary Park District Resident/Non-resident fees do not apply to ET KidZone. Please note that when registering for any other Cary Park District programs and events, Resident/Non-resident fees and enrollment dates will be in place as stated in the seasonal brochures.

## **SCHEDULE CHANGES, ADDING DAYS, & WITHDRAWS**

ET KidZone will continue to allow flexible scheduling options to meet families' individual needs. However, in order to effectively communicate weekly attendance to both the ET staff and the school please note the following:

- Schedule changes will need to be submitted in writing, via email, to the Program Manager by the 25<sup>th</sup> of each month for the upcoming month.
- Adding days to your child(rens) schedule must be completed a minimum of seven-business days in advance.
- Any requests to add days, less than seven-business days in advance, must be communicated directly to the Program Manager. Adding days in a less than seven-business day timeframe are not guaranteed and will be evaluated on a case-by-case basis.

**Refunds or credits will not be given for missed days due to illness, vacation, or changes in schedules that are not submitted in writing by the 25<sup>th</sup> of each month.**



All withdraws from the program (complete withdraw/no longer attending) must be submitted to the Program Manager on a Withdraw Form that can be found at [www.carypark.com](http://www.carypark.com) under the Forms tab.

## ***ABSENCE REPORTING***

ET staff expect your child to attend on their scheduled days. If your child is absent from school or will not be attending ET on a scheduled day, it is the parents/guardians responsibility to notify the ET staff via a call, voicemail, or text to the site phone. When reporting an absence, please indicate your name, your child's name, and the date of the absence. Phone calls will be made if your child is not in attendance and ET staff have not been notified of an absence. Please notify the ET KidZone site of your child's absence in order to avoid unnecessary phone calls.

It is the parents/guardians responsibility to notify the school office/teacher if a child will not be attending ET on their scheduled day. ET KidZone attendance is sent to ET sites and school offices weekly on Fridays for the upcoming week.

**Parents/guardians are responsible for notifying the ET KidZone site and the school office/teacher of any absences. Please do not notify the Program Manager of absences.**

## ***REQUIRED FORMS***

Every child attending the ET KidZone must have a completed Emergency Card prior to participation in the program and will not be able to attend the program without an Emergency Card on file. If any information changes during the school year (ie. address, work/cell phone, etc.), the parent/guardian is responsible to make the updates and submit a new form. It is necessary for the staff to have the most current contact information in case of an emergency. Emergency Cards from previous years or other programs within the Park District will not be accepted.

Parents/guardians will need to sign the ET KidZone Program Waiver upon registering their child(ren) in the program.

All participants and parent/guardians will need to review and sign the Behavior Code of Conduct prior to participation in the program.

Specific Medical Forms will need to be completed if your child has allergies, uses an inhaler or Epi-pen, or has any other medical needs.

The Emergency Card has a section to include additional Authorized Pick-up Individuals (beyond the parent/guardians listed). If there is a need to add more Authorized Pick-up Individuals, a Release of Child Form will need to be completed and turned in to the ET KidZone site.

All of these forms can be found at [www.carypark.com](http://www.carypark.com) under the Forms tab.

