



## **EXTENDED DAY PROGRAM**

**Parent Handbook**

## **Introduction**

We understand how important dependable, quality childcare is to your family, and we will strive to meet your child's needs during the hours he/she is not in school. This handbook is a comprehensive guide to understanding the policies and procedures of Extended Day. Please read it carefully and keep it handy for future reference throughout the year. As a parent or guardian of a child enrolled in our Extended Day Program, we value your involvement. If you have any questions, please feel free to ask to the Program's Site Director.

## **Purpose and Philosophy**

The purpose of the Extended Day Program is to provide parents of elementary students in Calcasieu Parish schools the option of before and after school childcare. All participation is voluntary. The goal of the program is to provide a healthy and secure environment before and after school for children in Calcasieu Parish. It is the intent of the program to provide an atmosphere which affords each child an opportunity to enhance intellectual, personal, social, and physical development.

## **Availability**

The Extended Day Program is available on regular school days. All programs offer afternoon sessions which begin when school is dismissed and extend until 6:00 p.m. Some sites also have morning and/or holiday hours. Extended Day summer programs are also available at some consolidated locations.

## **Registration**

Registration requires completion of all registration forms and payment of an annual nonrefundable registration fee (per child), plus the monthly tuition for the first month of services (if registering to be billed on a monthly basis).

Students may not have a balance due at any CPSB Extended Day Program prior to enrolling. A registration packet is attached to this handbook for your convenience. It is the parent/guardian's responsibility to keep all pertinent information current.

## **Registration Requirements**

Calcasieu Parish public school elementary children are eligible for the participation in the Extended Day Program if they meet all of the following criteria:

- Attend the school where the program is offered
- Are at least 4 years of age
- Are potty trained and able to use the bathroom by oneself

## **Cell Phone and Electronics Policy - School Year**

Cell phones and electronic devices are not permitted in before or after school programs. The program is not responsible for theft, loss, or damage to cell phones and/or electronics, regardless of circumstances. Failure to comply with the cell phone and electronics policy will result in disciplinary action.

(See the C.P.S.B. Summer Program Parent Handbook for the Cell Phone and Electronics Policy for the summer programs.)

## **Tuition Options**

The Program offers two different tuition options, monthly tuition and drop-in tuition. The parent/guardian will indicate on the Family Registration Form whether they want to be charged tuition on a monthly or drop-in (daily) basis.

- **Monthly Tuition**

- Monthly tuition has been calculated based on the number of weeks that school is in session, and the annual cost has been allocated evenly over the months of September through May. As an aid to parents at the beginning of the school year, August tuition is provided at a discounted rate.
- Monthly tuition is due on the first of the month. Tuition, in full, must be received by 6:00 p.m. on the 20<sup>th</sup> of the month to avoid assessment of a late payment fee, per student, even when the student is not in attendance. If all past due balances and fees are not paid by the 20<sup>th</sup> of the month, students will not be permitted to re-enter the program until past due balances are paid in full.
- Monthly tuition is not prorated for short weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the month.
- Accounts are billed monthly, regardless of attendance.
- When termination occurs during any part of a month, unused monthly tuition is nonrefundable. The parent is responsible for signing a Termination Form in order to withdraw from the program and stop monthly billing.
- Families who have children in attendance on alternating weeks will be expected to pay the full monthly tuition regardless of custody issues.

- **Drop In Tuition**

- Drop-in tuition is a daily rate that is charged each day that a child is in attendance.
- A late payment fee is assessed when payment is not made at the time the drop-in service is utilized. Students may not utilize the drop-in service if any past due balance is unpaid.
- Pre-paid drop-in tuition for days when no attendance occurred will not be refunded.

## **Tuition Status Change**

A tuition status change may be made two times per school year and only if there is no past due balance on the account. Changes in tuition status will require signing the Status Change Form. Additional status changes will incur an additional registration fee (\$30), per child. Status changes to drop-in will not be considered for any student who has a balance due.

### **Tuition and Fee Policies**

- Nonpayment or continued untimely payment of tuition/fees will result in termination.
- The Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The Program is not responsible for payments sent in students' backpacks or left at the school office.
- The Program reserves the right to require payment by cash or money order.
- Students may not transfer to another CPSB Extended Day Program, re-enter any Program, change status to drop-in, or continue in the program with a balance due.

### **Daily Schedule**

All Extended Day Programs use the following after school schedule:

<i>Dismissal of School until 4:00</i>	<ol style="list-style-type: none"><li>1. <i>Roll</i></li><li>2. <i>Restroom</i></li><li>3. <i>Snack</i></li><li>4. <i>Student Choice: Supervised Homework or Activity Centers</i></li></ol>
<i>4:00 – 5:00</i>	<ol style="list-style-type: none"><li>1. <i>Outside games/free play (children are expected to go outside when weather permits, if not, indoor games/free play should be offered)</i></li></ol>
<i>5:00 – 6:00</i>	<ol style="list-style-type: none"><li>1. <i>Restroom</i></li><li>2. <i>Optional: Inside games/free play, Activity Centers, Movie</i></li></ol>

### **Tax Statements**

An IRS Form W-10 and a summary of childcare expenses will be provided to parents in January for tax purposes.

### **Supervised Homework**

It is the child's responsibility to know what homework is to be completed and to have all supplies. The supervised homework is not a tutoring service, but questions are answered, and homework is monitored. We do not force children to do their homework, but we do encourage them to get it done.

### **Attendance Tracking**

Student attendance is tracked via ProCare software. Staff will assist students with checking in at the check-in station whenever they arrive in Extended Day. Students will check in via a finger scanner. Parents and authorized pickups will be required to check their child out using the finger scanner. Children are released only to a parent, guardian, or person designated on the Family Registration Form on file. When staff does not know the authorized pick-up person, photo identification is required for release of the student.

### **Emergency Dismissal and School Closing**

During the year it may become necessary to dismiss students early or close schools and Extended Day Programs due to an emergency situation. The primary concern will be to ensure the safety of all students. Each Site Director will have on file a plan for emergency situations, including those which may occur during non-school hours/days. If Calcasieu Parish schools are closed due to an emergency situation, there will not be before or after-school care. Emergency information on file for each child should be accurate and current. Revisions should be made as information changes.

**Snacks**

Each Extended Day Program will determine its own option from the following methods of providing snacks during the school year:

- Each student may bring an afternoon snack from home.
- Snacks may be purchased from school concessions where available.
- Snacks may be furnished by parents for all students on special occasions such as birthdays.
- The Food Services Department may provide snacks for Extended Day Programs.

The Site Director will notify parents/guardians of the snack arrangements at their program.

**Mandated Reporters**

The Calcasieu Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Extended Day Program employees, as school staff members, are considered mandatory reporters of child abuse and/or neglect.

**Conduct Policy and Discipline Procedures**

Conduct policies and discipline procedures have been established to ensure a safe, secure, and orderly atmosphere and are established in the best interest of the children. At registration, parents/guardians must sign copy of the program's Conduct Policies and Discipline Procedures.

**REGISTRATION PACKET**

To register in a CPSB Extended Day Program, the following forms must be completed and submitted to the Extended Day Site Director. Registration paperwork will only be accepted with payment of the registration fee.

Registration Forms (attached):

- (1) Finger Scan Permission Form
- (2) Family Registration Form
- (3) Photo/Video Release Form
- (4) Registration Requirements & Conduct Policy and Discipline Procedures
- (5) Parent Questionnaire (optional)

# EXTENDED DAY PROGRAM

## 2024-2025 Tuition and Fees



2024-2025 School Year Tuition Schedule (effective August 9, 2024)						
	PM ONLY	AM ONLY	AM & PM	PM DROP IN	AM DROP IN	NON-SCHOOL DAY DROP IN
<b>AUGUST</b>	*(Monthly)	*(Monthly)	*(Monthly)	(Daily)	(Daily)	(Daily)
First Child	\$125.00	\$50.00	\$140.00	\$13.00	\$7.00	\$25.00
Additional Children	\$65.00	\$20.00	\$80.00	\$7.00	\$4.00	\$20.00
<b>SEPT-MAY</b>	PM ONLY	AM ONLY	AM & PM	PM DROP IN	AM DROP IN	NON-SCHOOL DAY DROP IN
	*(Monthly)	*(Monthly)	*(Monthly)	(Daily)	(Daily)	(Daily)
First Child	\$185.00	\$75.00	\$200.00	\$13.00	\$7.00	\$25.00
Additional Children	\$100.00	\$40.00	\$115.00	\$7.00	\$4.00	\$20.00

\*The monthly tuition has been calculated based on the number of weeks that school is in session, and the annual cost has been allocated evenly over the months of September through May. As an aid to parents at the beginning of the school year, August tuition is provided at a discounted rate.

Fees:	
REGISTRATION FEE (PER CHILD)	\$40 (includes \$30 registration fee and \$10 secondary insurance)
LATE PICK UP FEE	\$10 (per child for every 10 minute interval or portion thereof)
LATE PAYMENT FEE - MONTHLY	\$20 per child
LATE PAYMENT FEE - DROP IN	\$5 per child
RETURN CHECK FEE	\$25



# EXTENDED DAY PROGRAM

## 2024-2025 Tuition and Fee Policies

### TUITION AND FEE POLICIES:

- Tuition and fees are payable by cash, check, money order, or via Tuition Express (Visa/MC).
- Nonpayment or continued untimely payment of tuition/fees will result in termination.
- The Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The Program is not responsible for payments sent in students' backpacks or left at the school office.
- Payments made by swiping a credit/debit card at the program's Check-in station are processed immediately. Payments made online via tuitionexpress.com have a processing time of up to three business days. In order to avoid the assessment of late payment fees, payments made online at tuitionexpress.com should be made in advance to account for processing time.
- The Program reserves the right to require payment by cash or money order.
- Students may not transfer to another CPSB Extended Day Program, re-enter any Program, change status to drop in or continue in program with a balance due.

### REGISTRATION

Registration requires completion of all registration forms and payment of an annual nonrefundable registration fee (per child), plus the monthly tuition for the first month of services (if registering to be billed on a monthly basis). Tuition will be pro-rated when registering the program mid-month. The pro-rated rate will be calculated by multiplying the following applicable rate ( First Child: \$8 PM, \$3 AM, and \$9 AM/PM Add'l Child: \$4 PM, \$2 AM, \$5 AM/PM) by the number of school days in the month that the child will be registered. A student may not have a balance due at any CPSB Extended Day Program prior to enrolling.

### MONTHLY TUITION

- Monthly Tuition is due on the first of the month. Tuition in full must be received by 6:00 p.m. on the 20th of the month to avoid assessment of a late payment fee, per student, even when the student is not in attendance. If all past due balances and fees are not paid by the 20th of the month, students will not be permitted to re-enter the program until past due balances are paid in full.
- Monthly tuition is not prorated for short weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the month.
- Accounts are billed monthly, regardless of student attendance.
- When termination occurs during any part of a month, unused monthly tuition is nonrefundable. The parent is responsible for signing a Termination Form in order to withdraw from the program and stop monthly billing.
- Families who have children in attendance on alternating weeks will be expected to pay the full monthly tuition regardless of custody issues.

### DROP IN TUITION

- A late payment fee is assessed when payment is not made at the time the drop in service is utilized. Students may not utilize the drop in service if any past due balance is unpaid.
- Pre-paid drop in tuition for days when no attendance occurred will not be refunded.

### LATE PICK UP FEE

- All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 10 minute interval or portion thereof. Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-ups may result in termination from the program.

### TUITION STATUS CHANGE

- A tuition status change may be made two times per school year and only if there is no past due balance on the account. Changes in tuition status will require signing the Status Change Form. Additional status changes will incur an additional registration fee (\$30), per child. Status changes to drop in will not be considered for any student who has a balance due.

**EXTENDED DAY PROGRAM**  
Finger Scan Permission Form



Child/Children's Names: \_\_\_\_\_

I give permission for my child to be checked-in or checked-out of the Extended Day Program by having his/her finger scanned at the Extended Day Check-In Station.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (please print)



**EXTENDED DAY PROGRAM  
FAMILY REGISTRATION FORM**

SHEET 1 OF 3

Name of Child/Children: \_\_\_\_\_

**Parent/Guardian Information**

Registration Date: \_\_\_\_\_

**Mother/Guardian** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Employed By: \_\_\_\_\_

Office Phone: ( ) \_\_\_\_\_ Work Hours: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Cell Phone Carrier (required): \_\_\_\_\_

Email (required): \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Calcasieu Parish School Board employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

Custodial Parent (If married, mark both parents)

**Is Mother/Guardian authorized to pick-up child? Yes \_\_\_\_\_ No \_\_\_\_\_**

*\*If mother is not authorized to pick-up child due to custody arrangement, legal paperwork must be provided to Director.*

**Father/Guardian** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Employed By: \_\_\_\_\_

Office Phone: ( ) \_\_\_\_\_ Work Hours: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Cell Phone Carrier (required) \_\_\_\_\_

Email (required): \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Calcasieu Parish School Board employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

Custodial Parent (If married, mark both parents)

**Is Father/Guardian authorized to pick-up child? Yes \_\_\_\_\_ No \_\_\_\_\_**

*\*If father is not authorized to pick-up child due to custody arrangement, legal paperwork must be provided to Director.*

Child Information

1st Child First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

List authorized pick-up persons/emergency contacts (other than parents/guardians):

1st Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2nd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3rd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2nd Child First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Are authorized pick-up persons the same as 1st Child? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, list authorized pick-ups persons)

1st Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2nd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3rd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3rd Child First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Are authorized pick-up persons the same as 1st Child? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, list authorized pick-ups persons)

1st Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2nd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3rd Contact/Pick Up Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**4th Child** First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: [ ] Male [ ] Female

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Are authorized pick-up persons the same as 1<sup>st</sup> Child? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, list authorized pick-ups persons)

**1<sup>st</sup> Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**2<sup>nd</sup> Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**3<sup>rd</sup> Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Tuition / Payment Information:**

I agree to pay the rates selected below. A Status Change Form must be requested from staff for changes in tuition status and must be submitted in advance of tuition status change. No credits will be given/expected for absences.

**My child will attend (check one):**

- \_\_\_\_\_ Morning (if offered)
- \_\_\_\_\_ Afternoon
- \_\_\_\_\_ Morning and Afternoon (if offered)

**I would like to be billed (check one):**

- \_\_\_\_\_ Monthly Fee
- \_\_\_\_\_ Daily Drop-in Fee

Please outline below the person(s) responsible for payment of tuition and fees.

**Additional Comments & Information:**

Is there is any other information that that would be helpful to our EDP management and teaching staff?

**Signature:**

*My signature below certifies that I have received a copy of the Extended Day Parent Handbook and have reviewed the policies. I understand that failure to follow the Program's policies and procedures may result in termination. I also fully understand the Program's policies with regard to tuition and fees.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXTENDED DAY PROGRAM  
Photo/Video Release Form**



**NAME OF STUDENT:** \_\_\_\_\_

I give permission for my child to be photographed and/or recorded on video in connection with Calcasieu Parish Extended Day Program activities. I understand that all photos and videos will become the property of Calcasieu Parish Extended Day Program. These recordings may be used in in-service presentations and displays, informative brochures, and/or maintained for security purposes. I further agree that any reproductions may also be published and distributed to the general public.

I understand and agree to the above stated conditions and give permission for my child to participate.

\_\_\_\_\_

Parent/Legal Guardian (Please Print)

\_\_\_\_\_

Parent/Legal Guardian (Signature)

\_\_\_\_\_

Date

# EXTENDED DAY PROGRAM

## Registration Requirements & Conduct Policy and Discipline Procedures



**Registration Requirements:** Calcasieu Parish Public School elementary and middle school children are eligible for the participation in the Extended Day Program if they meet all of the following criteria:

1. Attend a school where the program is offered
2. Are at least four years of age
3. Are potty trained and able to use the bathroom by oneself

### **Conduct Policy & Discipline Procedures:**

It is the policy of this Extended Day Program to promote a safe, secure, and orderly environment which will serve to enhance the goals of child care. Students will be required to be well-behaved at all times. Under no circumstances will violent, disruptive or abusive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects, or destroying property. In the event that a child would bring a weapon (i.e. gun, knife) to Extended Day, the child will be expelled permanently from the Extended Day Program. Students will be expected to act in an orderly and safe manner at all times.

Depending on the severity of the problem, there will be three (3) steps taken to alleviate unacceptable behavior:

1. On the first offense, the Support Teacher will notify the Site Director of the problem. The teacher will call or notify the parent(s) when he/she picks up the child and advise him/her of the situation. Written documentation of the incident should be kept on file.
2. On the second offense, the Support Teacher will notify the Site Director of the problem. The teacher will again notify the parent(s) of the situation. The possibility of suspension or expulsion will be discussed and a completed Probation Notice should be given to the parent(s). The principal should be notified, and a copy of this document should be kept on file.
3. On the third offense, the Support Teacher will notify the Site Director of the problem. The Site Director will call the child's parent(s) to immediately pick up the child from school with the understanding that the child is suspended or permanently terminated from the Program, depending on the severity of the infraction. No refunds will be made. The parent(s) will be provided with a completed Notification of Suspension/Expulsion. One copy of this document will be sent to the principal and one copy will be kept on file.

Any of the above procedures may be waived, depending upon the seriousness of the offense. The Site Director should keep the Principal informed of disciplinary concerns in the Extended Day Program. The Principal has the ultimate authority for disciplinary action with input from the Site Director. Parents will be provided with a copy of each report.

Parents are responsible for any damages done by their child to school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action. These policies are established in order to assure a safe, secure, and orderly atmosphere and are established in the best interest of all the children. Participants are required to observe conduct regulations at all times.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

# EXTENDED DAY PROGRAM

## Parent Questionnaire



Child's Name: \_\_\_\_\_

Parent/Guardian completing questionnaire: \_\_\_\_\_

In order to provide the best care for your child in the Extended Day Program, please take a moment to tell us a little bit about your child. All information provided will be confidential. The Program operates under the Americans with Disabilities Act and does not discriminate against individuals with disabilities. The information provided is not to exclude your child from the program but to assist the Program in making any special accommodations necessary. The purpose of this questionnaire is to ensure that all of your child's needs are adequately met.

**THIS QUESTIONNAIRE IS OPTIONAL AND IS NOT REQUIRED FOR REGISTRATION IN THE PROGRAM.**

1. Does your child have any physical disabilities/disorders/developmental delays (diagnosed or suspected)?

If so, please describe:

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2. Do you have any concerns about your child (anxiety, fears, behavior/social/anger issues)? If so, please describe:

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3. Does your child have any allergies? If so, please describe:

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4. Is your child toilet trained? If not, please describe assistance needed:

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5. Are there any special family situations that the program should know about? If so, please describe:

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6. Please make comments about anything else that you think the Program needs to know about your child.

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