



Extended School Enrichment

Employee Pass Program

2019/2020 School Year

Pass Type:	20-visit pass
Employee Rate:	\$110 (<i>regularly \$300</i>)
Eligibility:	Current full-time employees of the City of Carmel
Effective Date:	January 1, 2018

Rules & Conditions:

- Eligible employee may only purchase a discounted employee pass for his/her legal dependents
- Each participating child must be registered in ESE; standard \$40 registration fee applies
- Each participating child must have their own 20-visit pass; siblings are not permitted to share one 20-visit pass
- Employment status must be verified with City HR once per school year

Verification Process:

- Eligible City employee makes a request to participate in the Employee Pass Program to the Site Supervisor or Assistant Site Supervisor of the ESE program at their child's school
- A list of employees newly requesting an Employee Pass will be sent to City HR on Monday for all requests the previous week
- Upon confirmation of employment by City HR, the Site Supervisor or Assistant Site Supervisor will notify the employee they are eligible to purchase the discounted 20-visit pass(es) under the Employee Pass Program for the school year
- Employee must make a request each school year to participate in the program and receive the discounted rate

For more information, please contact Tiffany Buckingham, ESE Assistant Director, at 317.573.5240 or tbuckingham@carmelclayparks.com