

## Out of School Time: Parent Contract

Please read the following information carefully. Sign and return this form. Please keep a copy for your records.

1. I will complete all forms before my child attends the program.
2. I will provide any information changes to the school (e.x. phone numbers, authorized pick-up persons, emergency contacts, allergies, and medications.) promptly.
3. I understand:

Program Start Dates	
Before Care	Begins Tuesday, September 3, 2019
After Care grades K-8	Begins Tuesday, Sept. 3, 2019
After Care Pre-K 3&4	Begins Monday, Sept 9, 2019
There is no aftercare the first week of school for Pre-K3 & Pre-K4.	

4. I will be responsible for all fees incurred.
 

**Tuition:** Tuition is an annual rate based on the 180 days of school. School observed holidays and teacher workdays are not included in the calculation of the annual rate. The annual rate is divided into 10 equal monthly installments from August until May. The equal monthly installment is due regardless of the number of school days in a month or days of attendance. There will be no refund due to emergency weather, early school closures, student withdrawn from school, late notification of withdrawal, change of enrollment or other unpredictable cause. Payment will always be due on the 15th of the month. **I understand there will be late fees for children picked up after 6pm.**
5. **I will notify** the program director by the 10th of the month to change days of attendance or withdraw. I understand that a change in the days of attendance or withdraw will be effective the first week of the following month.
6. There will be no childcare on the following days:

No Before Care on the following days	
When CCPCS closes or is delayed due to: emergency, weather, or other unpredictable cause.	
No After Care on the following days	
The first week of School	For Pre-K students
Wednesday, Nov. Nov. 27, 2019	Day before Thanksgiving
Wednesday, June 17, 2020	Last day of school (date could change due to make up days)
Or in the event that CCPCS closes due to: early school closure, emergency, weather, or other unpredictable cause.	

7. Serious infractions such as fighting, theft, or use of profane language (for a complete list refer to the school 'Parent Handbook' will not be tolerated. At the first instance of such behavior parent/guardian will be contacted and students will work with staff to find a resolution. At second instance parent/guardian will be contacted and a conference may be scheduled with the program director. If the behavior continues, the child may be removed from the program.
8. Students should not bring personal belongings such as toys, cards (Pokemon), games etc. Cell phones may not be used by Before/Aftercare students.
9. I **will not** drop my child off before 7:30am or leave my child unattended.

**I agree to adhere to the policies outlined above. Violation of policies can lead to removal of the program and will be handled on a case by case basis.**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Parent/Guardian printed

\_\_\_\_\_  
Date