

Out of School Time: Parent Contract

Please read the following information carefully. Sign and return this form you may 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.)

2. I understand:

Program Start Dates	
Before Care	Begins Tuesday, September 5, 2017
After Care grades K-8	Begins Monday, August 28, 2017
After Care Pre-K 3&4	Begins Tuesday, September 5, 2017
There is no aftercare the first week of school for Pre-K3 & Pre-K4.	

3. 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 There will be no refund due to emergency weather, early school closures, student withdrawn from school, late notification of withdrawal, change of enrollment or other unpredictable cause.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.

Fee Type	Action	Explanation of Fee	Applied
Registration Fee	Upon enrollment	\$25 non-refundable fee, applied to each account, not per child.	Applied once
Child Late Pick-up Fee	Pick up between 6:06-6:14	\$10.00	Applied daily
Child Late Pick-up Fee	Pick up between 6:15-6:30	\$20.00	Applied daily
Child Late Pick-up Fee	Pick-up after 6:30	\$30.00 Plus \$1 per minute for every minute past 6:30.	Applied daily
All Day Care Cancellation Fee	Parent fails to cancel space	\$20 cancellation fee will be applied to your account.	When applicable

4. I will notify the program director by the 10th of the month to change days of attendance or withdraw. I understand that change in days of attendance or withdraw will be effective the first week of the following month.

5. 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, November 22, 2017	Day before Thanksgiving
Thursday, June 14, 2018	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.	

6. 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/ren may be removed from the program.

7. Students should not bring personal belongings such as cell phones, ipods, ipads, jewelry or Kindles. If a personal item becomes a distraction to the student or others the item will be taken and stored by a staff member. Items will only be returned to parents. Capital City school and employees are not responsible for lost, stolen, or misplaced items.

Parental Agreements
I will not drop my child off before 7:30am or leave my child unattended.
I will pick my child up by 6pm if registered for After Care.
I will be charged a \$10 late fee for pick up from 6:06pm - 6:14pm.
I will be charged a \$20 late fee for pick up from 6:15pm - 6:30pm.
I will be charged a \$30 late fee plus an additional \$1/per minute for every minute after 6:30.
I will be charged a \$20 cancellation fee if I sign up for All Day Care and do not cancel my space.
I understand that my monthly tuition is always due on the 15th of the month.
I understand that my monthly tuition and any late or outstanding fees must be submitted by the 30th for my child to continue in the program.

I agree to adhere 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