

Enrollment is on a space available basis only. Occasionally dis-enrollment occurs when a parent's or child's needs cannot be met. We reserve the right to dis-enroll any child who presents a risk to the health and safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow our policies may also result in disenrollment, please refer to the discipline policy.

Rates and terms are subject to change if the school calendar is changed or an error is discovered. The days of operation are also subject to change. We will give you a 30-day notice if rates are to be increased.

**Tuition is calculated for school days Monday through Friday. NO CREDITS FOR ABSENCES.**

### Schedule

### Per Month Tuition – August 2023 through May 2024

#### BEFORE SCHOOL

7:00 - UPK Start

\$170.00 per month

#### AFTERSCHOOL

UPK Release – 4:00 pm

\$300.00 per month

UPK Release – 6:00 pm

\$535.00 per month

**FOR BEFORE & AFTER SCHOOL CARE TOTAL - ADD AMOUNTS TOGETHER**

**No optional or supplementary services are offered.**

- Department of Social Services has the right to interview children and staff and review all files at any time.
- District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.
- This program refrains from religious instruction or worship.
- We welcome the enrollment of children with exceptional needs.
- We have an open door policy and encourage parents to participate in the daily activities whenever possible.
- A variety of records are maintained on children enrolled in Child Development Center programs; developmental profiles, health information, etc. Parents are advised that either parent may request a parent conference to review her/his child's records. However, records related to the parent, such as sign-in sheets, record of payment, or social service referrals will not be released to the non-contracted parent unless requested by a valid subpoena. Request for sign in sheets requires a valid subpoena.

**Cancellation Policy: If you must cancel or change services, a 30-day notice is required. You will be financially responsible for any tuition due during the 30 days.**

**Cancelling During the Summer: During the summer, you must notify the Carmelo Office by July 1<sup>st</sup> if you are canceling or reducing your schedule. If we do not receive notification by July 1<sup>st</sup>, you will be responsible for the 1<sup>st</sup> month's tuition.**

**Appropriate Conduct:** We always strive to maintain a warm, nurturing environment in which children feel welcome, comfortable, and have the opportunity to see adults modeling appropriate behavior. Accordingly, all parents on the premises of Afterschool program or participating in any program activities must engage in appropriate conduct at all times. We therefore reserve the right to take any lawful action necessary to ensure appropriate conduct on the premises and in our program, including but not limited to requiring parents to leave the premises in the event of inappropriate conduct.

***YOUR SIGNATURE BELOW IMPLIES THAT YOU HAVE READ THE PRECEDING PAGES, AGREE TO COMPLY WITH THE TERMS, AND WILL PAY ALL TUITION AND FEES:***

Signed \_\_\_\_\_ Date \_\_\_\_\_