

## GRADES K-5 SCHOOL AGE CHILD CARE PROGRAM 2023/24 Fiscal Year Contract

Tax ID #77-0322693

**Dates:** This contract is for services rendered during our fiscal year of July 1, 2023, through June 30, 2024. Please read both sides and sign this annual contract.

**Contract Due Date:** a signed contract for the 2023/2024 school year must be received by our office by Friday, May 12, 2023. **REGISTRATION FOR THIS PROGRAM IS ON A FIRST COME FIRST SERVED BASIS, so timing is of the utmost importance. For your convenience the Carmelo office is open 7:00am until 5:00pm Monday through Friday, packets can be returned anytime between those hours.**

**Fees:** There is a non-refundable, annual registration fee of \$50.00 per family. Payment and registration packet are due no later than Friday, May 12, 2023. **A 30-day notice is required for a change or cancellation of your contract and you are responsible for tuition for the entire 30 days.** If you withdraw your child during the school year, then choose to return, there is a \$40.00 per student processing fee to return to the program on a space available basis.

**CANCELING DURING SUMMER:** During the summer, we must be notified before July 1<sup>st</sup> if you are reducing services or canceling your schedule. If we do not receive notification by July 1, you are responsible for the August tuition in full.

**Tuition:** Tuition is based on an annual cost. Please see the rate chart on this contract. Payment of tuition is divided into 10 equal amounts paid over 10 months, August 2023 through May 2024. Early release days and full days of care on the two days before school starts and one Staff Development day are included in the monthly full afternoon fee. In the case of separate households, only one parent will contract for payment of tuition and fees. Payment information will not be given to the other parent. If your monthly payment is late 3 times, we reserve the right to cancel your contract.

**Tuition Due Date:** All tuition is due in advance. Monthly reminders will be emailed as a courtesy. **You are responsible for on time payment regardless of whether you receive the email reminder.** Paper statements will be issued after a late fee has been added. Tuition is due on or before the 25<sup>th</sup> of the month prior to service. Checks will not be deposited before the 1<sup>st</sup> of the tuition month. If payments are not received by the 25<sup>th</sup> of the prior month, they are considered late and you will be charged a \$15.00 per child late fee. If the 25<sup>th</sup> falls on a weekend or holiday, payment is due the preceding workday. If payment is not received before the 1<sup>st</sup> of the month of service, you will be charged an additional \$15.00 late fee, for a total late fee amount of \$30.00 per child. **All due dates and late fees will be strictly enforced.** Past due accounts will be billed after a late fee has been added. You will be charged an additional \$15.00 fee for any balance still payable as of the 10<sup>th</sup> of the month. *Your contract will be canceled for non-payment of fees or for delinquent payments.* Tuition may be requested early in some months if there are holidays that limit our time available for processing. Late payments must be delivered to the Carmelo School Office.

**CUSD Calendar:** Our program operates during the CUSD school year. We follow the CUSD School days Calendar. In addition, we are open two full days before the first day of school and one full day for the Staff In service. We will be CLOSED during ALL other CUSD Breaks.

**CUSD Winter Break** are non-operational days. The December tuition remains the same and will be due the Monday preceding the break week due to the long holiday. Checks will not go to the bank until after January 1<sup>st</sup>.

**Hours of Operation:** We are open from 7:00 am until school starts and end of school to 6:00 pm Monday through Friday.

**Absences:** If your child has attended school and will not be attending the Afterschool Program, the lead teacher must be notified in advance by calling their office at least 15 minutes prior to school release time. A message may be left at River Rec: 624-4609 ext 3233 or Tular Rex: 659-5370. If we are not notified of your child's absence, we will have to contact you to confirm your child's safety when they do not arrive at their scheduled time. This takes time and attention away from children.

**Refund Policy:** There will be no credits or refunds for days your child is not in attendance. This includes days you are out for illness, vacation, or days we are closed due to the forces of nature.

**ACH/Returned Check:** A service charge of \$45.00 will be billed for a returned check. Payment for the ACH returned check must be made by certified check or money order. All future payments must be paid by certified check or money order. This is a CUSD policy. No exceptions will be made.

**Snacks:** Each day, nutritional snacks are provided to all students. On school days, an afternoon snack is provided at no cost. On full days of care, a morning and afternoon snack is provided at no extra cost.

**Drop off and Pickup:** Siblings are required to stay with parents during drop off and pick up and are not allowed to play in the classroom or on the playground.

**Contract for SCHOOL AGE CHILD CARE (continued)**

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**

Kindergarten thru 5<sup>th</sup> Grade

\$170.00 per month (care provided on regular school days only.)

**AFTERSCHOOL**

Kindergarten Release – 3:00 pm

\$155.00 per month (Care provided on regular school days only. No minimum day after school care)

Kindergarten Release – 6:00 pm

\$535.00 per month (Includes Minimum days and Staff Inservice days)

Grades 1<sup>st</sup> – 5<sup>th</sup> 3:00 – 6:00pm

\$380.00 per month (Includes Minimum days and Staff Inservice days)

**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 \_\_\_\_\_