



PARENT CONTRACT
Afterschool Recreation Program

I. Hours of Operation

- A. AM - 7:00 a.m. until school starts; PM Program – afterschool until 6:00 p.m.
- B. August 20, 2007 to May 28, 2008 (Fog Delays could change this date.)

II. Application Process

- A. Required forms to be completed and returned before admission:
 - 1. Registration Form
 - 4. Pre-Admission Health History
 - 7. Personal Rights
 - 2. Emergency Contact Card
 - 5. Parent Contract
 - 3. Consent for Medical Treatment
 - 6. Parent's Rights
- B. Enrollment: All forms must be completed. Registration fee and first month tuition is due prior to the first day of attendance.
- C. Pick-up cards: Only authorized adults with a pick-up card and photo identification will be allowed to remove your student from the center. The color of the pick-up card will change every August. Parents are required to carry a card also.

III. Program and Fees

- A. Registration fee - \$25.00 for new District residents. **This is a non-refundable fee.**
- B. In District Tuition Schedule:
 - 1. Kindergarten – AM & PM \$230/month; PM only \$210
 - 2. First to Sixth – AM & PM \$220/month; PM only \$200
 - 3. AM only \$110 per month
 - 4. Fog Delays \$12 for PM student
 - 5. School Closure \$16 per day for all students*

*Your student will need to bring a sack lunch on these days.
Tuition does not include Winter, Spring or Summer vacation. We will offer vacation camps for additional fees at various locations.
- C. Families with 2 or more full-time students will receive 10% off the lowest tuition for 1 student.
- D. It will be to NOR's discretion to accommodate a student with special needs. If the student is accepted, it will be the parent/guardian's responsibility to hire and assume financial responsibility for a qualified person to take care of all needs of the student, if needed. NOR will be released from all liabilities concerning a non-NOR employee.

IV. Late Fees & NSF Fees

- A. A late fee of \$30.00 monthly will be charged if tuition is not paid as scheduled. Delinquent payments are due with late charge by the 15th or service will be discontinued. **Tuition is due as scheduled.**
- B. A \$25 NSF (Non-Sufficient Funds) fee will be charged on all returned checks. The \$30 late fee will also be assessed if tuition is late due to NSF.
- C. If your student is picked up after 6:00 p.m. there is a late charge of \$10.00 per student the first 15 minutes and \$15.00 each 15 minute intervals after, which must be paid within 24 hours or student may not attend until charges are paid.

V. Withdrawal from the Program

Two weeks advance notice in writing and final payment is required if you plan to withdraw your student from the program. (Any unused tuition will be refunded within 30 days from NOR business office.)

VI. Tuition Payment Plan – All tuition must be paid in advance for each month regardless of program.

- A. One monthly payment of \$_____ due by the 1st of each month. (**\$30.00 late fee assessed after the 5th**)
- B. Two payments per month of \$_____ due by the 1st and 15th. Families with 2 or more students who choose 2 payment plan must pay ½ of total tuition on 1st and ½ on the 15th. Late fees **after the 5th will be \$15.00 per student, & after the 20th \$15.00 per student.** If tuition is not paid by end of month, student will not attend until all charges are paid.
- C. Grant programs: Community Connection for Child Care Other: _____
THERE IS NO CREDIT GIVEN FOR MISSED DAYS DUE TO ILLNESS OR OTHER REASONS! No make-up days are allowed.
- D. A 30-day written notice will be given to parents of any tuition/contract changes.
- E. **Vacation Credit:** After six months of attendance, full-time EDC students will be allowed 5 days vacation per year. Please give your vacation schedule to the head teacher in advance.
- F. **Health and Illness Guidelines:**
For the protection of all students in the program, please keep your student home if he/she shows any of the following symptoms: Temperature of 100° or more, vomiting, sore throat, diarrhea, open sores, nasal, eye or ear discharge/discoloration. If your student becomes ill while at daycare, you will be contacted to pick up your student immediately. If you plan on being at a different phone number, please make the staff aware of it.

VII. Discipline Steps

- A. **THREE STRIKES YOU'RE OUT**
 - Strike 1** Warning will be given by staff with removal from activity and call to parent.
 - Strike 2** Parent Conference and/or loss of special activity with written discipline form (parent must sign.)
 - Strike 3** TERMINATION FROM PROGRAM.
- B. **ZERO TOLERANCE!** If a student's (or an adults) action (verbal or physical) is of a violent nature against another person, student, staff or property, the student and/or adult will be suspended immediately.

VIII. Personal Rights

Every student shall be accorded the personal rights as cited in The State of California Licensing Manual, Section 101223 of Title 22.

I have read this contract and understand that I can be fined or my student can be suspended from the program if my tuition payment is late, or if I fail to fulfill any of the obligations of this contract. This contract is subject to change at anytime.

Student's Name

Parent's Signature

Site

Grade _____

Date _____

Head Teacher's Signature _____