

The Summer School Program

Parent Agreement Contract

1. The Summer School Program is an equal opportunity employer. No person, based on race, religion, color, or national origin, will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program.
2. The Summer School Program, SSP, is and will be licensed by the Arkansas Department of Human Services (DHS).
3. The Summer School Program will be open from 7:00am to 6:00pm, to provide quality summer care for elementary age children. There will be a limited number of Pre-Kindergarten. Pre-Kindergarten must be four years of age by May 28, 2019. School age children may not be older than twelve years of age by May 28, 2019.
4. The Summer School Program will be closed for all nationally recognized holidays, as well as one week before the start of the 2019-20 public school year.
5. The Summer School Program will provide a morning and afternoon snack. The parent/guardian will be responsible for providing their child's lunch.
6. Although we request your cooperation in not disturbing the program, parents are always welcome to visit our program. We do ask that you notify a member of our office staff, due to safety precautions.
7. The Summer School Program **will not** be responsible for any articles brought to the program.
8. The parent/guardian will be required to enter the building when dropping off, and picking up their child. For your child's protection, the SSP will be utilizing the Kid Check attendance system. The adult dropping off/picking up any children in the program must enter the SSP location to access the KidCheck kiosk. Only authorized adults will be allowed to pick up your child.
9. Positive reinforcement is our primary method of maintaining discipline in The Summer School Program. In those cases where our discipline procedure of time-out, isolation, counseling, parental contact and behavior redirection are not effective; the child may be removed from the program by the director.
10. The Summer School Program will not administer medication without first obtaining written approval from the parent/guardian. If the child's temperature reaches 101 degrees, or the child appears to be ill, the parent will be called to immediately pick up the child.
11. In the event of an emergency, The Summer School Program has the permission of the parent/guardian to administer first aid or obtain emergency medical treatment, if necessary, for the child's welfare.
12. All children with allergies, that require medication, must submit an action plan from their family physician.
13. Each child shall provide one bottle of spray sunscreen, with a minimum 50spf. Sunscreen will be for general use.
14. It is understood by the parent/guardian that children in our care are subjected to be interviewed by Child Care Licensing, DCFS Special Investigations and/or law enforcement for investigative purposes and/or for determining our compliance with Arkansas Licensing Requirements. (*Arkansas DHS Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: 200.201.4*)
15. All children enrolling into SSP must be able to participate to some degree and substantially benefit from the program without risk to himself/herself, or the other children. This must be accomplished without fundamentally altering the nature of the program, or resulting in an undue financial and/or administrative burden.

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***** Please read the following financial contract carefully. It explains absence policies, fees and due dates for weekly tuition. These policies will be strictly enforced.*****

16. The Summer School Program fees are as follows:

REGISTRATION: A summer registration fee of \$75.00 for one child, \$125.00 for two children, and \$175.00 for three children is due when enrolling in the program. This **non-refundable fee** is due upon initial registration.

TUITION: Full time (Weekly Rate)-----	\$150.00 per week for one child. \$270.00 per week for two children. \$390.00 per week for three children.
Part time (Set days per week)-----	\$65.00 per day, per child

17. You will receive a \$2.50 per week discount on your child's full time tuition if you sign up for automatic tuition payments through our Tuition Express program.

18. **The parent/guardian agrees to pay the weekly tuition fee as set by The Summer School Program. All tuition fees are due in advance. Checks should be made payable to The After School Program (ASP). All tuition fees are to be paid on Thursday for the following week. If for any reason the account has not been paid by the close of business on Friday of that week, a late fee of \$25.00 will be assessed. If the account has not been paid by the next Friday, the child will not be permitted to return until the past due account is brought current.**

19. The parent/guardian agrees to pay a \$25.00 charge for any check returned by the bank, or any transaction returned by Tuition Express. If the bank returns a check, or Tuition Express transaction, The Summer School Program reserves the right to require all future payments to be made in cash.

20. Each family shall receive one half-price week of tuition, per summer session, to be used for vacation. All other weeks will be charged at the full tuition rate.

21. The parent/guardian agrees to pay a **\$1 per minute, per child, late pick-up fee starting at 6:01pm**. The clock at The Summer School Program location determines the time.

22. The parent/guardian agrees to notify The Summer School Program's main office at 479-756-5077, one week in advance of the removal of their child from the program. Parents/guardians will be responsible for the week's tuition if advanced notification is not given.

23. **Any child/children that withdraws from SSP will be required to pay for weeks the child/children were not in attendance in order to reenroll. Please be aware that we contract our staff for the entire summer. We cannot staff on a per week basis. We apologize for any inconvenience this might cause.**

24. All fees and penalties associated with the collection of past due accounts will be the responsibility of the parents/guardians.

25. Electronic devices brought from home, may only be used during designated times. These times will be during the morning and afternoon, but will be restricted during the middle of the day, and during field trips. If your child needs to contact you, a member of our staff will make the accommodations necessary to facilitate communication.

26. All children participating in SSP must be potty trained, and must be able to use the restroom independently.

27. This parent agreement is subject to change with a one-week's notice.