

# THE After School PROGRAM

## Parent Agreement Contract

1. The After 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 After School Program, ASP, is and will be licensed by the Arkansas Department of Human Services (DHS).
3. The After School Program will be open from the time school is dismissed until 6:00pm, to provide quality after school care for school age children.
4. The After School Program will be closed whenever the Springdale School District schools are closed. **If school is cancelled due to weather while the children are in school, The After School Program will also be closed.**
5. The After School Program will provide a daily nutritious snack.
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 After 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 picking up their child. For your child's protection, the adult picking up your child each day must sign the "Sign Out" sheet. Only authorized adults will be allowed to pick up your child.
9. Positive reinforcement is our primary method of maintaining discipline in The After 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 After 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 After 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. In order to meet the special needs of a child, The After School Program has the parent/guardian's permission to coordinate efforts with the Springdale School District.
14. It is understood by the parent/guardian that children in our care may be 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 in The After School Program 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.
16. Any behavior deemed an immediate safety/health hazard, is grounds for immediate dismissal from the program. This includes, but is not limited to: physical violence to a staff member, or other student, running from the program, or staff member, or any behavior that requires one, or more, staff members to maintain the children and staff's safety/health, on a one on one basis.
17. All children participating in The After School Program must be potty trained, and must be able to use the restroom independently.
18. All Pre-Kindergarten children enrolled in The After School Program must provide current immunization records.

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

19. The After School Program fees are as follows:

**REGISTRATION:** A yearly registration fee of \$50.00 for one child or \$75.00 for a family is due when entering the program. This **non-refundable fee** is due upon initial registration and/or at the beginning of the school year. The fee is used to replace the art supplies, play equipment and games. Weekly tuition rates do not vary based on attendance, i.e. illnesses, vacations, or absences.

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|-----------------|------------------------------|---|
| <b>TUITION:</b> | Full time (Weekly Rate)----- | \$60.00 per week for one child.<br>\$105.00 per week for two children.<br>\$135.00 per week for three children. |
|                 | Part time/Drop-In-----       | \$20 per day, per child   |

20. Drop-In tuition is due the day services are rendered. Tuition must be paid before the child/children may return to the program. Consecutive days attended may be paid for on the last day of attendance.

21. Parents/Guardians must notify The After School Program office if their child/children will be in attendance when enrolled on a Drop-In basis.

22. 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. Tuition Express is processed on Thursday for the upcoming week.

23. **The parent/guardian agrees to pay the weekly tuition fee as set by The After School Program. All tuition fees are due in advance, and billed on Thursday for the upcoming week. Checks should be made payable to The After School Program (ASP). All tuition fees are to be paid on Friday for the upcoming week. If for any reason the account has not been paid by the close of business on Friday 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.**

24. The parent/guardian will not be charged their weekly tuition for school breaks that encompass a full week. Full time weekly tuition may be prorated for breaks of more than three days in a singular week. Tuition prorating will be at the company’s discretion. Additional charges will be assessed only in the event that the child/children attend the all day programs held during aforementioned breaks.

25. 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 a check, or Tuition Express transaction is returned by the bank, The After School Program reserves the right to require all future payments to be made in cash.

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

27. **The parent/guardian agrees to notify The After School Program’s main office at 479-756-5077, one week in advance of the removal of their child from the program, or for changes in account status. Parents/guardians will be responsible for the week’s tuition if advanced notification is not given.**

28. All checks made payable to The After School Program (ASP) must include the payer’s date of birth, and driver’s license number.

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

30. This parent agreement is subject to change with a one-week notice.