

# Camp Cougar Parental Contract

## Agreement of Policies and Procedures

### Payment Policy

- There is a \$30 nonrefundable enrollment fee.
  - Additional children within the same family will have an enrollment fee of \$15.
- The weekly tuition rate is \$81 per student.
  - The weekly rate will be prorated for days school is not in session due to breaks, weather, and other school closures.
  - **NOTE: there is NO discount for your child's absence. The weekly rate will be due regardless of attendance.**
  - If your child has an extended absence due to an illness (two weeks or more) please contact the Camp Cougar Director to discuss financial arrangements.
- You have the option of paying Weekly, Bimonthly, or Monthly. You will need to choose your option on the attached form and return it with your registration fee and 1<sup>st</sup> payment.
- You will receive an account balance weekly via paper form.
- Payments Schedule:
  - Weekly- every Monday
  - Bimonthly- the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each Month
  - Monthly- the 1<sup>st</sup> Monday of each month
- Methods of Payment excepted:
  - Cash- must be paid in the office (please do not send cash with your student)
  - Check/Money Order- make payable to Apple Creek
  - Online- at MyPaymentsPuls.com
- Late Payments: a \$5 per day late fee will be assessed for payments that are more than five days late without notification. Continued late payments will result in the forfeit of your Camp Cougar enrollment.
- Returned Checks: there will be a \$20 service charge for returned checks. Once a check has been returned, only money orders or cash will be accepted. A child cannot return to Camp Cougar if a returned check has not been taken care of within 5 days.
- Please give your payment to the office or to the Staff on duty at Camp Cougar.

### Arrival and Departure

- Children will proceed to Camp Cougar once the dismissal bell has rung. Please notify your child's teacher that they are enrolled in Camp Cougar.
- Children must be picked up no later than 6:15 p.m.
- Please notify the Camp Cougar Director of any changes of people who are allowed to pick up your child.
- Each family will be given an individual code to pick up their child(ren). **Please do not share your code.**
- For children who are picked up after 6:15 p.m., a late charge of \$5 per minute will be added to your next payment. Time of pick up will be based off the time of call.
- In the event a child is not picked up by 6:20 p.m. and no phone call has been received by the staff, the proper authorities will be notified that the child has been abandoned. **Please contact the Camp Cougar director if you are going to be late.** The Directors phone number will be given to Camp Cougar parents only.

**Guidance and Discipline**

- All Apple Creek school policies will be followed during Camp Cougar hours.
- If it is your wish that your child works on homework during Camp Cougar hours, please let a staff member know. We will have study hall every day where children can work on homework or read during this time.
- Camp Cougar reserves the right to refuse service to a child who is unable to cooperate with staff and/or other students or who is destructive to school property.

**Emergency Procedures**

- In case of severe injury or acute illness, 911 will be called and the parent/guardian will be notified immediately.
- Anyone with reason to suspect emotional, physical, sexual abuse or neglect is obligated by law to contact the Department of Human Services.
- In case of severe weather, school procedures will be followed.
  - Note: If school dismisses early due to severe weather threat, you will be asked to pick up your child early.

**My child has a food allergy/sensitivity:**      Yes      No  
(Circle ONE)

**Choice of Payment Schedule:**      Monthly      Bimonthly      Weekly  
(Circle ONE)

**Expected weekly payment method:**      Cash      Check/Money Order      Online  
(Circle ONE: If this changes please notify Camp Cougar Director)

As legal guardian of \_\_\_\_\_  
(please print First and Last name of each student enrolled, separated by commas)

*I understand the policies/procedures listed within this contract and agree to abide by them for as long as my child/children are participants of Camp Cougar.*

Parent/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**

**Date Received Form:** \_\_\_\_\_

**Registration Fee Paid:**      \_\_\_\_\_ YES      \_\_\_\_\_ NO

**Amount Received:** \$ \_\_\_\_\_      **Method:** \_\_\_\_\_ Check      \_\_\_\_\_ Cash

**Date Received:** \_\_\_\_\_

\_\_\_\_\_ will pay online