

# Castle Care Parental Contract

2021-2022

## Agreement of Policies and Procedures

### Arrival and Departure

- Children may not be dropped off before 7:30 am.
  - Children cannot be left unattended in front of the school in the morning.
  - You must walk them inside the building and sign them in.
- Children must be picked up no later than 5:45 pm.
  - For any child picked up after 5:45 p.m.; a late charge of \$1 per minute will be added to your next payment.
  - In the event a child is not picked up by 6:00 p.m., and no phone call has been received by staff, the proper authorities will be notified. Please be sure to contact Castle Care staff if you are running late.
- You will need to come into the building to sign your child in/out each day.
  - Please notify staff if someone other than those on your child's enrollment form will be picking your child up or dropping them off. Proof of identification may be requested at any time.
- Castle Care will close in the event the school closes early or if evening activities are cancelled for the district. Your child **must** be picked up at the end of the school day if this occurs.

### Payment Policy

- There is a non-refundable registration fee of \$30 for the first child plus \$15 for each additional child in the family per school year.
- Payment must be received before services are rendered. Students participating in Castle Care at least 3 day per week will be charged a full weekly rate. By paying in advance, you will be guaranteed a spot for your child in Castle Care.
  - \$33.75 for AM (7:30-8:45)
  - \$47.25 for PM (4:00-5:45)
  - \$76 for BOTH
    - Parents will indicate their intention to pay on the enrollment form.
      - Weekly- payments are due every Monday
      - Monthly- payments are due on the 1<sup>st</sup> Monday of the month
      - Bi-monthly- payments are due on the 1<sup>st</sup> and the 15<sup>th</sup>.
- **There is no reduced rate for children who are ill or absent.** If a child has an extended illness (2 weeks or more) contact the Director to discuss financial arrangements.

- Checks should be made to "Kingsgate Elementary" with your child's/children's name(s) in the memo line along with the dates of service to ensure proper credit to your account.
- **A \$5 per day late fee will be assessed for payments which are more than 5 days late.** Anyone with overdue fees (5 school days) will not be allowed to participate. **Families that are continually late with payments will be removed from the program at the discretion of the program director.**
- Fees for drop-ins are due before services are rendered. Maximum occupancy for Castle Care is 40 students. Once this number is reached, drop-ins will not be allowed.
  - \$11 per day for AM
  - \$15 per day for PM
  - \$22 per day for BOTH
- Should the school close due to inclement weather, you will not be charged for the services that were not provided. Credits will be applied to the following payment.
- In the event of a returned check, only money orders or cash will be accepted.
  - A \$20 charge will be added to your bill for returned checks.
  - A child cannot participate if a returned check has not been taken care of within 5 days.

### **Guidance and Discipline**

- All Kingsgate Elementary school policies will be followed during Castle Care hours.
- Castle Care reserves the right to refuse service to a child who is unable to cooperate with the staff and/or other students or who is destructive to 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.

*As legal guardian of \_\_\_\_\_, 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 Kingsgate's Castle Care.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please circle the service your child will need:**

**AM**

**PM**

**Both**