

Falcon Landing
Parent Contract Agreement of Policies and Procedures
2019-2020

Payment Policy:

- Parents will let director of services know if they are paying monthly, weekly, or bi-weekly. If payment for the month is not received until after the 5th of the next month, there will be a penalty of \$25.00 on the 6th and then \$10.00 daily after that.
- Fees for drop-ins are due the day services are rendered.
- There is no reduced rate for children that are ill or absent. If a child has an extended illness (out 1 week or more) contact the director of services and financial arrangements will be arranged.
- Should the school be closed due to weather, you will not be charged for that day. Credit will be applied to the next month.
- The charge for a return check is \$20.00. After a check has been returned, payment must be made with money order or cash for that payment only.
- If payment has not been received by the 15th of the month for the previous month, your child will not be able to attend Falcon Landing until such payment has been made. For example; if you have not paid for January and it is February 15th and payment for January still has not been made, then your child can no longer attend until after January and the first 15 days of February have been paid in cash or money order.
- Please understand that report cards can and will be held until payment has been made for any outstanding debts.

Arrival and Departure

- The doors of Falcon Landing will open at 7:00am according to the school clocks.
- Children must be picked up by 6:00pm. If your child is not picked up by 6:00 the first offense will be dismissed but the next time you will be charged \$5.00 per minute for every minute you are late.
- Please put the landline and the cell number for Falcon Landing in your phone. That way if you are running late you can call with an explanation.
- You MUST sign your child in and out every day. There are circumstances when we can and will sign your child in or out, such as weather conditions, if you have a smaller child in the car, etc.
- Be sure anyone picking up your child is on the data form you will fill out. We will ask for identification if we do not recognize the person picking up your child. If

you have a different person picking them up, please notify the director and she will notify the workers for that evening.

- You can add or delete any persons from your data form at any time.
- In the event your child has not been picked up by 6:15 and no phone call has been made, then the staff will contact the proper authorities that the child has been abandoned.

Guidance and Discipline

- All Fisher school policies will be followed during Falcon Landing.
- Falcon Landing reserves the right to suspend a child for behavior, refuse to service a child who is unable to cooperate with staff or students, or who is destructive to property.
- A discipline book is a part of Falcon Landing that the staff writes in if they have had to discipline your child. The extent of discipline is sitting out when in trouble and possibly talking to the parents if necessary.

Emergency Procedures

- In the case of severe injury or illness, 911 will be called first and then the parent/guardian will be notified immediately after that.
- Anyone with reason to suspect emotional, physical, sexual abuse, or neglect is obligated by law to contact the Department of Human Services.
- Inclement weather procedures will follow district policy. The school's safe room is in the library at the back of the school. If we have to retreat to the safe room we will ask parents to drive around back and call the cell phone and we will bring your child to you.

As legal guardian of _____, I understand the policies and procedures listed within this contract and agree to abide by them for as long as my child/children are participants of Falcon Landing.

Parent Signature

Date