

Before and After School Extended Care Contract

RATES

Swan River charges a per hour fee of \$4.00 per hour for all part time schedules. Part time scheduling is defined as any weekly schedule less than 5 full days of both morning and after school care. Swan River charges a per hour fee of \$3.50 per hour for 5 day, full time schedules, which includes both morning and after school care (4 hours per day).

SCHEDULE and PAYMENT

Payment is due on or by the 1st of each month unless prior arrangements have been made. You will be billed for every hour included in your schedule as written on this contract for each month. You are responsible for payment of these contracted hours whether or not your child is in attendance. A two week written notice is required for any schedule changes, including ceasing enrollment in the Extended Care Program. Two or more late payments may jeopardize your child's enrollment.

Should your family experience unusual and unpredictable financial hardships, please consult with the Extended Care Coordinator and/or the School Director as soon as possible. It is the Board of Directors policy to make every effort to assist families to make arrangements for payments.

There is no registration fee for the Extended Care Program.

EMERGENCY CARE AND LATE PICK UP

Emergency care (for non-contracted students) is \$5.00 per hour.

Extended Care is open from 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 5:30 p.m. A late charge of \$10.00 for every 10 minutes or any increment thereof will be applied for any pick up after 5:30 p.m. The parent should call the school if a delay is inevitable.

DROP OFF AND PICK UP

During all Extended Care times, parents are expected to park their vehicles in the parking lot and accompany their child to and from the Extended Care classroom. The Extended Care staff will not leave the Extended Care classroom at any time to assist in dropping off or picking up of a child. The children will remain under the supervision of the Extended Care staff until regular school classes begin or a designated adult arrives to pick up.

Please see reverse side.

EXTENDED CARE CONTRACTED WEEKLY SCHEDULE

Name of child: _____ Grade: _____

Before School Care

The before school program operates from 7:00 a.m. until 9:00 a.m. Please fill in the time you will drop off your child on each day of the week. There are no increments of less than one hour. Thus, drop off times are at 7:00 a.m. or 8:00 a.m.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time:					

After School Care

The after school program operates from 3:30 p.m. until 5:30 p.m. Please fill in the time you will pick your child on each day of the week. There are no increments of less than one hour. Thus, pick up times are at 4:30 p.m. or 5:30 p.m.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pick Up Time:					

Total Hourly Schedule

Please write the total number of hours your child will attend each week day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Total # of Hours Per Day					

I, _____, have read and understand the above contract as written. I agree to its terms and acknowledge my responsibilities for payment, schedule change notification, and all other policies as written.

Signature of Parent/Guardian

Date