

## ST. ELIZABETH EXTENDED SCHOOL PROGRAM CONTRACT

From henceforth in this document "Program" shall refer to the St. Elizabeth Extended School Program, the terms "student" and/or "child" shall refer to any student at St. Elizabeth School who is registered as a participating student in the St. Elizabeth Extended School Program.

### Rates/billing

Rates for care are as follows:

Usual billing charges for one child for one regular week of school for five-three hour afternoon sessions of care is \$80.00. The charges for three days of afternoon care per child per week is \$50.00. Monthly charges will be based on the total number of days in the month. An extra fee will be charged for early dismissal days.

Care will be provided for students who are fully registered in the Program. Only those students whose health forms, emergency forms, registration payment, signed Acknowledgement form for Student/Parent/Guardian Handbook, signed Parent/Guardian Contract, completed Adult Verification Sign-Out form, and all other Daycare Forms, will be allowed to attend the Extended School Program. Any student who lacks any of the above information will not be admitted to care.

Charges will be billed on a monthly basis prior to the receipt of care. Parents/guardians must submit a non-refundable \$50.00 per child deposit to ensure registration. Should any outstanding debts be accrued with the St. Elizabeth Extended School Program, the following actions will be taken: a late fee of \$25.00 per week will be assessed to a family's Extended Care account if the amount is not paid in full by the statement due date. Report cards, standardized testing, transfer information will not be sent or completed until the account is paid in full. Also, failure to pay by the due date will result in a withdrawal of the student(s) from care, and the slot(s) will be immediately filled by a student who is on the waiting list.

### Behavior

As an associated program of a Catholic school, we shall hold to the same standards of expectations of all registered and participating students as held during the school day. The behavior of each child is expected to be that of a Christian model. At all time this behavior should reflect and abide by those rules and regulations established for St. Elizabeth Catholic School as well as any further rules, policies or procedures established by the St. Elizabeth Extended School Program.

Consequences for failing to meet acceptable behavior expectations will result in one of the following: a timeout, a letter to the parents/guardians, a parent/guardian/director conference, and in extreme situations, suspension from the Program. Should a child be suspended from the Program, the parent/guardian will be responsible for payment of that suspension period. Payment will continue to ensure that student retains his/her slot in the Program. Should the parent/guardian fail to pay during the suspension period, his/her child will be removed from the Program and that child's slot will be given to the next child on the waiting list. More specific guidelines of behaviors and expectations are outlined in the St. Elizabeth Extended School Program Student/parent/Guardian Handbook.

### Absences

Should a registered student be absent from school the parents/guardians MUST notify the Coordinator of the Extended School Program at [301-770-1979](tel:301-770-1979). STUDENTS WHO BECOME ILL DURING THE SCHOOL DAY WILL NOT BE ADMITTED TO CARE THAT DAY. Should a registered student need to leave school during the school dismissal period or earlier, a written note must be submitted to the Coordinator of the Program. Should a student be absent for any school day, the parents will still be responsible for payment of that/those day(s). Payment continues to reserve the child's spot in the program. Failure to pay will result in the child being removed from the Program and that child's slot will be given to the next child on the waiting list.

### Medications

No medications will be administered to any participating child during the Extended School Program.

### Hours of Operation

The Extended School Program will operate on **normal school days** between the following hours:

Before Care: 7:00 a.m. -8:10 a.m.

After Care: 3:00 p.m. -6:00 p.m.

Scheduled Early Dismissal Days: **12:30** p.m. -4:30 p.m.

Emergency school closing: **Care will be provided for two hours past the close of school. Anytime St. Elizabeth School is scheduled to be closed or is closed due to an emergency circumstance, for example a snow day, no care will be provided.**

**In** the event of emergency delayed openings, No morning care will be provided.

In the event that a student is not picked up by his/her parent/guardian by the time of close, parents/guardians will be assessed a late charge of **\$10.00** at **6:00** p.m. (or **4:30** p.m. on early dismissal days), and a **\$1.00** per minute/per child charge past the hours of closing. Payment for late pickups must be made at the time of arrival, and may only be paid in the form of a check. *Should three or more late pickups occur (during the course of the academic year, services will be terminated).*

### Student Sign-Out

Any student in the Extended School Program who leaves the supervision of the Program staff must be signed out by a registered adult. By "registered" it is meant that any person who signs a child out from the Program either to leave for the day or to attend another activity on the school premises must have been previously cleared with the Director/Coordinator of the Program. THIS CLEARANCE MUST BE DONE IN WRITING. Should this guideline not be followed, the student will not be released from care unless to the parent. When returning to after care from an after-school activity, the student must be accompanied by a registered adult and properly signed in. Such activities include but are not limited to Children's Choir, Brownies, basketball, soccer, tutoring, etc.

### Handbook

It is the responsibility of each parent whose student(s) is/are participating in the program to review and discuss the policies and procedures outlined in the St. Elizabeth Extended School Program Student/Parent/Guardian Handbook. Any parents whose student(s) participate(s), must present the signed form of acknowledgement stating he/she has read, understands, and will abide in the policies and procedures outlined. This must be presented prior to receipt of care.

I/We \_\_\_\_\_ have read and agree to the above contract for the care of my/our child(ren) with the St. Elizabeth Extended School Program for the academic year 2010-2011.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please sign and return this form in a sealed envelope to St. Elizabeth School, attention ESP (Extended School Program, no later than Monday, August 24, 2009.