

**Southwest Charter School**  
**After School Enrichment (ASE) Program for Grades K-8**  
**2016-2017 Contract**

My child: \_\_\_\_\_ Grade: \_\_\_\_\_

will be attending Southwest Charter School's After School Enrichment (ASE) program the following days each week:

*Please check all that apply.*

- Monday, 3 pm to 6 pm
- Tuesday, 3 pm to 6 pm
- Wednesday, 3 pm to 6 pm
- Thursday, 3 pm to 6 pm
- Friday, 1:30 pm to 3:00 pm
- Friday, 1:30 pm to 6 pm
- On a drop-in basis (**advance receipt of paperwork & advance notice via phone or email required**)

**Enrollment requirements:**

- 1.) **A deposit of \$50.00 is required for any/all students enrolled in the After School Enrichment Program.**
- 2.) **A Zero balance on your ASE account from the 2015-2016 year.**
- 3.) **A completed ASE 2016-2017 contract form prior to attendance.**

**FEES**

**Contract Tuition** is charged according to number of days used per week. Fees vary according to the month. Please see the ASE rate chart, attached, for more information.

**Drop-in fee** is \$8/hour. To use the program on a drop-in basis, you must have a deposit and contact information on file. If you do not have a deposit on file, your child cannot stay for ASE, except in an emergency.

*(Fees do not include non-school days, holidays, winter, spring or summer breaks. SWCS does not provide any enrichment opportunities on those days.)*

**Students must be picked up by 6:00pm.**

**Students will not be allowed to loiter outside the school gates.**

**TUITION**

**Contract Tuition** will be invoiced before the 1<sup>st</sup> of the month and you will receive that invoice via mail. Based on the date of enrollment, the first month's fees will be prorated and paid on or before the day the child begins the program. Thereafter, payment becomes due on the **first** of the month.

**For drop-in care, a deposit and contact information must be on file prior to the first drop in.** Reconciliation is completed at the end of each month and all drop-ins will be invoiced for any hours used and to maintain the \$50.00 deposit. These invoices are due upon receipt. All tuition and/or fees can be put in locked drop boxes available in the office. Drop In fees must be paid on a monthly basis.

**Please review your invoice upon receipt**, should you question any of the information, please contact Karen Bennett in the Accounting Office immediately

#### **LATE FEES**

If ASE fees are not paid in full by the **fifth of the month**, a \$25 late payment charge will be assessed. If the 5<sup>th</sup> falls on a weekend or holiday, tuition will be due on the first day of school after the 5<sup>th</sup> to avoid a late payment charge. If full payment (including the late payment fee) has not been received by the 15<sup>th</sup> of the month, the child will be dropped from the ASE program until all fees and late charges are paid in full.

#### **NON-SUFFICIENT FUNDS CHECK**

Checks returned for non-sufficient funds will be charged a \$35 fee. After the **second** returned non-sufficient funds check, all future payments must be made with cash, money order, or cashier's check.

#### **ADDITIONAL/DROP-IN HOURS**

If I need my child to attend on additional days beyond my contracted days, I understand and agree to pay \$8.00 for each additional hour, per child, beyond his/her contract schedule. This would be considered drop-in use. If you plan to use ASE on a drop-in basis or are coming on a day when your child is not scheduled, you must call or email us the day before to arrange for drop-in use except in an emergency.

#### **LATE FEES**

Any child not picked up by **6:00 PM** will be charged **\$5** for the first five minutes and \$1 for each additional minute, per child thereafter. This policy will be strictly enforced. After the 3<sup>rd</sup> occurrence of late pick-up, at the discretion of Southwest Charter School, the child may be dismissed from the program.

Any child not picked up within **1 hour** of the closing of the site, with unreachable parents or emergency contacts, will be placed in the care of the local police department.

#### **DISMISSAL**

If at any time, the site coordinator determines that my child is unable to benefit from the program or he/she impairs the ability of other children to benefit from the program, Southwest Charter School may terminate this agreement and refund any fees paid as deemed necessary. All regular school rules are in effect and failure to comply may necessitate consequences that may lead to suspension or dismissal from ASE.

#### **SIGN-IN/SIGN-OUT PROCEDURES**

**Children must be signed out at the site each day.** My child may only be picked up by a parent/guardian. Any other persons authorized to pick-up my child must be listed on the ASE enrollment card and must be prepared to show identification. This procedure is for your child's safety. A parent/guardian or other authorized person must sign their child out at pick up.

## **ABSENCES**

**Contract students:** There is no tuition credit for absences during the school year. If your child is absent from school (for any reason) or sent home from school, he/she may not attend ASE for that day.

**Drop in students:** Are only billed for their actual time at school.

## **HOLIDAYS**

ASE will be closed on weekends, school holidays and non-school days.

## **FIRST/LAST DAY OF SCHOOL**

There is no After School Enrichment during the first week or on the last day of school.

## **NUTRITION**

Healthy snacks will be provided daily and are included in the monthly tuition fees. Water will be available to drink. Children may bring their own healthy snack as well. Candy, soda and other high-sugar snacks are not permitted. **Please alert the site coordinator to food allergies verbally as well as in writing on the enrollment card.**

## **ILLNESS AND EMERGENCY**

Children who are ill or had a fever in the past 24 hours may not attend ASE. If a child was sent home from school due to illness, injury or disciplinary reasons, they may not attend ASE that day. If the child becomes ill or injured at ASE, the parent or emergency contact will be notified immediately and will be expected to pick-up the child promptly. In case of an emergency, the paramedics and parents will be called.

