

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

My child: _____ Grade: _____

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

Please check all that apply.

- Monday, 7am to 8:20 am
- Tuesday, 7am to 8:20 am
- Wednesday, 7am to 8:20 am
- Thursday, 7am to 8:20 am
- Friday, 7am to 8:20 am
- 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 Before School Enrichment Program.**
- 2.) **A Zero balance on your BSE account from the 2015-2016 year.**
- 3.) **A completed BSE 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 BSE 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 BSE.

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

Students may not be dropped off prior to 8:00am, unless they are enrolled in the BSE program..

Students on Safety Patrol should report at 8:00am and come into the school through the side door.

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

TUITION

Contract Tuition will be invoiced before the 1st 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 registration form must be on file prior to the first drop in. Please contact the office prior to drop in via email or phone so we can be sure that staff is available to meet your child. 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 Fees can be put in locked drop box available in the office.

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 BSE contract fees are not paid in full by the **fifth of the month**, a \$25 late payment charge will be assessed. If the 5th falls on a weekend or holiday, tuition will be due on the first day of school after the 5th to avoid a late payment charge. If full payment (including the late payment fee) has not been received by the 15th of the month, the child will be dropped from the BSE 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 \$50 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 you need your child to attend on additional days beyond your contracted days, you must pay \$8.00 for each additional hour, per child, beyond his/her contracted schedule. This would be considered drop-in use. If you plan to use BSE 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.

DISMISSAL

If at any time, the site coordinator determines that your 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 BSE.

SIGN-IN/SIGN-OUT PROCEDURES

Children must be signed **in** at the site each day. Your child may only be picked up (if needed) by a parent/guardian. Any other persons authorized to pick-up my child must be listed on the BSE enrollment card and must be prepared to show identification. This procedure is for your child's safety. All children picked up prior to the end of BSE must be signed out.

ABSENCES

Contract students: There is no tuition credit for absences during the school year.

Drop in students: Are only billed for their actual time in the program.

HOLIDAYS

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

FIRST/LAST DAY OF SCHOOL

There is no Before School Enrichment during the first week of school.

ILLNESS AND EMERGENCY

Children who are ill or have had a fever in the past 24 hours may not attend BSE. If the child becomes ill or injured at BSE, 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.

AGREEMENT

I understand that my child may only participate in BSE if I comply with the requirements stated above. I also understand and agree that the tuition fee schedule is subject to change at Southwest Charter School's discretion, but that I will receive at least 30 days notice of any change in rates. Additionally, in the event that Southwest Charter School must institute legal proceedings or other collection proceedings to collect monies owed, reasonable attorney and other fees paid in connection with the collection of monies due on my account will be paid by the parent/guardian to the Southwest Charter School. I also understand that I will be responsible for any reimbursements necessary for damages to property caused by my child.

It is your responsibility to keep all contact information current.

I have read these requirements and agree to uphold them.

_____ _____ _____
Primary Parent/Guardian Print Name Date

Home phone: _____ Cell: _____ Work: _____

Home street address: _____

City: _____ State: _____ Zip: _____

Work street address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Authorized to Pick Up this child:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____