



# Davis Waldorf School

Inspired Learning for the Whole Child

**For Office Use Only**

Child's Last Name:  
Date Contract Rec'd:  
Date Contract Begins:  
Approved by:

## 2017-18 Sunflower Contract

### Winter Break – January 2 - 5

Sunflower Aftercare - License Exempt Program

**Open 8:00 a.m. to 4:00 p.m. (Please note earlier closing time!)**

**Contract rates: \$3 / half hour \***

**Aftercare contract due in the office no later than December 19<sup>th</sup>  
If the school does not receive a minimum number of sign-ups for any of the days,  
Sunflower will be cancelled for those days. You will be notified of cancellation by December 21<sup>st</sup>.**

**No Drop-In Care Available.**

Please complete a separate contract for each child.

**This contract is between Davis Waldorf School and \_\_\_\_\_ (parent(s)/guardian(s)),  
for \_\_\_\_\_ (child's name) in grade \_\_\_\_\_ for Winter Break, January 2018.**

### Scheduled Contracted Hours

Please complete time you would like to contract for your child.

Day	Drop-off and Pick-up Time	For office use only Scheduled # of hours
<b>Example:</b>	<b>8:00 AM – 4:00 PM</b>	
Tues., Jan. 2		
Wed., Jan. 3		
Thur., Jan. 4		
Fri., Jan. 5		
	Total:	

\* Billing is in quarter-hour increments. For families who contract 50 or more hours per monthly billing period (including vacation periods), the discounted rate is \$2.50 per half hour. You will see this discounted rate on your bill if you qualify.

This after-school program is for children from first grade to eighth grade. This program offers an afternoon snack at 3:30 pm.

To cancel my Aftercare contract for vacation care, I must submit a written notice (or Aftercare Contract Cancellation Form), to the office **prior to December 19<sup>th</sup>**. If I do not use this service on the dates specified, the contract rate will still be charged.

To change my Aftercare contract, I must submit a new contract to the office **prior to December 19<sup>th</sup>**, otherwise, the drop-in rate of \$4.50 per half hour will be charged.

**(OVER – YOU MUST READ AND SIGN ON REVERSE)**

# Parent Understandings

## Operations

I must sign out my child with a full signature every day he/she participates in the program.

I understand that Davis Waldorf School rules apply to Aftercare program, e.g. no toys from home, no electronic games or personal cell phones, clothing policy, etc.

## Billing and Fees

I understand that billing is in quarter-hour increments and is rounded up to the nearest quarter hour (e.g., 10 minutes would be rounded up to .25 hours). Billing will be sent out for the previous month's activity and will be due by the end of the month.

If my child misses contracted days, I am still responsible for the contracted weekly rate.

If payment is received more than 10 days after the due date, I agree to pay a late fee of \$20, unless specific arrangements are made with the Bookkeeper prior to the payment due date.

My child will not be able to participate in Aftercare if payment on the Aftercare account is more than 45 days past due or if any outstanding balance remains from the previous school year.

## Penalty Late Fees

**If my child remains in Aftercare longer than the contracted time (5 minute grace period allowed), I will be charged by the half hour at the drop-in rate (\$4.50/ half hour).**

**Late pick up charge will be \$1 per minute past 5:30 p.m. This amount will be charged on my next invoice.**

**I have read the contract and agree to the terms and rates above.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

All concerns or comments should go to the Sunflower Aftercare Coordinator, ([sunflower@daviswaldorf.org](mailto:sunflower@daviswaldorf.org)). Questions about contracts or billing should be submitted in writing to our Bookkeeper (in the office or by email – [books@daviswaldorf.org](mailto:books@daviswaldorf.org)). If you do not feel satisfied with the response, you may contact our Administrator in the office or by email - [admin@daviswaldorf.org](mailto:admin@daviswaldorf.org).