



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 June Bug Aftercare Contract

Licensed Program

Open until 5:30 Monday-Friday

Contract rates: \$3 / half hour*

Drop-in rates: \$4.50 / half hour

Please complete a separate contract for each child. Contracts are in effect 10 days after receipt. If service is used in the interim, the drop-in rate will be charged.

This contract is between Davis Waldorf School and _____ (parent(s)/guardian(s)),
 for _____ (child's name) in _____ (child's class).

Requested start date _____ (must be 10 days from today's date). Completing this contract ensures your child will be enrolled into our aftercare program. A contract is appropriate for those who need regular weekly care.

Scheduled Contracted Hours

Please indicate which pick-up time you would like to contract for your child.

Day	After Nap/Rest Pick up at 3:00 PM Fee: \$12/day*	Mid-Afternoon Pick up at 4:00 PM Fee: \$18/day*	Late Afternoon Pick up at 5:30 PM Fee: \$27/day*	For office use only Scheduled # of hours
Hours of Care	1:00 – 3:00 PM	1:00 – 4:00 PM	1:00 – 5:30 PM	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			Total:	

The June Bug Aftercare Program is for our kindergarten and preschool children and offers a nap or rest time followed by a snack. **To ensure a restful environment for all children, we prefer you do not pick up your child between 1:00-3:00 pm during nap/rest, unless emergencies arise or prior arrangements have been made with the June Bug Director.**

This contract is by the week for all school weeks. Separate contracts will be available prior to holiday periods (In-Service Day on October 27, Parent-Teacher Conference Break on November 20-22, Winter Break on January 2-5, Teacher Training Week on February 20-23, and Spring Break on March 26 - April 6).

* 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.

(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

Billing will be sent out for the previous month's activity and will be due by the end of the month.

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.

If my child misses contracted days, I am still responsible for the contracted weekly rate. Children cannot "make up" hours by attending a different day.

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.

To cancel my Aftercare contract, I must submit an Aftercare Contract Cancellation Form to the office **no less than ten days** prior to the requested cancellation date. If service is not used during those ten days, the contract rate will still be charged.

To change my Aftercare contract, I must submit a new contract to the office no less than 10 days prior to the requested change date. If changed days are used prior to the effective date, the drop-in rate will be charged.

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 quarter 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 June Bug Aftercare Coordinator, (junebug@daviswaldorf.org). Questions about contracts or billing should be submitted in writing to our Bookkeeper (in the office or by email – 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.