



# 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:

## 2018-19 Sunflower Aftercare Contract

License Exempt 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 grade \_\_\_\_\_.

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

### Scheduled Contracted Hours

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

Day	Pick-up Time	For office use only Scheduled # of hours
<b>Example:</b>	<b>4 PM</b>	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
	Total:	

\* Billing is in quarter-hour increments. This after-school program is for children from first grade to eighth grade. This program offers a snack at 3:30 pm.

This contract is by the week for all school weeks. Separate contracts will be available prior to holiday periods (In-Service Day on October 29, Parent-Teacher Conference Break on November 19-21, Winter Break on January 2-4, Teacher Training Week on February 19-22, and Spring Break on Apr 8-19). Vacation care is contingent upon sufficient demand.

\* 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

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 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.

I will not be charged for contracted time when my child is attending one of the after-school electives unless my child opts to stay in after-care rather than attending the elective class. No new contract is needed.

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 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)).