



Chequamegon School District

Eagles Nest Kids After School Care 2019-2020 Parent Contract



My child _____ will need care for the following days and times in the Eagles Nest Kids After School Care Program (ENK). Childcare will be offered Monday – Friday from 3:30pm – 5:30pm throughout the 2019-2020 school year.

Pick up times are needed for staffing purposes. Thank you.

Monday _____ pm

Tuesday _____ pm

Wednesday _____ pm

Thursday _____ pm

Friday _____ pm

- By signing this contract, you are responsible for payments for your child. Payment for the Eagles Nest Kids Program will be run through the Chequamegon Early Learning Center. Checks can be made payable to CELC. Payment may be given to the teacher.
- You know and agree to provide the ENK After School Care Program with a two (2) week notice prior to withdrawal from the program.
- Care will not be provided on schedule days off of school.
- The ENK After School Care Program will not discriminate enrollment of a child on the basis of race, sex, color, creed, political persuasion, national origin, handicap, ancestry or sexual orientation.

Parent signature _____

Date _____

Sarah Lynch

Date _____
Eagles Nest Kids Program Coordinator

FEES:

- \$30.00 weekly per child or \$10.00 day per day
- Drop-in care requires a phone call to the ENK program no sooner than the Friday before the week care is needed
- The ENK After School Care Program will follow the CELC enrollment procedures,
- Late pickup fee - \$25.00 for the first 15 minutes and \$2.00 every minute thereafter. After the first 15 minutes, the person on your emergency contact form will be contacted for pick up.
- **Child's absence without notification: There will be a \$10.00 fee for not notifying the CELC of an absence by 2:00pm.**

FEE PAYMENT AND REFUNDS

- The Chequamegon School District will evaluate fees on yearly basis. Rates subject to yearly increase per the Board of Education.
- If there will be a third party payment, such as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- Refunds will not be given for days when children do not attend for illness or other reasons.
- There will be no reductions for additional children from one family. We do not offer a sliding scale fee, discounts or referral bonuses at this time.
- Chequamegon Early Learning Center does not charge a registration fee.
- There will be an extra fee assessed for late payment or late pick up of a child.
- You will be charged an additional fee of \$25.00 if your check does not clear the bank.
- A late fee of \$10.00 will be charged if payment is not received by 5:30pm the Monday after bills are dispersed every other week, with an additional charge of \$5.00 per day thereafter.
- Late pickup fee - \$25.00 for the first 15 minutes and \$2.00 every minute thereafter. After the first 15 minutes the person on your emergency contact form will be contacted for pick up.
- Early drop off fee - \$10.00 charge for dropping your child off prior to your contracted drop off time.

DROP IN CARE: The ENK After School Care Program will accept children for drop-in care if prior enrollment arrangements have been made, enrollment forms are on file, and space is available. If child care is needed on a day which was not previously scheduled or the child is not enrolled, the parent/guardian may contact the ENK staff and request attendance for that day. Approval will be based on the availability of space for that day and the staff-to-child ratio. Those who choose not to enroll will be charged the drop-in rate of **\$10.00 per day**. Payment for non-enrolled, drop-in care is required before attendance. For drop-in care you may call the Friday prior to the week you need drop in care.

ENROLLMENT: Parents interested in enrolling their children in ENK must meet with the CELC coordinator to discuss their child's specific needs and to review program procedures. The following forms must be completed and returned to the center prior to the first day of attendance:

Child Care Enrollment
Heath History and Emergency Care Plan
Alternate Arrival/Release Agreement (*if applicable*)

- Afterschool snacks are included in the daily fee.

With questions please contact the Chequamegon Early Learning Center at 715-762-2474 ext. 2341

Sarah Lynch Director: slynch@csdk12.net

Heidi Christian Lead Teacher: hchristian@csdk12.net