

School Age Child Care Enterprise Elementary School

I have received, read, and understood, copies of the Enterprise Policies and Procedures; Operating Calendar indicating open and closed days; School Age Child Care brochure outlining all pertinent fees; discipline and homework policies; and Program Options and Changes form explaining School Board policy on allowable changes to your selected program options.

I understand that it is my responsibility to make payment each week on Monday, or the **first** day my child is in attendance, (If the first day of attendance is on a Friday payment **must** be made at that time to avoid late payment charges) I understand that late payment charges are applied at the close of business on Tuesday or the close of business on the first day of attendance should that be any day other than Monday. I understand that repeated late payment charges may result in a termination of child care services.

I understand that should my child be absent from the S.A.C.C. program 3 or more days in a week I must turn in a Credit Adjustment Form within 5 school days to receive credit for that missed time.

If my child is normally in attendance during the afternoon I understand that it is my responsibility to notify the S.A.C.C. program if they will not attend on any given day. I also understand that if my child is registered for Drop In status it is my responsibility to notify both the S.A.C.C. program **and** the classroom teacher on days that they will be attending. S.A.C.C. staff **cannot** be held responsible for any drop in child who goes home the wrong way if **both S.A.C.C. staff and the classroom teacher have not been notified.**

I understand that I must register my child for **one** specific program (AM, AM/PM, DAILY DROP IN, etc.) and may change that program **one** time per semester with no additional charge. Should I change programs more than **one** time per semester I understand that I will be charged and additional registration fee of \$25. (for example, children registered for AM/PM care will be charged \$55 per week, whether they attend every morning or not)

I understand that it is my responsibility to notify **both** the front office staff **and** the S.A.C.C. staff of any changes to my home address, home phone, cell phone, work phone, or persons on my authorized pick up list.

I understand that the S.A.C.C. program closes promptly at 6:00 p.m. **based on school clocks** and that any pick up after 6:00 p.m. **will** result in a **minimum** late payment charge of \$10. I also understand that multiple late pickups **will** result in a termination of services.

I understand that all payments must be made with either a check or money order, **no cash payments can be accepted.** Bringing in cash rather than a check or money order **will not** delay late payment charges if they are applicable. I also understand that should a check be returned from my bank **for any reason** I will be assessed a \$10 returned check charge and that the check must be repaid with a money order. I also understand that more than one returned check **will** require all future payments to be made with money orders only.