

ASI & Homework Lab Family Contract 2010-2011

Child/ren's Full Name _____

Parent's Full Names _____

Mother _____ Father _____ Step-Parent _____ Guardian _____

Child's Main Address _____

Home Phone Number _____

Cell Numbers _____

Work Number _____

Email Addresses _____

Person responsible for child care payments made to After School International _____

Signature _____ Date _____

*** Please initial all locations**

Weekly schedule

(Fill in pickup time for each day your child will be receiving care)

Mon _____ Tue _____ Wed _____ Thurs _____ Friday _____

Payment schedule: October, December, March, and June are considered half months, and the half month payments will be due. August, September, November, January, February, April and May are considered full month, and the full month payments will be due.

* _____

Kindergarten, ASI

| | until 3:00 | or | until 4:30 pm | or | until 6:00 pm | | | |
|-----------------|------------|----|---------------|----|---------------|-----------|-----------|------------|
| 1 day per week | half \$25 | | full \$40 | | half \$40 | full \$80 | half \$50 | full \$100 |
| 2 days per week | \$37.50 | | \$75 | | \$65 | \$130 | \$75 | \$150 |
| 3 days per week | \$50 | | \$100 | | \$90 | \$180 | \$100 | \$200 |
| 4 days per week | \$62.50 | | \$125 | | \$115 | \$230 | \$125 | \$250 |
| 5 days per week | \$75 | | \$150 | | \$145 | \$280 | \$150 | \$300 |

1st – 8th grades, ASI/Homework Lab

| | until 4:30 pm | or | until 6:00 pm | | |
|-----------------|---------------|----|---------------|-----------|-----------|
| 1 day per week | half \$35 | | full \$70 | half \$45 | full \$90 |
| 2 days per week | \$55 | | \$110 | \$65 | \$130 |
| 3 days per week | \$75 | | \$150 | \$85 | \$170 |
| 4 days per week | \$95 | | \$190 | \$105 | \$210 |
| 5 days per week | \$115 | | \$230 | \$125 | \$250 |

Fees are set on a monthly payment schedule. Payment is due for all days scheduled. There is no refund for days absent.

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Payment contract

This contract will involve all details directly involving each child's enrollment in After School International. This includes all aspects of scheduling, fees, and payments. Any changes that need to be made to your child's contract, which results in a schedule and/or fee change, must be submitted in the form of a new parent contract two weeks before the next billing cycle. **If proper notice is not given full payment will be due in conjunction with the most current payment contract.** * _____

Financial Assistance

Financial assistance is available to ISM families based on financial need. Applications for this program may be obtained from the Program Coordinator, on the school website and in the front office.

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Family Discounts

A family discount of \$20.00 per month is available to those families with two children attending the ASI/HL program on a regular schedule. Families with three or more students each attending ASI/HL three or more days a week, on a regular schedule, will receive a discount of \$20.00 per month, per student. Those receiving financial assistance are exempt from receiving any family discounts.

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Late Payment Fees

Program payments are due by the 5th day of each month. All late payments will incur an additional fee of \$25.00. Any payment that is delinquent for more than one month may result in the participant being dropped from the program until the student's account is current. * _____

Late Pickup Policies and Fees

Late pickup is defined as being more than five minutes late for your scheduled pickup time.

Proper staffing is required for safety and activity planning. Staffing is directly determined by the number of participants and the times(s) for which they are registered. **For this reason, a fee of \$1.00 per minute will be charged for any student picked up after their scheduled pick up time. Payment is due upon pickup to the staff member on duty. If this problem becomes consistent (happening more than three times per trimester), changes to the payment contract will be made by Program Coordinator and become effective immediately.** * _____

Return Check Policy

If your check is returned to ISM for insufficient funds, the Program Coordinator will contact you. A \$25.00 service charge will be added to your balance. The new balance will need to be paid within two working days, in cash or by money order. If the balance is not paid, your child will be disenrolled from the program until proper payment has been received. * _____