

**CONTRACT FOR BEFORE/AFTER SCHOOL
CHILD CARE PROGRAM**

Rossville Consolidated School District
1 Robert Egly Drive - P.O. Box 11
Rossville, Indiana 46065

Rossville Consolidated School District Before/After School Child Care Program is open to any registered students in Kindergarten through grade six.

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

Child's Name: _____ Gender: ____ Grade: ____ Date of Birth: _____

Child Resides With: Both Parents Mother Father Other: _____

Mother's Name: _____ Home Phone: _____

Mother's Date of Birth: _____ Mother's Social Security Number: _____

Mother's Address: _____ Work Phone: _____

_____ Cell Phone: _____

_____ Email: _____

Mother's Place of Employment: _____

Mother's Work Address: _____

Mother's Work Schedule: _____

Father's Name: _____ Home Phone: _____

Father's Date of Birth: _____ Father's Social Security Number: _____

Father's Address: _____ Work Phone: _____

_____ Cell Phone: _____

_____ Email: _____

Father's Place of Employment: _____

Father's Work Address: _____

Father's Work Schedule: _____

I (We) further elect the following program(s) for our child: (check all that apply)

_____ Before Care _____ After Care _____ Before & After Care _____ Drop-in Care

Additional Drop-in Care: _____ 2-Hour Delay _____ Early Dismissals
(Please call ahead of time to make sure there is room available for drop-in care on the day needed.)

Time child will be dropped off: _____

Time child will be picked up: _____

BEFORE/AFTER SCHOOL CHILD CARE PROGRAM DESCRIPTION & FEES

BEFORE CARE

- Before Care is offered from 6:30 a.m. until 7:45 a.m. Parents may drop off children at Rossville Elementary Library by entering door W4 between the times previously stated. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use a keycard to enter the building to drop-off their children in the morning or for afternoon pick-up. The school district will supply one electronic key to parent/guardian. An additional key will be offered for a \$5.00 charge. Furthermore, the parent/guardian will be charged \$5.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. No meal service will be provided at the Before Care program. However, children may participate in Rossville School's breakfast program at 7:45 a.m. If your child is enrolled in the Before Care program, your child is eligible for care during a two-hour delay. However, an additional fee of \$10.00 per day will be assessed for those days in which there is a two hour delay and children stay beyond 7:45 a.m. to help defer cost of additional operational hours. Breakfast service will be provided on two hour delays to the children enrolled in the program. (Breakfast service is not provided to others on two-hour delays.) If school is canceled after a two hour delay has been called, parents will need to pick up their children by 9:45 a.m. We will not be equipped to offer services beyond this time. Loss of utility services (electricity, water, etc) may cause the program to close. Parents will be notified and children will be released to authorized individuals in these emergency situations.

- Before Care Fees
 - August 6, 2013 until Altered \$25.00 per week
 - Two-hour Delay Fee \$10.00 per Day of Occurrence

AFTER CARE

- After care is offered from 3:00 p.m. until 6:00 p.m. Parents may pick-up children at Rossville Elementary Library by entering door W4 between the times previously stated. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use a keycard to enter the building to drop-off their children in the morning or for afternoon pick-up. The school district will supply one electronic key to parent/guardian. An additional key will be offered for a \$5.00 charge. Furthermore, the parent/guardian will be charged \$5.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Parents must pick up their child(ren) by 6:00 p.m. If a parent picks up a child late they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. During After Care, homework help is provided as well as a snack. If your child is enrolled in the After Care program, your child is eligible for care during an early dismissal. However, an additional fee of \$10.00 per day will be assessed for those days in which there is an early dismissal of one hour or greater to help defer cost of additional operational hours. Loss of utility services (electricity, water, etc) or severe weather may cause the program to close. (Early dismissal often is determined on the ability of the district to safely transport students home on school buses. While there

have been instances the Superintendent has ordered all employees to leave the building and the building has been virtually shut down, this is a rare occurrence. The safety of the children and staff members will be the determining factor if the After Care program can remain operational during severe weather. In most cases it will be operational.) Parents will be notified and children will be released to authorized individuals in these emergency situations.

- After Care Fees
 - August 6, 2013 until Altered \$50.00 per week
 - Failure to Pick-up Child by 6:00 p.m. \$5.00 per five minutes late
 - Early Dismissal of One Hour or More \$10.00 per Day of Occurrence
 -

BEFORE AND AFTER CARE

- Before Care is offered from 6:30 a.m. until 7:45 a.m. Parents may drop off and pick-up children at Rossville Elementary Library by entering door W4 between the times previously stated. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use a keycard to enter the building to drop-off their children in the morning or for afternoon pick-up. The school district will supply one electronic key to parent/guardian. An additional key will be offered for a \$5.00 charge. Furthermore, the parent/guardian will be charged \$5.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. No meal service will be provided at the Before Care program. However, children may participate in Rossville School's breakfast program at 7:45 a.m. After care starts at 3:00 p.m. and runs until 6:00 p.m. If a parent picks up a child late they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. During After Care, homework help is provided as well as a snack. A Before & After Care child is eligible for care during a two-hour delay and early dismissal from school. However, an additional fee of \$10.00 per day will be assessed for those days in which there is delay or early dismissal occurs at the school to help defer cost of additional operational hours. Breakfast service will be available on two hour delays to the children enrolled in the program. If school is canceled after a two hour delay has been called, parents will need to pick up their children by 9:45 a.m. We will not be equipped to offer services beyond this time. Loss of utility services (electricity, water, etc) may cause the program to close. (Early dismissal often is determined on the ability of the district to safely transport students home on school buses. While there have been instances the Superintendent has ordered all employees to leave the building and the building has been virtually shut down, this is a rare occurrence. The safety of the children and staff members will be the determining factor if the After Care program can remain operational during severe weather. In most cases it will be operational.) Parents will be notified and children will be released to authorized individuals in these emergency situations.

- Before & After Care Fees
 - August 6, 2013 until Altered \$65.00 per week
 - Failure to Pick-up Child by 6:00 p.m. \$5.00 per five minutes late
 - Two-hour Delay or Early Dismissal Fee \$10.00 per Day of Occurrence

DROP-IN CARE

- An enrolled child can use additional hours of care with prior approval and an additional fee. For example: Your child is enrolled in Before Care throughout the school year and you know up front that on early dismissal days they will need the After Care Program for those specific days, you can use the drop-in care with the additional cost. Another example: Your child is enrolled in the After Care program throughout the school year and you know up front that on two-hour delays they will also need Before Care program services for those specific days. You can use the drop-in care with the additional cost. Please call ahead of time before using drop-in care so that we can make sure that there is space for your child to attend.
 - Drop-In Care
 - August 6, 2013 until Altered \$7.50 per hour

PROGRAM ACTIVITIES

There will be a variety of activities available to your child while at the Before/After School Child Care Program. Puzzles, games, drawing materials, cards, blocks, Legos, balls, jump ropes, and other appropriate items will be available daily. There will be opportunities to play outside on the playground (weather permitting) as well as occasionally in the multi-purpose room. The children may be offered the opportunity to watch movies with parent permission. Movies may be brought in from home and must be rated G or PG.

BEHAVIOR MANAGEMENT

Discipline at the Before/After School Care program is based on an understanding of the individual child's needs and stages of development. Our goal is to develop self-discipline, responsibility for self, and respect for others. It is based on the use of positive reinforcement, reasonable expectations, logical consequences, distraction and diversion and, if necessary, supervised removal from the group short periods of time. Physical punishment is never administered. If consistent behavior problems exist without parent's help, childcare services will be terminated. We always try to work with parents to share ideas and help keep consistency between home and facility.

SIGNIFICANT OCCURRENCES OR PROBLEMS

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable illnesses.

PAYMENT & OPERATION SCHEDULE

Payment is due in advance on Monday of the current week when paying weekly; the first Monday in a two week period when paying bi-weekly; or the first day of the month when paying monthly.

We agree to notify the Superintendent in writing two weeks in advance of withdrawing a child from the Before/After School Child Care Program. Full fees will be due for the full two weeks following the first notification or intent to withdraw a child, even if the child does not attend.

The Rossville Consolidated School District Before/After Child Care Program will only be in operation on days in which school is in session for students. Care will not be provided during summer break or school holidays.

Please notify the school district of any absences when possible, either in advance or the day of the absence. Habitual and unreported absences will result in termination of the Before/After Child Care Program services.

If a parent picks up a child late they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. If a parent fails to pick-up their child(ren) by 6:30 p.m. Child Protective Services will be contacted.

Payment must be made in the form of a check or money order made payable to Rossville Consolidated School District. Cash will be accepted during normal business hours (7:00 a.m. until 4:30 p.m. on school days) at the Superintendent's Office.

If a check is returned to Rossville Consolidated School District for Before/After Child Care, for any reason, a \$35.00 processing fee is charged. If Rossville Consolidated School District receives two returned checks on your account, you will be required to pay in the form of cash or money order.

If the account is more than five days past due, the balance must be paid in full or a \$10.00 weekly charge will be added to your balance. Arrangements can be made with the Superintendent for a payment plan for Rossville Consolidated School District to continue to provide Before/After School Child Care services.

The District reserves the right to change fees and services as necessary to maintain the program. Registered participants will be provided a fourteen day notice of new fee schedule through a posting at the care site.

A non-refundable application fee of \$25.00 for new enrollees shall be paid to Rossville Consolidated School District for your child's admission to the program.

This agreement and all Before/After School Child Care services may be terminated at any time for any of the following:

1. Failure to pay fees as due.
2. Failure to conform to Rules and Regulations of the Rossville Consolidated School District.
3. Failure to conform to the hours of attendance agreed upon in this Contract.

I (We), the undersigned parent(s) with legal custody or legal guardianship of _____ contract for childcare services for said child and agree to pay to Rossville Consolidated School District child care fees in accordance with this agreement as approved by the Rossville Consolidated School District Board of Education.

Parent/Guardian(s):

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

Before/After School Child Care Program IDENTIFICATION & EMERGENCY INFORMATION

(This Document Remains with the Child Care Program Staff for Emergency Contact Information)

Child's Name		Phone Number	
Address		Gender	
		Date of Birth	Age

Mother/Guardian		Father/Guardian	
Mother's Emergency Contact Number		Father's Emergency Contact Number	
Email		Email	

Child's Physician		Child's Dentist	
Physician's Address		Dentist's Address	
Physician's Phone		Dentist's Phone	

Our family has health/medical insurance with : _____

Preferred Hospital: _____

Allergies: _____

Current Medications: _____

Medical Conditions: _____

Other information about the child that may be helpful: _____

Emergency Medical Authorization:

In case of accident, injury, or illness of serious nature, your child will be given emergency medical care. I agree, and by my signature give consent, that in case of accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible. Parents shall provide accurate information on the emergency contact form and provide the children's supervisor with changes when they occur.

Parent's Signature: _____ Date: _____

Homework Policy:

We will focus some time for homework assistance during the afternoon program. We expect children to participate, unless the parent/guardian does not want our help. Please check the appropriate homework contract line and explain to your child the decision.

_____ Yes, I want my child to work on his/her homework at the Before/After School Program.

_____ No, I do not want my child to work on his/her homework at the After School Care Program.

Photo Permission

Rossville Consolidated School District has opportunities for children to be photographed for public use. Pictures may be taken and used for promotion of activities, advertising and other marketing situations. Rossville Schools will not sell or give pictures to any other group or organization for use .

_____ Yes, I give my permission to have my child photographed for these specific uses.

_____ I do not give my permission to have my child photographed for these specific uses.

Movie Permission

The children may be the offered the opportunity to watch movies on the television. Movies may be brought in from home and must be rated G or PG.

_____ Yes, I give my permission for my child to partake in watching movies if they so choose and understand that he/she may watch G/PG movies.

_____ I do not give my permission for my child to partake in watching movies.

Authorized Individuals for Child's Release:

Children will be released only to a parent or a person named in writing by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. We will not release a child to an unauthorized person without written permission. A phone call will not be proper notification to add someone to your authorized individuals list. Individuals, who are new faces to our staff, will need proper identification before a child will be released into their care.

Emergency and Non-Emergency Release:

Name, address and telephone number of two persons (other than parents) to contact in case of an emergency. It is required that this information be current at all times, as these are the persons authorized to remove the child(ren) from the facility. Any changes must be made in writing.

1. _____

Name	Address	Telephone #	Relationship
------	---------	-------------	--------------

2. _____

Name	Address	Telephone #	Relationship
------	---------	-------------	--------------

In a non-emergency, I grant these individuals authorization to remove my child from the facility.

1. _____

Name	Address	Telephone #	Relationship
------	---------	-------------	--------------

2. _____

Name	Address	Telephone #	Relationship
------	---------	-------------	--------------

3. _____

Name	Address	Telephone #	Relationship
------	---------	-------------	--------------

Acknowledgment:

The information supplied in the Identification and Emergency document is accurate and complete.

Parent's Signature: _____ Date: _____