EXTENDED CARE CONTRACT

Past Due Fees: I may NOT participate in Extended Care if my family owes Brookside any past due amounts (Extended Care, library fees, Summer Extended Care, etc). Contact the Extended Care coordinator or the Business Manager with questions.

Participation: I understand that I am registering for a particular program .

- The Extended Care Registration Form is separate from the school enrollment form and is a contract that specifies payment requirements.
- My child may attend as late as 6:00pm depending on the services purchased.
- The building closes at 6:00pm. If my child has not been picked up by 6:00pm, I will be required to pay $12.00 supervision fee at 6:00pm. This amount is in addition to the contracted Extended Care payments. Payments for "After 6pm" fees are due by the first school day of the following week. Non-payment will result in your child being "Dropped". **The office clock determines the official time.**
- My family and child are responsible for adhering to Brookside's policies and procedures as noted in the *Family Handbook*. Failure to comply will result in removal of my child from Extended Care and, possibly, removal from school.
- If my family changes programs, I must fill out a "Change of Program" form. (Forms are kept in the office area.)

Fees and Non-Payment I will make checks payable to "Brookside Charter School." I understand that Extended Care fees are due in advance. Payments of $15.00 per week will be accepted. Payments by day will NOT be accepted (except if a student is taken to Extended Care due to late pick up. **Late pick up after 4:15pm will result in a charge of $25.00 for the week.**) I understand that adhering to the Payment Schedule is a *requirement* for my child to participate in Extended Care. I agree to the following:

- I understand that Brookside Charter does not accept postdated checks.
- All Extended Care payments are due **IN ADVANCE.**
- Payments made for less than the amount due, may result in a late fee and your child will be "Dropped" from Extended Care until fees are paid.
- Brookside will send monthly as a reminder of your account balance.
- If my payments are not received by the deadline, I will receive a phone call stating that my child may not attend Extended Care for the week(s) for which the payment was due only for the first occurrence. I understand that I may not receive a call if payment is not received on due date after the first offense.
- If my child is "Dropped" from Extended Care, I am required to follow the procedures required of families not registered in Extended Care: If my child is picked up late (after 4:00pm), my child will wait in the Elementary Office without a snack or recess, and I will be charged the $5.00 late fee for each occurrence.
- If my child is picked up after 4:15pm, my child will be sent to Extended Care and I will be charged $25.00 for the week.
- I know that my family may not enroll, drop, and re-enroll repeatedly without prior approval and possibly several weeks' payments in advance. The Business Manager and Superintendent make these decisions.
- I understand that if my family experiences a temporary financial hardship, I may talk to the Business Manager or Superintendent.

Changes and Cancellation of enrollment by parent/guardian: I understand that my child's Extended Care enrollment may be cancelled or changed at any time, I must give a one (1) week written notification with a completed *Change of Program* form or billing will continue. I understand that my family will then follow the procedures for children not enrolled in Extended Care.

Returned Checks For each "insufficient funds" check returned to Brookside Charter as "unpaid," a $35.00 charge will be added to my account for handling. Cash, credit card, PayPal or money orders are required to replace returned checks. Brookside Charter will notify me that after two (2) weeks, If Brookside Charter has not received payment for the returned check, then Brookside Charter will turn the check over to the Jackson County Prosecutor's Bad Check Unit. After a second occurrence, I understand that all future payments must be made in cash, with a credit card/paypal or with a money order for the next four (4) months.

6:00 PM There is a ***$12.00 late fee after 6:00pm per family for children not picked up by 6:00pm.*** I understand that Payment is due when I pick up my child(ren). I understand that the Brookside Charter office clock determines the official time. I understand that any unpaid late charges will be billed to my account.

EXTEND CARE PAYMENT SCHEDULE (3:30 pm – 6 pm, $15 per student)

Week of Extended Care	Payment DUE	Week of Extended Care	Payment DUE
August 15 - August 19, 2016	August 12, 2016	January 9 - January 13, 2017	January 6, 2017
August 22 - August 26, 2016	August 19, 2016	January 16 - January 20, 2017	January 13, 2017
August 29 - September 2, 2016	August 26, 2016	January 23 - January 27, 2017	January 20, 2017
September 6 - September 9, 2016	September 2, 2016	January 30 - February 3, 2017	January 27, 2017
September 12 - September 16, 2016	September 9, 2016	February 6 - Feb. 10, 2017	February 3, 2017
September 19 - September 23, 2016	September 16, 2016	February 13 - Feb. 17, 2017	Feb. 10, 2017
September 26 - September 30, 2016	September 23, 2016	February 20 - Feb. 24, 2017	Feb. 17, 2017
October 3 - October 7, 2016	September 30, 2016	February 27 - March 3, 2017	Feb. 24, 2017
October 10 - October 14, 2016	October 6, 2016	March 6 - March 10, 2017	March 3, 2017
October 17 - October 21, 2016	October 14, 2016	March 20 - March 24, 2017	March 10, 2017
October 24 - October 28, 2016	October 21, 2016	March 27 - March 31, 2017	March 24, 2017
October 31 - November 4, 2016	October 26, 2016	April 3 - April 7, 2017	March 31, 2017
November 7 - November 11, 2016	November 4, 2016	April 10 - April 14, 2017	April 7, 2017
November 14 - November 18, 2016	November 11, 2016	April 17 - April 21, 2017	April 12, 2017
November 28 - December 2, 2016	November 18, 2016	April 24 - April 28, 2017	April 21, 2017
December 5 - December 9, 2016	December 2, 2016	May 1 - May 5, 2017	April 28, 2017
December 12 - December 16, 2016	December 9, 2016	May 8 - May 12, 2017	May 5, 2017
December 19 - December 21, 2016	December 16, 2016	May 15 - May 19	May 12, 2017
January 4 - January 6, 2017	December 21, 2016	May 22 - May 26, 2017	May 19, 2017

EXTENDED CARE CONTRACT

TIMES: 3:30 - 6:00pm **$15.00/week**

CHILD'S NAME _____ _____

Grade _____ _____ Homeroom Teacher _____

Parent/Guardian Name (Print) _____ Phone Number _____

I agree to the following contractual requirements in exchange for my child receiving Extended Care services:

My signature assures my family's compliance with this contract.

Parent/Guardian's Signature _____

Date _____