

**South Hill School Age Program, Inc.  
Contract and Tuition Agreement for 2018-2019**

The following is an agreement between \_\_\_\_\_ (family) and the *South Hill School Age Program, Inc.* (hereafter referred to as *SHSAP*) regarding the care of: \_\_\_\_\_ (child(ren) name(s)).

**Registration Fee:**

A completed registration card, accompanied by a \$35.00 (per family) registration fee must be filed with this contract. This is a yearly non-refundable charge.

**Deposit:**

A deposit of \$50.00 (per family) must be paid to hold a place for the child(ren) in the program. This deposit is rolled over to subsequent years (if you plan to re-enroll your child(ren) unless you request otherwise. The deposit will be refunded upon your child's departure from the program at the school year's end, providing that your account is paid in full.

If your child is withdrawn from the Program at any time, the deposit will be returned to you so long as four weeks written notice has been given and there are no outstanding balances on your account.

**Fees:**

Full-time enrollment (Monday through Friday) \$15.00 per child per day;  
Part-time enrollment (two to four days per week) \$16.00 per child per day.  
Fifth graders may be enrolled for one day per week, if desired. Part-time enrollments are subject to approval by the Program Director or Administrative Manager. Note that fees are charged for each day the child is enrolled in the Program, even if the child does not attend due to illness or other absence. In the event of an unexpected school closing (i.e., bad weather, physical plant failure, etc.) children who are enrolled for that day ARE charged for the day.

**Optional Full-Day Program:**

*SHSAP* operates a full-day (8:00 a.m. - 5:30 p.m.) program on many of the scheduled school holidays. The fee for the full day program is \$35.00 per child per day. If siblings are enrolled, your first child's fee is \$35.00 and siblings are \$30.00 per child per day. You **MUST** sign your child up for each day you wish for your child to attend, by the posted deadline. (These full days are announced and deadlines specified on the door to the Program Room). At 5:30 p.m. on the deadline date, this list is removed and no further changes may be made. **ANY CHILD WHOSE NAME IS ON THE SIGN-UP LIST AT THAT TIME IS BILLED FOR THE FULL DAY, EVEN IF THE CHILD DOES NOT ATTEND FOR SOME REASON.** Also, a minimum number of children are required for the full day program to operate. If the full-day program is being cancelled, you will be notified on the deadline date

**Tuition Payments:**

Tuition invoices are placed in your family's mailbox in the *SHSAP* room the first week of the month. Payments are due on the 15th of each month. A late fee of

\$20.00 is added each month that payment is not received by the 20th. In addition, there is a \$25.00 fee for any returned checks.

**Overdue Accounts:**

Accounts which are 30 days past due may result in termination of services. Accounts which are 60 days past due are referred to a collection agency, at which time you would be liable for any fee and/or service charges also. If you anticipate difficulty in paying your balance on time, contact the Administrative Manager or the Program Director. Special circumstances are brought to the SHSAP Inc. Board of Directors for consideration.

**Late Pick-Up Fee:**

The program closes promptly at 5:30 p.m. The first late occurrence there is no charge up to 5:35p.m. After 5:35 p.m., you will be charged \$15.00 up to 5:45 p.m., thereafter a \$15 fee will accrue for every quarter hour. If your child is not picked up with one half-hour following closing and the parent has not contacted the program, the Director may need to contact local authorities to release the child to their custody. Recurrent late pick-ups will result in suspension of services and thereafter, termination of services.

**Unacceptable Behavior:**

*SHSAP* is a quality after-school program that provides a safe, healthy environment for children. In the event of unacceptable behavior on the part of a child which poses a safety or health hazard to other children, or persistently disrupts the operation of the program, *SHSAP* staff will discuss the matter with the parent(s)/guardian(s). Warnings will be issued for the first two such offenses, with possible out-of-program suspensions. In the event of a third behavioral infraction, the child will be terminated from the Program. In the event of a serious, violent, and/or dangerous incident by any child of the program (such as involving a weapon or resulting in injury to another child), the *SHSAP* staff and Board of Directors reserves the right, at its discretion, to immediately terminate any child from the Program displaying such behavior.

**Withdrawal from Program:**

The child's enrollment in program may be cancelled by parent/guardian upon four weeks written notice to the Director or Administrative Manager.

I understand and agree to the terms described here in and would like to enroll my child(ren) for the following days each week:

\_\_\_ Full time (Monday through Friday)

\_\_\_ Part time (Please list days) \_\_\_\_\_

Parent/Guardian's Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature:

\_\_\_\_\_ Date \_\_\_\_\_