

School: _____

Grade(s) _____

Merrillville Schools Extended Daycare

2014-2015 CONTRACT- After School

This contract is between, Merrillville Schools Extended Daycare, and _____, the parent(s)/guardian(s) of _____, _____, & _____.

This contract covers daycare services to be provided for the **2014-2015** school year. After school care shall begin on **August 20, 2014** and shall end on **June 2, 2015**. Below is a summary of charges that will be posted to your account monthly. Also, listed are additional fees that will be charged when applicable. Please read all the policies carefully before signing this contract.

1. **Registration Fee- \$155.00** payment for the first and last month of the school year tuition will be due at the time of this signed contract.
2. **Tuition-** A charge of **\$155.00** will be posted to your account on the **FIRST** of each month. **TUITION IS DUE EACH MONTH BY THE LAST BUSINESS DAY OF THE MONTH PRIOR TO SERVICES BEING PROVIDED.** Please Note: a late fee of **\$25.00** will be charged to your account if payment is not made by the last business day of the month. *After the 10th of the month, if tuition has not been paid, your child will not be able to attend daycare until full payment (including the late fee of \$25.00) is made.* You are responsible for all charges on your account. *All balances due shall be paid within thirty (30) days. In the event of delinquency, Merrillville Community School Corporation shall be entitled to collect the delinquent amount and all costs associated with its efforts to collect the delinquency, including reasonable attorney fees.*
3. **No School Attendance days/School Breaks** - Daycare is not provided on these days.

4. **Late Pick-Up Fees-** Extended care hours are 2:25 p.m.-6:00 p.m. We close ***promptly at 6:00 P.M.*** Failure to pick up your child(ren) on time will result in your account being charged a late fee. ***The late fee is: \$1.00 PER MINUTE, PER CHILD LATE FOR THE FIRST 15 MINUTES LATE. THE RATE THEN CHANGES TO \$2.00 PER MINUTE, PER CHILD LATE AFTER THAT.*** Failure to pay the late fee will result in a temporary suspension of daycare privileges until payment is made. After ***THREE LATE PICK-UPS*** in one school year, the supervisor has the right to suspend your daycare privileges and the balance on your account will be due immediately.

5. **Early Withdrawal-**If the need arises for you to withdraw your child(ren) from the program, ***you must submit a TWO WEEK WRITTEN NOTICE to the supervisor of the Merrillville Schools Extended Daycare.*** A tuition charge of ***\$77.50*** will be applied to your account if no notification is received.

6. **Handbook-** You will receive a handbook when the school year begins. ***It is your responsibility to read over and review with your child our policies and rules.***

7. ***Your tuition covers services for the entire month. There are no pro-rated fees for days that the service is not used by your child.***

I (We), _____ have read this contract and understand the charges and fees that will be applied to my account. I (we) further understand that failure to make tuition payments on time will result in the temporary removal of my child(ren) from the program. Further non-payment will result in the termination of this contract and ***all charges are due on my account within thirty (30) days.*** This contract was signed on, _____ day of _____ 201__.

Parent/Guardian

Parent/Guardian

Supervisor's Signature