

## **South Brunswick Community Education**

05/22/2019 12:46 PM

### BAS Enrollment Agreement (2019-20 school year)

Version 4

#### ENROLLMENT AGREEMENT (2019-20 school year)

I agree to adhere to the South Brunswick Before and After School Childcare Programs enrollment agreement below and procedures listed in the parent handbook.

I give my child permission to participate fully in these programs. I understand that my failure to abide by any part of this agreement may result in removal from the program.

1. I am ENROLLING my child/children in the Before/After School Program. Payment of the registration fee and first month's tuition, which are both non-refundable, is due at time of enrollment. I am entering into an agreement that is divided into equal payments for the school year.

2. If I need to WITHDRAW my child(ren), I will email Community Education by the 15th of the previous month, for withdrawal effective on the 1st of the next month. Failure to email Community Education will result in being responsible for that month's tuition. See examples. Example 1: Email Community Education by November 15, and withdrawal is effective on December 1. Failure to email Community Education will result in being responsible for December's tuition. Example 2: Email Community Education by May 15, and withdrawal is effective on June 1. Failure to email Community Education will result in being responsible for June's tuition.

3. If I WITHDRAW my child(ren) before the end of the school year, I will automatically be charged an Early Termination Fee of \$100 per child. If I choose to re-enter the program after terminating this agreement, I understand that I must pay all outstanding fees and balances before my child(ren) is placed in the program again.

4. Schedule changes cannot be made after May 15th.

5. I am responsible for monthly payments to be paid by the 25th of each preceding month. Payments received after the 7 day grace period will be assessed a \$25 late fee. Example 1: October's tuition is due September 25th, the late fee will be posted on October 3. Example 2: November's tuition is due October 25th, the late fee will be posted on November 2.

6. Withdrawal from the program for non-payment will occur 7 days after non-payment of

the 2nd month's tuition. Example: If you have not paid for October and November's tuition by October 25, your child will be automatically withdrawn as of November 1. Email [Maria.Chavkin@sbschools.org](mailto:Maria.Chavkin@sbschools.org) with any payment concerns.

7. All payments must be current by May 2nd, or student will be dismissed immediately. Likewise, June's tuition and any other fees must be received by June 1st or student will be dismissed immediately, and registrations for any other Community Education programs will be placed on hold until payments are brought current.

8. In the event of illness, vacation, or other absences such as scouts and other after school activities, the After School Program staff must be notified in writing. Additionally, if my child attends a school for children with special needs, I will inform the Community Ed. office on a daily basis of changes in child's attendance for any reason including differences in school calendars. Regardless of other activities, illness, or differences in school calendars, I am responsible for my child's full tuition payment.

9. The fee for pick-up after 6:00 PM is \$15 for each 15 minutes or portion thereof. In addition to this fee, the second time I am late, I will be fined \$10; the third time \$20. These fines are billed directly to me and are payable upon receipt. Any further lateness will result in dismissal from the program.

10. If I am enrolled for half sessions in either the AM or PM, I may not sign in my child earlier than 8:00 AM or pick up later than 5:00 PM. The same fees and fines listed in Item 9 will apply to early drop off or late pick up.

11. There is a \$40 processing fee for returned checks. If this occurs a second time, all future payments must be made online, in cash or by money order.

12. I will notify the Community Education Office of any phone number, home address changes, or email address changes for myself and/or my emergency contacts by emailing [program.registration@sbparents.org](mailto:program.registration@sbparents.org)

13. I understand that there will be no program on days that South Brunswick Township Public Schools are closed due to inclement weather. For specific instructions for "Emergency Closings/Delayed Openings," refer to parent handbook.

14. The staff will assume full responsibility for my child from the time he/she arrives at the program until dismissal time. In the AM, a parent/authorized person must come in to sign in their children. In the AM, children will be sent to their regular classroom teacher. In the PM, each child will be checked in upon arrival. The child must be signed out by a parent/authorized person 17 years of age or older no later than 6:00 PM.

15. I give my permission for my child to participate in walks and field trips. Specific details will be provided.