

**AMADOR COUNTY OFFICE OF EDUCATION
EXTENDED LEARNING PROGRAM
CONTRACT POLICY**

Fees:

Registration Fee:

Yearly - \$25.00 per child, non refundable

Hourly - \$ 2.70 per hour per child (0 – 39 hours)

\$ 2.45 per hour per child (40+ hours)

*Hours are calculated on a quarter hour basis

****No credits, refunds for unused contracted hours****

MINIMUM HOURS:

25 hours per month per child

FULL/HALF DAY RATES:

- **SUMMER BREAKS**

Hours: 7:00 a.m. – 6:00 p.m.

\$18.50 per day per child

\$11.00 per half day (5 hours) per child

**** No credits, refunds for unused contracted hours****

PAYMENTS:

Monthly fees are paid **in advance** of service. Failure to make payment in a timely manner will jeopardize your child's continued enrollment in the program. On going monthly payments are due **no later than the 10th of each month.**

A \$25.00 late payment fee will be charged if payment is not received by the due date. All accounts must be **paid in full** on a monthly basis. Failure to pay will result in termination of service and may result in legal action.

LATE CHARGES:

After 6:00 p.m. (site closing time) a \$25.00 late charge will be added to your fees/monthly statement. This charge is assessed 5 minutes after 6:00 p.m.

Continued late pick-up will jeopardize your child care contract and result in termination from the program.

ENROLLMENT

A registration packet is given for each child containing:

- * Emergency Card (emergency phone numbers mandatory)
- * Scheduled Hours Contract (one per child)
- * Contract/Policy
- * Extended Day Parent Handbook
- * Permission to take pictures

All registration packets/forms must be complete and turned in with payment **BEFORE** a student is allowed to attend.

Parents Rights: Each custodial parent has full rights to access all student information. The Extended Learning Program will recognize the **contracting** parent as the person responsible for **payment/documents, etc.**

Signature: _____ Date: _____

_____ initial for receipt of Parent Handbook

(documents:Contract Policy 4/10)

