

Policy and Procedure Agreement

The following information is the policy and procedures of the Latchkey Alternative Center. By signing below you are in agreement to adhere to all of the following:

- Tuition is due on the first of each month. You are given a six-day grace period along with a discount if complete tuition is paid by the seventh of each month. There is a higher tuition fee for any amount paid after the seventh of each month. Childcare will cease as of the 16th of the month with no tuition payment.
- There will be a \$25 fee for all returned checks. Bounced checks need to be paid in cash within 48 hours of the return date. No check will be re-deposited.
- There will be a \$12 fee imposed for every hour used beyond time slots enrolled for. An \$8 fee for pre-arranged hours. All time is in one-hour increments. All time is rounded up.
- Withdrawing your child requires a two-week written notice and the current month's tuition is due in full. Without a two-week notice there will be an additional \$200 added to the remainder of the month's tuition.
- NO MONTH IS PRORATED. If you chose to enroll between the first and fifteenth of the month the entire months tuition is due. If you enroll between the sixteenth and the thirty-first of the month the tuition will be cut in half.
- Children need to be dropped off and picked up according to hours enrolled. Children enrolled to 6pm must be picked up by 6pm. There will be a \$10 per child per occurrence fee added to your tuition from 6pm-6:30pm for all children not enrolled in the extended hrs. Any child left after 6:30PM will have a \$1 per minute, per child fee to BE PAID DIRECTLY to the staff on duty at time of pick-up. Continuous late pick-ups may be asked to withdraw the children from the facility.
- Children must be signed in and out, otherwise we will charge the unlimited hours increasing your tuition.
- During the certain months including Christmas break, Spring recess, President week, and summer vacation there is a strict policy of attendance. Personal time off for the staff is granted on number of students enrolled. If you enroll and then don't use the time there will be a \$20-\$50 per day added to your months tuition for no-show days.
- Appropriate shoes and clothing must be worn at all times. Light-weight jackets and tennis shoes recommended.

- If a schoolage child has been suspended from their elementary school they are not allowed to attend Latchkey for the same period of time.
- Children that exhibit violent behavior towards themselves or others will be asked to leave the center immediately.
- Toys are not allowed! All toys brought to school will be taken away. The staff and school are not responsible to replace any lost, broken or stolen toys brought, including electronics. Sharing days will be scheduled.
- In consideration for value received, receipt whereof is acknowledged, I hereby give The Latchkey Alternative Center the absolute right and permission to publish, copyright and use pictures of me or my child/ren which may be included in whole or part, composite or retouched in character or form, in conjunction with my own name.
- Please speak with a staff member before planning your child's celebrations. Latchkey has different guidelines for each age group.

Parent Signature

Date

Child/Family Name

Staff Initials/Date