



## City Of Maitland Youth Services Program Parent Contract



Thank you for enrolling your child(ren) in our City of Maitland Leisure Services Youth Recreational Program. Every child grows through experiences in expressive, active and free play. Our program provides adult supervision for will be provided a Parent Manual that describes in greater detail the policies and procedures of the specific program in which you are enrolling your child(ren)

### Parent Contract

The following summarizes the City of Maitland Leisure Services Youth Recreational Program policies that must be followed by all program participants' families. For further details, please see your Program Parent Manual. Enrollment is not considered complete until this form is **fully initialed and signed** by the enrolling Parent and submitted with payment for registration and participation fees. **By initialing each line and signing the last page, you signify your agreement and consent.**

\_\_\_\_\_ **PARENT MANUAL:** I have received and read the Parent Manual. I agree to uphold the policies and procedures described therein.

\_\_\_\_\_ **REGISTRATION FEE:** A non-refundable, non-transferable fee is required for each child per enrollment period.

\_\_\_\_\_ **TUITION FEES:** Weekly fees for program participation are assessed according to current fee schedule and proof-of-residency. Fees must be paid **one week in advance of services**. These fees are due on the MONDAY (or Day1) the week **prior** to participation. Payment schedule due dates are provided in the Parent Manual. (  ) If this box is checked, an amended fee schedule applies (See Parent Manual).

\_\_\_\_\_ **LATE FEES:** Tuition received after 6:00 pm on Tuesday (or, Day 2) is considered LATE. A LATE FEE will be assessed, according to the current fee schedule.

\_\_\_\_\_ **NO PAY – NO STAY Policy:** Child(ren) will be withdrawn from the program for nonpayment of tuition. At the end of the week in which payment is due, if payment (plus late fee) has not been made, the child will be DISMISSED/DISENROLLED and may not attend the program. See Parent Manual for re-enrollment procedures. (  ) If this box is checked, an amended disenrollment schedule applies. (See Parent Manual).

\_\_\_\_\_ The program is not designed to be a “drop-in” service. Tuition is a weekly fee. Tuition is **not reduced** and **not pro-rated** when a child attends a partial week. See Parent Manual for details on fee inclusions, exclusions, policies, and payment procedures, specific to this program.

\_\_\_\_\_ **Discounted or Reduced Tuition:** Parents are responsible for submission of *current* supporting documentation for discounted or reduced tuition, as well as for timely renewals upon expiration. Parents who pay a discounted or reduced tuition rate are financially responsible for *timely* payment of their portion of the weekly tuition, per the payment schedule. Parents will be responsible for *full-rate* fees when/if agency discounts expire.



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\_\_\_\_\_ The City of Maitland and its staff are not responsible for enrollment forms or payments sent in with children, or left with other representatives of the family or the school to deliver.

\_\_\_\_\_ **LATE PICK UP FEES:** Accounts for children picked up later than 6:00 pm will be assessed a Late Pick-up fee, at a rate of \$1.00 (per child) for every minute late after 6:00 pm that the child is picked up. Children may be dismissed from the program for repeated late pick ups, or for non-payment of a single late pick-up fee.

\_\_\_\_\_ **Notification of Changes of Status:** The program Site Supervisor must be notified *in writing* of any change in the child's custody, regular attendance, program participation, or enrollment status at least one week prior to the change taking effect. Notifications of daily absence may be made by phone. (See Parent Manual)

\_\_\_\_\_ **FULL DAY Services (Before/Afterschool Program Only):** An extra fee is not charged when FULL DAY programming is offered for Teacher Workdays. Special events associated with these full day programs *may* require an additional participation fee (e.g.: fieldtrip or special meals).

\_\_\_\_\_ **Authorization to Sign Out:** Every person signing out a child must be authorized to do so on the registration form. Children must be signed out from the Attendance Roster Sign-out Sheet. Changes to the authorized pick up list and student departure instructions may only be made in writing (or by phone, provided a code word has been listed on the registration form.) Anyone NOT listed on the registration form or authorized by phone will NOT be allowed to pick up that child. Everyone signing out a child must be prepared to provide a picture I.D. upon request.

\_\_\_\_\_ **Guidelines for Active Play & Behavior Management:** For the safety and enjoyment of all children in the program, each child will be expected to follow instructions and behave appropriately. Parents agree to support the guidelines for active play and behavior management outlined in the Parent Manual (in accordance with Section 10M-12.013 Rules of DCF for Child Care Standards).

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Parent/Legal Guardian Signature)

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child's name)

\_\_\_\_\_  
(Child's name)

Office Use Only		
<input type="checkbox"/> MAC	<input type="checkbox"/> CIT	<input type="checkbox"/> City 1, 2
<input type="checkbox"/> WINTER	<input type="checkbox"/> SPEC. EVENT	<input type="checkbox"/> OCPS
<input type="checkbox"/> SPRING	<input type="checkbox"/> Resident	<input type="checkbox"/> RR
<input type="checkbox"/> SUMMER	<input type="checkbox"/> NonResident	<input type="checkbox"/> 4C
<input type="checkbox"/> SPECIAL PROGRAMS		