



KIDS CLUB PROGRAM ENROLLMENT AGREEMENT

1. I understand that any student will be accepted into the program according to the District’s Non-Discrimination policy, providing that the program meets the needs of the individual child.
2. I hereby agree to pay the Program fees each month. I understand that due to the funding source of the program, the following is true:
 - a. Refunds are not given for days not used during the month. The monthly fee remains the same for high/low usage months. Credit is not given for vacation or illness, nor are additional fees charged for full days (Teacher work days, Winter/Spring breaks, etc.).
 - b. For either party to terminate, **two weeks (10 working days) written notice must be given.** *Failure to give two weeks written notice will result in billing of ½ month’s program fee.*
3. It is my understanding that fees must be paid every month to stay enrolled in the program. Enrollment must be year-round (continua—including summer) to retain my child’s space in the program.
 - a. Failure to pay fees in accordance with the policy will result in termination of program services. The fees are due on the **first Wednesday of the month by 6:00 p.m. A \$20.00 late fee is charged for all late payments. The late fee is charged per family.**
 - b. **If fees are not paid, program services will be suspended until the account is brought current.** Program services will be terminated if fees remain delinquent for two weeks.
4. I understand if my child remains at Kids Club past scheduled closing, I will be charged \$5.00, and an additional \$1.00 per minute after 6:05 p.m. The late fee is charged on a per child basis. Only two late pick-ups are permitted in any 12-month period. After two late pick-ups have been documented a Notice of Intended Action to terminate program services will be emailed to the family. This notice states that we will terminate program services if there is another late pick-up.
5. I understand the program cannot assume responsibility for my child until he/she has been signed in for the day. I agree to sign my child out when I pick him/her up from the program each day. If I wish to have my child released to another adult (18 years or older), I will send written authorization in advance.
6. I realize students who attend Kids Club will be required to follow PUSD guidelines of behavior.
7. I understand that the Kids Club Parent Handbook is available for my viewing at any time. I acknowledge that I have had the opportunity to read and understand the policies and procedures listed in the Kids Club Handbook. My signature below reflects my agreement to comply with the policies and procedures, and the terms and conditions specified in the Kids Club Parent Handbook.

PARTY TO THIS AGREEMENT

Signature of Parent/Guardian/Authorized Representative

Date

<i>For KC Office Use Only</i>	Date Received	Received by	Rev 03182018
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