

**PARENT - PROVIDER CONTRACT**  
**HK Recreation Department Child Care Program**  
(COMPLETE & RETURN)

**It is agreed that:**

**1. Hours of operation:** After School - (KES, HES & BES) from elementary school dismissal - 6:00pm, Monday through Friday (*\*including scheduled early dismissals/\*excluding emergency early dismissals*).

**2. Fees:**

**Full-time -** If you register full-time (child attends 4 or 5 days per/week), the fee (based on 20 school days) is:

After School- \$280.00 /month (1st child), and \$200.00 /month (2nd child). Discounts for additional children are available.

Fees will be calculated monthly based on the expected number of school days. Payment is due the fourth Friday of each month and will cover the next month of full-time registration. All full-time students must pay on a monthly basis.

**Part-time -** If you register part-time (child attends 1, 2, or 3 days per/week) the fee is:

After School \$16.00 /day for the 1st child, and \$13.00 /day for the 2<sup>nd</sup> child. Discounts for additional children are available. Payment is due the 4th Friday of each month and will cover the next month of part-time registration. Adjustments in the days a part-time student attends may be made by contacting the Director of Child Care.

**Program fees may be adjusted**, at the discretion of the Director of Child Care, with written notice at least one month in advance.

**There is a \$5.00 per/day late payment fee** for any payments not received by the fourth Friday of each month. Payment notices will be handed out the third Friday of each month and parents have 7 days to submit payment.

**There is a yearly processing/registration fee of \$20.00 per/child (maximum \$40. per family) in addition to the tuition fee.** Parents will be notified in writing of any change in fees at least four weeks in advance.

**3. Late pick-up:** We charge \$1.00/per minute if a parent is late (6:00-6:15PM) picking up his/her child and \$.50 for every minute after 6:15PM. Advance notice should be given if a parent is going to be late. Repeated unannounced lateness can be reason for dismissal by the provider. Late pick-up fee is to be **paid directly to the staff on the day of late pick-up.**

**4. We follow the school calendar.** If school is closed, the program will not be in session. Our program will be open 1st day of school through the last day of school.

**5. Illness:** A child who has a fever or communicable disease will not be admitted. If a child becomes ill during the day, we will notify the parent to have the child picked up as quickly as possible. A cot, blanket and pillow will be provided to sick children awaiting pick-up. Only the parent or a person authorized by the parent will be allowed to pick up the child. To obtain a credit for an absence due to illness, a parent or guardian must contact the Director of Child Care by calling the Recreation Department.

**6. Absence:** In the event your child/children will **not** be attending the After School Program, parents **must** call the Recreation Department or leave a message on our Hotline (345-8334). Parents may also call each individual

program site and leave a message: Burr Elementary School (345-4692), Killingworth Elementary School (301-1050), Haddam Elementary School (301-0146). Absences reported the same day will not be credited. If we are not notified of a change, and a staff member must take time to locate child, the parents will be charged a **\$5.00 search fee**. Repeated searches can be grounds for dismissal from the program. To obtain a credit for an absence due to illness, a parent or guardian must contact the Director of Child Care by calling the Recreation Department or by email (jen@hkrec.com). Absences (unless otherwise specified), must be paid for.

**7. If a child does not attend for two consecutive days** without communication between parent and Director of Child Care, we may assume the child has withdrawn.

**8. Visiting:** Parents are welcome to visit at anytime during regular hours of operation. Please check in with the Site Director.

**9. Snack:** We provide children with one snack immediately after school. If the child requires special food, the parent should provide that food. The snack we provide will be nourishing and appetizing. Menus will be posted at each site.

**10. Children's articles should be labeled.** We are not responsible for lost or broken items.

**11. Sign in-out:** When parents drop off or pick up children, they must sign the sign-in/out sheet.

**12. At no time will a child be subject to physical or verbally demeaning punishment.** Discipline will be in the form of discussing the problem with the child. If necessary, a child may be disciplined by being temporarily separated from the other children and activities (time-out). However, a child will never be away from the care of a staff member. The child care staff may decide that a Discipline Report is necessary. Completed discipline reports will be given to the parents/guardians and the Director of Recreation to read and sign. Three discipline reports will result in a one day suspension from the program; the fourth discipline report will result in a two day suspension. If unacceptable behaviors continue expulsion from the program may be necessary.

\*Discipline has been discussed with a parent or guardian.

**13. All children enrolled in the Child Care Program will be treated with kindness and respect.** We will provide a creative and warm environment which will include arts, crafts, music, story reading, outdoor playtime, and quiet time.

**14. If a parent is listed as a person not authorized to pick-up your child, we must have a copy of the divorce decree/restraining order, etc. on file. (stipulating custody).**

**15. Photographs** of the children participating in our program may be taken from time to time and may appear in newspapers, magazines, brochures, television programs, HK Rec web site or other publicity materials. Such photographs will be taken without compensation to parents. Please fill out the following form notifying us if you do **not** wish your child to participate.

I **do not** give permission for my child, \_\_\_\_\_, to participate in publicity photographs.

Parent/Guardian Signature \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE POLICIES ON THE PREVIOUS PAGES. I UNDERSTAND THE PROVISIONS OF THIS CONTRACT AND AGREE TO ABIDE BY SAID RULES AND REGULATIONS. I HEREBY GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN THE HK CHILD CARE PROGRAM FOR THE MONTHS OF SEPTEMBER THROUGH JUNE. I UNDERSTAND THAT VARIOUS ACTIVITIES OFFERED DURING THE CHILD CARE PROGRAM PRESENT A RISK OF INJURY.**

Child's Name: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Director of Child Care: \_\_\_\_\_