

Honey Creek After School Programs

1735 S. Wagner Rd. Ann Arbor, MI 48106-1406

(734) 994-2636 extension 2240

afterschool@hc.wash.k12.mi.us

Enrollment Form - September 9th, 2009 - June 10th, 2010

RATES:

- K-8 Care Registered Full Schedule (3:07 - 6pm) = **\$11.50**/afternoon/1st child*
- K-8 Care Registered Condensed** Schedule (3:07 - 4pm w/ no snack) = **\$4**/afternoon/1st child
- K-8 Care Before/After Special Club (includes snack) = **\$7.50**
- 10% additional sibling discount *(deducted from sibling charged lowest rate)
- Drop in rate 3:07-6pm = **\$13.00**/afternoon for all children (no discount for drop ins)
- **pick ups after 4pm will be charged the full afternoon rate of \$11.50.

If your child requires smaller group activities and/or more specialized attention we will contact you with more information and rates.

Scholarship money is available. Check here if you need more information about a scholarship. _____

CHILD/REN TO BE ENROLLED (check all days needed and circle either "Full" or "Condensed" for each day:

Name _____ Birth Date _____ Entering Grade _____

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Drop In & Half-Day Care Only _____
Full/Condensed Full/Condensed Full/Condensed Full/Condensed Full/Condensed

Check here if you are registered for all 5 days & receive an additional 10% student discount

Name _____ Birth Date _____ Entering Grade _____

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Drop In & Half-Day Care Only _____
Full/Condensed Full/Condensed Full/Condensed Full/Condensed Full/Condensed

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Check here if you are registered for all 5 days & receive an additional 10% student discount

Parent Name _____ Address _____ City _____ Zip _____

Home (_____) _____ Work (_____) _____

Cell (_____) _____ Email _____

Parent Name _____ Address _____ City _____ Zip _____

Home (_____) _____ Work (_____) _____

Cell (_____) _____ Email _____

Enrollment Agreement

Upon acceptance by Honey Creek Community School (HCCS), this enrollment request becomes a contract between HCCS and the parent/guardian under which HCCS agrees to make child care or program services available for child(ren) on the days and times specified herein. Parent/Guardian agrees to pay the above rates and enrollment fee to HCCS in consideration therefore, **without regard to whether child(ren) actually attends on any or all of the days and time specified**, subject to the policy concerning schedule Changes and Absences which appears on Enrollment Policy Form.

Enrollment of Child in Honey Creek Community School After School Programs

A \$10 per child non-refundable Enrollment Fee is due to enroll each child for the 2009-2010 school year.

Upon signing this agreement, the parent, legal guardian or responsible adult and Honey Creek Community School agree to abide by all of the provisions contained in the child placement contract located in the Honey Creek Community School Parent Handbook.

Signatures Parent/Guardian _____ Date _____
School Age Supervisor _____ Date _____

Required Forms

The following forms need to be on file for each child before the child's first of the After School Programs:

1. A signed statement that the child is in good health. *Any activity restrictions must be noted.*
2. Child information cards (2)
3. Immunization form - A list of up-to-date immunizations must be on file before a child may be in the After School Programs.
4. Permission slip

Tuition Payments

Payment is expected by the first of the month unless prior written arrangements have been made with the director for unexpected one-time occurrences. Tuition is billed based on the number of scheduled days/month.

Late Payment/Returned Checks

There is a \$30 fee for checks returned for any reason or for payments made after the 5th of each month.

Outstanding Balances

Customers with outstanding balances will not be able to re-enroll or attend after school programs until all outstanding debts are paid in full.

Late Pickup Fee

There is a \$15 fee charged for children picked up after their scheduled end of enrollment (6:00 p.m.) plus an additional \$15 for every fraction of a quarter hour thereafter.

Condensed Schedule Late Pickup Fee

Any student registered for the condensed schedule who is picked up after 4pm will be charged the full afternoon rate of \$11.50.

Schedule Changes

Changes must be made in writing and given to the School Age Supervisor. Days may be added at any time, providing space is available. To permanently reduce scheduled days from your weekly schedule, notify the School Age Supervisor, in writing **thirty days** prior to date of change. You are responsible for all previously contracted time up until that date. However, you may make changes to your new fall schedule up until September 15th, 2009.

Absences

You will be expected to pay for all the days your child is enrolled even if your child is absent due to illness, extra vacation days, or for any other reason.

Unexpected Closings

HCCS will not refund/credit tuition for any prescheduled days that are canceled due to unexpected acts of nature of facility issues.

Days Not Charged For/No Care Provided

Labor Day, Camp Tamarack for Middle School, Thanksgiving and day after, Winter Break, MLK Jr. Day, Midwinter Break, Spring Break, Camp Tamarack for 5th Grade, Memorial Day, and 8th grade trip.

Withdrawal

As the original enrollment contract states, the After School Program begins on the second day of school and ends the day before the last day of school. A parent/guardian may withdraw his or her child from the After School Program and be exempt from the remainder of the payments for the year, providing the After School Program is given **thirty days** written notice.

Emergency Procedures

In case of injury to a child, the After School Program staff will contact the child's parent/guardian. If the parent/guardian cannot be reached, then the child's physician will be contacted. In the event that neither of these contacts are possible or in the case of serious emergency, the child will be taken to the University of Michigan Hospital if no parental preference is indicated on the emergency card.