

TERMS OF THE CONTRACT

1. ANNUAL REGISTRATION FEE MUST BE TURNED IN WITH THIS COMPLETED FORM.
2. IMMUNIZATION RECORDS AND EMERGENCY CONSENT FORMS ARE DUE THE FIRST DAY OF ATTENDANCE. A COMPLETED HEALTH CARE SUMMARY (PHYSICAL) IS DUE WITHIN 30 DAYS OF THE FIRST DAY OF ATTENDANCE.
3. BOTH PARTIES MUST GIVE TWO WEEKS WRITTEN NOTICE FOR TERMINATION or chg in contract.
4. NO REDUCTIONS ARE MADE FOR VACATION, ILLNESS, EMERGENCY CLOSINGS, CONFERENCE DAYS, HOLIDAYS (EXCEPTION*BELOW), OR TEACHER IN SERVICE DAYS.
5. OPTIONAL CARE IS AVAILABLE FOR NON SCHOOL DAYS THROUGH THE EXTENDED CARE PROGRAM, ARRANGED BY PRIOR SIGN-UP IN THE E.S.C. ROOM. A FULL DAY COSTS \$37.00 MINUS THE REGULAR CONTRACT PAYMENT FOR THE DAY. A HALF-DAY IS \$20.00 MINUS THE REGULAR CONTRACT PAYMENT FOR THE DAY.

A HALF-DAY IS 6:30-11:30 A.M., 7:30-12:30, OR 12:30-5:30 P.M.

6. THE EXTENDED CARE PROGRAM IS OPTIONAL DURING THE HOLIDAY BREAKS OF NEW YEAR'S AND EASTER. CHARGES WILL ONLY BE APPLIED IF YOU SCHEDULE YOUR CHILD TO ATTEND DURING THESE NON SCHOOL DAYS.

ESC WILL BE CLOSED 12/22-26/08. THERE WILL BE NO CHARGE.

7. PARENTS / GUARDIANS MAY ARRANGE FOR TIME BEYOND THE CONTRACTED HOURS, WHEN SPACE IS AVAILABLE, BY CONTACTING THE PROGRAM DIRECTOR.
8. CHILDREN SHOULD NOT ARRIVE MORE THAN 5 MINUTES BEFORE THEIR CONTRACTED HOURS. IF A CHILD IS LEFT IN PRESCHOOL / ESC BEYOND THESE HOURS, A FEE OF \$10.00 FOR ANY PORTION OF EVERY 15 MINUTES WILL BE CHARGED. IF A CHILD ARRIVES EARLY FOR ESC (AND THERE IS SPACE AVAILABLE) THE CHARGE FOR THAT TIME SLOT WILL BE CHARGED. IF A CHILD IS LEFT IN ESC AFTER CLOSING TIME (530 PM), A FEE OF \$10.00 FOR ANY PORTION OF 15 MINUTES WILL BE CHARGED. Late PkUp Chgs are due @the time of pkup.
9. THE PRESCHOOL DOES NOT OPERATE DURING THE CHRISTMAS, NEW YEAR'S, & Easter SCHOOL BREAKS. THERE ARE NO PRESCHOOL FEES ASSESSED AT THESE TIMES.
10. THE ESC PROGRAM IS CLOSED FOR THE FOLLOWING DAYS: LABOR DAY, THANKSGIVING (BOTH THURSDAY & FRIDAY), *CHRISTMAS HOLIDAY BREAK (12/22-26/08), *NEW YEAR'S DAY, GOOD FRIDAY, MEMORIAL DAY, & THE FOURTH OF JULY.

ESC WILL BE CLOSED THE WK OF 8/25-29/08, TO PREPARE FOR THE '08-'09 YEAR.

ESC will offer only Before School-Age care on Friday, 6/5/09 . to prepare for the 2009 summer ESC prog.

11. CENTRAL LUTHERAN PRESCHOOL & EXTENDED SCHOOL CARE PROGRAMS ARE CLOSED FOR WEATHER & EMERGENCIES WHEN CENTRAL LUTHERAN SCHOOL IS CLOSED. (PLEASE LISTEN TO WCCO & KTIS FOR WEATHER/EMERGENCY CLOSINGS.) Regular \$ will be expected.
12. PAYMENTS ARE DUE WEEKLY OR MONTHLY, BY THE DATES ON THE PAYMENT SCHEDULE AS SELECTED BY THE PARENT OR GUARDIAN. \$1.00 per day late pay charges will apply.
13. OTHER POLICIES AND PROCEDURES OF THE PRESCHOOL - EXTENDED SCHOOL CARE CARE PROGRAM, AS LISTED IN THE PARENT HANDBOOK ARE BINDING UNLESS THE PARENT / GUARDIAN RECEIVES A NOTICE AT LEAST TWO WEEKS IN ADVANCE, ADVISING OF A CHANGE.

AS PART OF A PRE-ADMISSION CONFERENCE ON THE DATE OF _____, I HAVE HAD A TOUR OF THE FACILITY, BEEN GIVEN AN EXPLANATION OF THE EDUCATIONAL PHILOSOPHY AND CURRICULUM, AND RECEIVED A PARENT HANDBOOK. I AM CONTRACTING WITH CENTRAL LUTHERAN PRESCHOOL / EXTENDED SCHOOL CARE PROGRAM(S) FOR THE TIMES AND DAYS INDICATED ON THE FRONT OF THIS FORM.

(PARENTS SIGNATURES)

(DATE)

(ADDRESS)

(CITY/STATE)

(ZIP CODE)

(PHONE #)

DIRECTOR'S SIGNATURE:

CHK#

DATE RCVD: