



I.M.P.R.O.V.E. Children Before - Care

Program

“201__ - 201__”

CONTRACT

Payments must be in the form of cash, money orders or cashier checks.

I, _____, agree that the I.M.P.R.O.V.E. Children Program (ICP) at _____ will provide childcare services for my child/children _____, On (days) _____ from (time) _____.

I also understand that **the before – school program will close for two full weeks during the school year, one week for the Christmas and New Year Holiday and another week for Spring Break. During these closing I am responsible for paying 50% of the before & after – care tuition.** Other holiday closings will be announced.

For this service I agree to pay ICP \$_____ per week. Payments must be made 2 weeks in advance (**A \$25.00 per day fee will be charged for late payments**). I also understand that if I exceed the designated time (before school begins) for picking up my child, **IF HE/SHE CAN NOT ATTEND SCHOOL FOR ANY REASON.** I will be obligated to pay an extra \$20.00 per ¼ hour (15 minutes)-per child for extended care. For example, if you are 16 min. late, the late fee automatically become \$40.00 per child.

Furthermore, I agree to contact ICP within 24 hours of my child next scheduled day to attend the program if I will not be using there services in case of emergency (illness etc.). I agree to contact the program within 2 wks of my child’s next scheduled day for non- emergencies (vacations etc.) I understand that refunds are not given (for any reasons) if I decide not to send my child to the program on days in which ICP are responsible for caring for my child. If I decide to withdraw my child from the program, a two weeks notice must be given in writing and I am responsible for paying for those final two weeks of the program. If the notice is not given I am responsible for the remainder of the tuition.

On days in which your child school have non emergency closings, such as half days and Professional Development Days, IMPROVE may be opened at the Loch Raven Site. These half and full day openings will be on your newsletters. You must notify staff at least 36 hours in advance, if you will be sending your child to our Loch Raven Site for all day and half day openings.

We will follow Baltimore county (for Halstead & Loch Raven Site) & City (for Abbottston Site) schools’ schedule for school closings during inclement weather. Please listen to WBAL 11:00 am on your radio or tune to Channel 11 on your television. The radio station begins late openings and closings announcements as early as 5:30 am, if school opens late there will be no before care. If school close early there will be no after-care.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Updated August 2017