

# CONTRACT FOR BEFORE/AFTER-SCHOOL CHILDCARE PROGRAM

Rossville Consolidated School District  
1 Robert Egly Drive - P.O. Box 11  
Rossville, Indiana 46065

Rossville Consolidated School District's Before/After-School Childcare Program is open to registered kindergarten through grade six students.

The Rossville Consolidated School District does not discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in its educational programs or employment policies, as required by state and federal laws.

Child's Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child Resides With: ☐ Both Parents ☐ Mother ☐ Father ☐ Other: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Date of Birth: \_\_\_\_\_ Mother's Social Security Number: \_\_\_\_\_

Mother's Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Mother's Work Address: \_\_\_\_\_

Mother's Work Schedule: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Date of Birth: \_\_\_\_\_ Father's Social Security Number: \_\_\_\_\_

Father's Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_

Father's Work Address: \_\_\_\_\_

Father's Work Schedule: \_\_\_\_\_

I (We) further elect the following program(s) for our child: (Check appropriate category)

| Before Care<br>(Includes 2-hour Delay) | Aftercare                          | Before & After Care<br>(Includes 2-hour Delay) | 2-Hour PD<br>Schedule<br>(Limited to the 7 PD Days)                | Emergency<br>Drop-In Care |
|--|------------------------------------|--|--|---------------------------|
| Full-Time                              | <input type="checkbox"/> Full-Time | <input type="checkbox"/> Full-Time             | <input type="checkbox"/> Seven<br>Professional<br>Development Days | <input type="checkbox"/>  |
| Part-Time                              | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Part-Time             |  |                           |

Time child will be dropped off: \_\_\_\_\_ Time child will be picked up: \_\_\_\_\_

## BEFORE/AFTER-SCHOOL CHILDCARE PROGRAM DESCRIPTION & FEES

### BEFORE CARE

Before Care is offered from 6:30 a.m. until 7:55 a.m. Parents may drop off their children by entering door E2 between the times previously stated and delivering them to the designated room. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use an electronic key to enter the building to drop off their children in the morning. The parent is responsible for control of the electronic key to gain access to the building. At no time shall the child or unauthorized users utilize the electronic key to enter the building. Failure to comply with these security measures will result in removal from the program. The school district will supply one electronic key to the parent/guardian. An additional key will be offered for a \$10.00 charge. Furthermore, the parent/guardian will be charged \$10.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Meal service will be available for students participating in the Before Care program from 7:45 a.m. until 8:05 a.m. The meal service will be through the Rossville cafeteria, and charges will be applied to the student's cafeteria account. A child enrolled in the Before Care program is eligible for care during a two-hour delay. A child must be enrolled in the childcare program to receive care during the two-hour delay schedule. An additional fee will be assessed for those days on which there is a two-hour delay, and children stay beyond 7:45 a.m. to help defer the cost of additional operational hours. Breakfast service will be provided on two-hour delays to the children enrolled in the program. If school is canceled after a two-hour delay has been called, parents will need to pick up their children by 9:45 a.m. We will not be equipped to offer services beyond this time. Loss of utility services (electricity, water, etc.) may cause the program to close. Parents will be notified, and children will be released to authorized individuals in these emergency situations.

- | • Before Care                         | Fees                          |
|---------------------------------------|-------------------------------|
| • Full-time (3 or more days per week) | \$30.00 per week              |
| • Part-time (Up to 2 Days per week)   | \$15.00 per week              |
| • Two-hour Delay Fee                  | \$12.00 per Day of Occurrence |

### AFTERCARE

Aftercare is offered from 3:00 p.m. until 6:00 p.m. Parents may pick up children by entering door E2 between the times previously stated and pick up the child in the designated room. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use an electronic key to enter the building for afternoon pick-up. The parent is responsible for control of the electronic key to gain access to the building. At no time shall the child or unauthorized users utilize the electronic key to enter the building. Failure to comply with these security measures will result in removal from the program. The school district will supply one electronic key to the parent/guardian. An additional key will be offered for a \$10.00 charge. Furthermore, the parent/guardian will be charged \$10.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Parents must pick up their child(ren) by 6:00 p.m. If a parent picks up a

child late, they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. During Aftercare, homework help and a snack are provided. If your child is enrolled in the Aftercare program, your child is eligible for care during an early dismissal. A child must be enrolled in the childcare program to receive care during the early release schedule. However, an additional fee will be assessed for those days on which there is an early dismissal of one hour or greater to help defer the cost of additional operational hours. Loss of utility services (electricity, water, etc.) or severe weather may cause the program to close. Early dismissal is often determined by the ability of the district to safely transport students' home on school buses. While there have been instances when the Superintendent has ordered all employees to leave the building and the building has been virtually shut down, this is a rare occurrence. The safety of the children and staff members will be the determining factor if the Aftercare program can remain operational during severe weather. In most cases, it will be operational. Parents will be notified, and children will be released to authorized individuals in these emergency situations.

|                                       |                               |
|---------------------------------------|-------------------------------|
| • Aftercare                           | Fees                          |
| • Full-time (3 or more days per week) | \$60.00 per week              |
| • Part-time (Up to 2 Days per week)   | \$30.00 per week              |
| • Early Dismissal of One Hour or More | \$12.00 per Day of Occurrence |

## BEFORE CARE AND AFTERCARE

Before Care is offered from 6:30 a.m. until 7:55 a.m. Parents may drop off and pick up children at the designated room by entering door E2 between the times previously stated. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use an electronic key to enter the building to drop off their children in the morning or for afternoon pick-up. The school district will supply one electronic key to the parent/guardian. An additional key will be offered for a \$10.00 charge. Furthermore, the parent/guardian will be charged \$10.00 for a lost/stolen key. The parent is responsible for control of the electronic key to gain access to the building. At no time shall the child or unauthorized users utilize the electronic key to enter the building. Failure to comply with these security measures will result in removal from the program. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Meal service will be available for students participating in the Before Care program from 7:45 a.m. until 8:05 a.m. The meal service will be through the Rossville cafeteria, and charges will be applied to the student's cafeteria account. Aftercare starts at 3:00 p.m. and runs until 6:00 p.m. If a parent picks up a child late, they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. During Aftercare, homework help is provided, as well as a snack. A Before & Aftercare child is eligible for care during a two-hour delay and early dismissal from school. However, an additional fee of \$12.00 per day will be assessed for those days in which there is a delay or early dismissal occurring at the school to help defer the cost of additional operational hours. Breakfast service will be available on two-hour delays to the children enrolled in the program. If school is canceled after a two-hour delay has been called, parents will need to pick up their children by 9:45 a.m. We will not be equipped to offer services beyond this time. Loss of utility services (electricity, water, etc.) may cause the program to close. Early dismissal is often determined by the ability of the district to safely transport students' home on school buses. While there have been instances where the Superintendent has ordered all employees to leave the building and the building has been virtually shut down, this is a rare occurrence. The safety of the children and staff members will be the determining factor if the Aftercare program can remain operational during severe weather. In most cases, it will be operational. Parents will be notified, and children will be released to authorized individuals in these emergency situations.

|   |                               |
|---|-------------------------------|
| • Before Care & Aftercare               | Fees                          |
| • Full-time (3 or more days per week)   | \$75.00 per week              |
| • Part-time (Up to 2 Days per week)     | \$40.00 per week              |
| • Two-hour Delay or Early Dismissal Fee | \$12.00 per Day of Occurrence |

## DROP-IN EMERGENCY CARE

Drop in emergency care is available for both before and after school. Prior approval must be made within 24 hours if at all possible. Emergency Before Care is offered from 6:30 a.m. until 7:55 a.m. Parents may drop off and pick up children at the designated room by entering door E2 between the times previously stated. The building doors will be locked throughout the school day. Therefore, parents/guardians will need to use an electronic key to enter the building to drop off their children in the morning or for afternoon pick-up. The school district will supply one electronic key to the parent/guardian. An additional key will be offered for a \$10.00 charge. Furthermore, the parent/guardian will be charged \$10.00 for a lost/stolen key. The parent is responsible for control of the electronic key to gain access to the building. At no time shall the child or unauthorized users utilize the electronic key to enter the building. Failure to comply with these security measures will result in removal from the program. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Meal service will be available for students participating in the Before Care program from 7:45 a.m. until 8:05 a.m. The meal service will be through the Rossville cafeteria, and charges will be applied to the student's cafeteria account. Aftercare starts at 3:00 p.m. and runs until 6:00 p.m. If a parent picks up a child late, they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. During Aftercare, homework help is provided, as well as a snack.

|                        |                               |
|------------------------|-------------------------------|
| • Emergency Care       | Fees                          |
| • Before Care          | \$10.00 per Day of Occurrence |
| • Aftercare            | \$20.00 per Day of Occurrence |
| • Before and aftercare | \$25.00 per Day of Occurrence |

## TWO-HOUR DELAY PROGRAM FOR STAFF PROFESSIONAL DEVELOPMENT

Rossville Schools will be offering a program for K-6 students in need of childcare on the days school has been delayed for staff professional development. This program is limited to those days and does not cover days in which a two-hour delay may be utilized for weather-related issues. Parents may drop off children at E2 between 7:45 a.m. and 9:35 a.m. and deliver children to the designated room. The building doors will be locked. Therefore, parents/guardians will need to use an electronic key to enter the building to drop off their children in the morning. The parent is responsible for controlling the electronic key to gain access to the building. At no time shall the child or unauthorized users utilize the electronic key to enter the building. Failure to comply with these security measures will result in removal from the program. The school district will supply one electronic key to the parent/guardian. An additional key will be offered for a \$10.00 charge. Furthermore, the parent/guardian will be charged \$10.00 for a lost/stolen key. Parents/guardians are asked to notify the school immediately if a key is lost or stolen. Meal service will be available for students participating in the Before Care program from 7:45 a.m. until 8:05 a.m. The meal service will be through the Rossville cafeteria, and charges will be applied to the student's cafeteria account. If school is canceled after a two-hour delay has been called for these professional development days due to other circumstances, parents will need to pick up their children by 9:45 a.m. We will not be equipped to offer services beyond this time. Loss of utility services (electricity, water, etc.) may cause the program to close. Parents will be notified, and children will be released to authorized individuals in these emergency situations. The Superintendent may waive the fee for children of staff members who have professional development obligations.

|   |                               |
|---|-------------------------------|
| • Two-Hour Delay Program For Staff Professional Development |                               |
| • Two-hour Delay Fee  | \$14.00 per Day of Occurrence |

## PROGRAM ACTIVITIES

A variety of activities will be available to your child while at the Before/After-School Childcare Program. Puzzles, games, drawing materials, cards, blocks, Legos, balls, jump ropes, and other appropriate items will be available daily. There will be opportunities to play outside on the playground (weather permitting) as well as occasionally in the auxiliary gym. The children may be offered the opportunity to watch movies with parental permission.

## BEHAVIOR MANAGEMENT

Discipline at the Before/After-School Childcare Program is based on understanding the individual child's needs and stages of development. Our goal is to develop self-discipline, responsibility for self, and respect for others. It is based on the use of positive reinforcement, reasonable expectations, logical consequences, distraction, diversion, and, if necessary, supervised removal from the group for short periods of time. Physical punishment is never administered. If consistent behavior problems exist, childcare services will be terminated.

## SIGNIFICANT OCCURRENCES OR PROBLEMS

You will be notified of any significant occurrences or problems that affect your child, including exposure to communicable illnesses.

## SECURITY

Keys are issued for the sole purpose of dropping off or picking up a child from the Before/After-School Childcare Program and should always remain in parent/guardian possession. Electronic keys should never be given to a student at any time. Misuse of the key will immediately terminate Before/After-School Childcare Program privileges.

## PAYMENT & OPERATION SCHEDULE

Payment is due in advance on Monday of the current week when paying weekly, the first Monday in a two-week period when paying bi-weekly, or the first day of the month when paying monthly. **Failure to pay fees by Monday's due date will result in your child not being allowed to use the Before/After-School Childcare Program and a \$15 dollar fee assessed. The entire amount is due prior to the student returning to the program. If payment is missed a total of three times for the school year, the child will no longer be eligible to participate.**

**We agree to notify the Childcare Supervisor in writing two weeks in advance of withdrawing a child from the Before/After-School Childcare Program. Full fees will be due two weeks following the first notification or intent to withdraw a child, even if the child does not attend.**

The Rossville Consolidated School District Before/After-School Childcare Program will only operate on days when school is in session. Childcare will not be provided during summer break or school holidays.

**Parents are responsible for notifying the childcare program of any absences, when possible, either in advance or on the day of the absence.** Habitual and unreported absences will result in termination of the Before/After-School Childcare Program services. If a parent picks up a child late, they will be assessed a fee of \$5.00 for every five minutes they are late after 6:00 p.m. If a parent fails to pick up their child(ren) by 6:30 p.m., Child Protective Services will be contacted.

Payment may be made online through eFunds, by cash, or in the form of a check or money order made payable

to RCSD. Cash will be accepted during normal business hours (7:30 a.m. until 4:00 p.m. on school days) at the Superintendent’s Office or during normal business hours (6:30 a.m.-7:55 a.m. and 3:00 p.m.-6:00 p.m.) in the Before/After-School Childcare Program designated room.

If a check is returned to Rossville Consolidated School District for Before/After-School Childcare Program for any reason, a \$35.00 processing fee is charged. If Rossville Consolidated School District receives two returned checks on your account, you will be required to pay in cash or money order.

The District reserves the right to change fees and services as necessary to maintain the program. Registered participants will be provided with a fourteen-day notice of the new fee schedule through a posting at the Before/After-School Childcare Program designated room.

**A non-refundable application fee of \$50.00 for new enrollees shall be paid to Rossville Consolidated School District for your child’s admission to the program. This amount will be credited to your fees if the child participates in the program.**

This agreement and all Before/After-School Childcare Program services may be terminated at any time for any of the following:

- 1. Failure to pay fees as due.
- 2. Failure to conform to the Rules and Regulations of the Rossville Consolidated School District.
- 3. Failure to conform to the hours of attendance agreed upon in this Contract.
- 4. Misuse of key privileges.
- 5. Ongoing behavioral issues.

I (We), the undersigned parent(s) with legal custody or legal guardianship of \_\_\_\_\_, contract for childcare services for said child and agree to pay Rossville Consolidated School District child care fees in accordance with this agreement as approved by the Rossville Consolidated School District Board of Education.

Parent/Guardian(s):

|              |           |       |
|--------------|-----------|-------|
| _____        | _____     | _____ |
| Printed Name | Signature | Date  |
| _____        | _____     | _____ |
| Printed Name | Signature | Date  |

Board of Education Approval Date: April 9, 2024

Effective Date: July 1, 2024

# Before/After School Child Care Program

## IDENTIFICATION & EMERGENCY INFORMATION

(This Document Remains with the Child Care Program Staff for Emergency Contact Information)

|              |  |               |  |     |
|--------------|--|---------------|--|-----|
| Child's Name |  | Phone Number  |  |     |
| Address      |  | Gender        |  |     |
|              |  | Date of Birth |  | Age |

|                                   |  |                                   |  |
|-----------------------------------|--|-----------------------------------|--|
| Mother/Guardian                   |  | Father/Guardian                   |  |
| Mother's Emergency Contact Number |  | Father's Emergency Contact Number |  |
| Email                             |  | Email                             |  |

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Child's Physician   |  | Child's Dentist   |  |
| Physician's Address |  | Dentist's Address |  |
|                     |  |                   |  |
| Physician's Phone   |  | Dentist's Phone   |  |

Our family has health/medical insurance with : \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Other information about the child that may be helpful: \_\_\_\_\_

### Emergency Medical Authorization:

In case for accident, injury, or illness of serious nature, your child will be given emergency medical care. I agree, and by my signature give consent, that in case of accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible. Parents shall provide accurate information on the emergency contact form and provide the children's supervisor with changes when they occur.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Homework Policy:

We will focus some time for homework assistance during the afternoon program. We expect children to participate, unless the parent/guardian does not want our help. Please check the appropriate homework contract line and explain to your child the decision.

\_\_\_\_\_ Yes, I want my child to work on his/her homework at the Before/After School Program.

\_\_\_\_\_ No, I do not want my child to work on his/her homework at the After School Care Program.

**Photo Permission**

Rossville Consolidated School District has opportunities for children to be photographed for public use. Pictures may be taken and used for promotion of activities, advertising and other marketing situations. Rossville Schools will not sell or give pictures to any other group or organization for use .

\_\_\_\_\_ Yes, I give my permission to have my child photographed for these specific uses.

\_\_\_\_\_ I do not give my permission to have my child photographed for these specific uses.

**Movie Permission**

The children may be offered the opportunity to watch movies on the television. Movies may be brought in from home and must be rated G or PG.

\_\_\_\_\_ Yes, I give my permission for my child to partake in watching movies if they so choose and understand that he/she may watch G/PG movies.

\_\_\_\_\_ I do not give my permission for my child to partake in watching movies.

**Authorized Individuals for Child's Release:**

Children will be released only to a parent or a person named in writing by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. We will not release a child to an unauthorized person without written permission. A phone call will not be proper notification to add someone to your authorized individuals list. Individuals, who are new faces to our staff, will need proper identification before a child will be released into their care.

**Emergency and Non-Emergency Release:**

Name, address and telephone number of two persons (other than parents) to contact in case of an emergency. It is required that this information be current at all times, as these are the persons authorized to remove the child(ren) from the facility. Any changes must be made in writing.

1. 

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|      |         |             |              |

2. 

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|      |         |             |              |

In a non-emergency, I grant these individuals authorization to remove my child from the facility.

1. 

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|      |         |             |              |

2. 

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|      |         |             |              |

3. 

| Name | Address | Telephone # | Relationship |
|------|---------|-------------|--------------|
|      |         |             |              |

**Acknowledgment:**

The information supplied in the Identification and Emergency document is accurate and complete.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_