



Davis Waldorf School

Inspired Learning for the Whole Child

For Office Use Only

Child's Last Name:
Date Contract Rec'd:
Date Contract Begins:
Approved by:

FULL YEAR CONTRACT 2022-2023 Sunflower Aftercare

License Exempt Program

Open until 5:30 PM Monday - Friday

Please complete a separate contract for each child. **Contracts must be submitted prior to August 31st, 2022.**

This contract is between Davis Waldorf School and _____ [parent(s)/guardian(s)],
for _____ (child's full name) in grade _____.

Completing this contract ensures your child will be enrolled in our aftercare program for the full 2022-2023 school year. A contract is appropriate for those who need regular weekly care.

Scheduled Contracted Hours

Please indicate which pick-up time you would like to contract for your child.

Day	Pick up at 3:15 PM	Pick up at 4:15 PM	Pick up at 5:30 PM	For office use only Scheduled # of hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			Total:	

Billing is in quarter-hour increments. This after-school program is for children from first grade to fourth grade. This program offers a snack at 3:30 pm.

This contract is by the week for all school weeks. Separate contracts will be available prior to holiday periods if care is offered. Vacation care is contingent upon sufficient demand.

(FLIP OVER - YOU MUST READ AND SIGN ON REVERSE)

Parent Understandings

Operations

- I must sign out my child with a full signature every day they participate in the program.
- I understand that Davis Waldorf School rules apply to the Aftercare program, e.g. no toys from home, no electronic games or personal cell phones, clothing policy, etc.

Billing and Fees

- I understand that billing is in quarter-hour increments and is rounded up to the nearest quarter hour (e.g., 10 minutes would be rounded up to .25 hours). **Upon submission of the contract, a year total will be determined based on the days and times indicated and shared with the contract signer. This total will be divided into 9 monthly payments, beginning in September. Any additional charges (late fees, drop in days) within a month will be added to that month's payment.**
- If payment is received more than 10 days after the due date, I agree to pay a late fee of \$20, unless specific arrangements are made with the Bookkeeper prior to the payment due date.
- If my child misses contracted days, I am still responsible for the contracted weekly rate. Children cannot "make up" hours by attending a different day.
- I will not be charged for contracted time when my child is attending one of the after-school electives unless my child opts to stay in aftercare rather than attending the elective class. No new contract is needed.
- My child will not be able to participate in Aftercare if payment on the Aftercare account is more than 45 days past due or if any outstanding balance remains from the previous school year.
- **To cancel my Full Year Aftercare contract, I must submit an Aftercare Contract Cancellation Form to the office *no less than 30 days* prior to the requested cancellation date. If service is not used during those 30 days, the contract rate will still be charged.**
- **Upon cancellation of the Full Year Aftercare contract, a new Full Year contract will not be available until the next school year. If care beyond the 30 day cancellation period is required, an Adjustable contact must be submitted 10 days prior to the requested start date.**

Penalty Late Fees

If my child remains in Aftercare longer than the contracted time (5 minute grace period allowed), I will be charged by the quarter hour at the drop-in rate (\$5.50/ half hour).

Late pick up charge will be \$1 per minute past 5:30 p.m. This amount will be charged on my next invoice.

I have read the contract and agree to the terms and rates above.

Parent's Signature _____ Date _____

Questions about the program should go to the Sunflower Aftercare Coordinator, (sunflower@daviswaldorf.org).
Questions about contracts or billing should be submitted in writing to our Bookkeeper
(in the office or by email at books@daviswaldorf.org)