

Falcon Landing

Parent Contract Agreement of Policies and Procedures

2024-2025

PLEASE SIGN AND RETURN THE BOTTOM SECTION ON THE LAST PAGE!!!!

Payment Policy:

- There is a \$30.00 enrollment fee per year for the first child and \$15.00 for each additional child. This will be paid when your child begins no matter when in the year they start attending. Even if you need to start in May, the enrollment fee is due.
- Morning care is \$9.45/day which equals \$47.25/week.
- After care is \$10.80/day which equals \$54.00/week.
- If your child attends both before and after there is a little bit of a break in that the total for the week will be about \$94.00.
- Any drop-in (no more than 2 days per week) fees will be \$10.00 for the morning and \$12.00 for after school. The difference is due to the amount of time and snacks provided.
- Fees for drop-ins are due the day services are rendered.
- Payments are based on how many days we are in school that month so very rarely will your payment be the same from month to month.
- Parents will let the director of services know if they are paying monthly, weekly, or bi-weekly. If payment for the month is not received by the last day of the month, there will be a penalty of \$25.00 on the 1st and then \$10.00 daily after that unless there is an agreement in place.
- **There is no reduced rate for children that are ill or absent. If a child has an extended illness or absence (out 1 week or more) contact the director and financial arrangements will be arranged.**
- Should the school be closed due to the weather, you will not be charged for that day. Credit will be applied.
- The charge for a return check is \$20.00. After a check has been returned, payment must be made with money order or cash for that payment only.
- If payment has not been received by the last day of the month for the current month, your child will not be able to attend Falcon Landing until such payment has been made. For example, if you have not paid for January by the 31st of January, your child cannot attend until after January is paid in full by cash or money order.

Arrival and Departure

- For Before care, you will need to call the Falcon Landing landline (405) 735-4187, to alert the teachers that you are there to drop your child off. A teacher will come to the

front doors to let your child/children in, and we will sign them in. PLEASE DO NOT LEAVE YOUR CHILD ALONE AT THE FRONT OF THE BUILDING, WAIT UNTIL A TEACHER HAS OPENED THE DOOR TO LET YOUR CHILD IN!

- For Aftercare, you will need to call the Falcon Landing land line (405) 735-4187, to let the teachers know who you are there to pick up. If we are inside, we will bring your child to the front door to you. If we are outside on the playground, we will have a sign on the front door, and you can pull around to the back. Please remain in your car and we will get your child for you.
- The doors of Falcon Landing will open at 7:00am according to the school clocks.
- Children must be picked up by 6:00pm. If your child is not picked up by 6:00 the first offense will be dismissed but the next time you will be charged \$5.00 per minute for every minute you are late.
- Please put the landline number for Falcon Landing in your phone. That way if you are running late you can call with an explanation.
- Be sure anyone picking up your child is on the data form. We will ask for identification if we do not recognize the person picking up your child. If you have a different person picking them up, please notify the director and she will notify the workers for that evening.
- You can add or delete any person from your data form at any time.
- In the event your child has not been picked up by 6:15, no phone call has been made, or the Falcon landing teachers cannot contact you, then the staff will contact the proper authorities that the child has been abandoned.
- Please be advised if your child is in need of extra support or assistance, the parent will be responsible for those costs provided qualified personnel can be found and employed for the position.

Guidance and Discipline

- Cleaning procedures will remain in place and will be gone over with the students.
- All Fisher school policies will be followed during Falcon Landing.
- Falcon Landing reserves the right to suspend a child for behavior, refuse to service a child who is unable to cooperate with staff or students, or who is destructive to property.
- A discipline book is a part of Falcon Landing that the staff writes in if they have had to discipline your child. The extent of discipline is sitting out when in trouble and talking to the parents if necessary. We will take issues to the principal if we deem it necessary.
- Homework is part of our aftercare program, and this is completed after our snack time. We have about a 15-minute snack time and then about a 30 minute or more homework time. We expect each student to do something during this time.

Emergency Procedures

- New contract, data forms and DHS forms need to be completed each year, so we have up-to-date information.
- In the case of severe injury or illness, 911 will be called first and then the parent/guardian will be notified immediately after that.
- Anyone with reason to suspect emotional, physical, sexual abuse, or neglect is obligated by law to contact the Department of Human Services.
- Inclement weather procedures will follow district policy. The school's safe room is in the library at the back of the school. If we must retreat to the safe room, we will ask parents to drive around back and will provide you with the library's number or watch for you out the door.

PLEASE SIGN AND RETURN THIS PORTION OF THE CONTRAT SO THAT I HAVE ON FILE THAT YOU HAVE READ AND UNDERSTAND THE PROCEDURES!!!!

As a legal guardian of _____, I understand the policies and procedures listed within this contract and agree to abide by them for as long as my child/children are participants of Falcon Landing.

Guardian signature

Date