

ELK RAPIDS SCHOOLS

"Wee" Are E.R. Preschool / Kids' Club / Summer Kids' Club
Lakeland Elementary 264-8289 ~ Mill Creek Elementary 267-9955

PARENT CONTRACT for CHILD PLACEMENT

As of **June 2018**, Elk Rapids Schools "Wee" Are E.R. Preschool, Kids' Club and Summer Kids' Club agrees to provide child care services for the following named child(ren):

_____ Name of child / Date of birth ____/____/____

_____ Name of child / Date of birth ____/____/____

_____ Name of child / Date of birth ____/____/____

ILLNESS POLICY:

Parents will be notified when staff observes changes in the child's health, experiences an accident or injury, or when a child is too ill to remain in the program. A child too ill to remain in the group will be placed in a separate area and will be cared for and observed until the parent or other designated person arrives to pick them up. A doctor's release may be requested before the child is readmitted to the program.

MEDIA AND FIELD TRIP RELEASE:

Please **CIRCLE** any **number** below (if any), that you do **NOT** wish your child to participate in.

I understand that:

1. I give the programs referenced above permission to videotape or photograph my child(ren) for school purposes. Newspaper photographers or T.V. reporters may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
2. My child(ren) may be videotaped or photographed for educational purposes. If a child's picture is used on our district website www.erschools.com or additional approved school websites, no names will be included.
3. My child(ren) may be taking field trips during the school year. When field trips require transportation, my child(ren) will be transported by school bus. I give permission for my child(ren) to participate.

PAYMENTS:

PAYMENTS are to be made **EVERY WEEK** or a **MINIMUM of 2 times per month** and all payments are **due on Friday**. Make checks payable to: *Elk Rapids Schools*.

For accounts that become past-due or over the limit:

- **"Wee" Are E.R. Preschool -and- Summer Kids' Club:** Any account that grows to a balance of \$300.00 or more will be subject to removal of your child(ren) from the program(s).
 - **Kids' Club:** Any account that grows to a balance of \$150.00 or more will be subject to removal of your child(ren) from the program.
- First step, red note or email notification: A "red note" or email notification will be given/sent stating that your account is past due.
 - Second step, warning: You will receive a letter or email notification, stating that if your account is not paid by a specific date, then your child(ren) may be removed from the program(s) until the balance is paid in full. A payment plan may be offered on accounts with a significant balance, please discuss with Billing Coordinator.
 - There will be **NO** refund, "make-up days" or day exchanges for **SICK DAYS**.

Please read and sign back of form



Additional Contract Provisions:

Please check the applicable box below acknowledging your agreement:

“WEE” ARE ER PRESCHOOL: I agree to follow the stated “Payment and Fees policies” as stated in the “Wee” Are E.R. Preschool Program Handbook and have received the written parent information packet.

“WEE” ARE ER PRESCHOOL: **School year 2018-19: Limit of 7 (seven) “tuition fee-waived” days** (a half-day and/or a full day count as 1 day respectively toward the limit) are allowable beyond school calendar holidays, snow/ice days (pro-rated if enrolled after January 1); **7-day prior written notice applies**. Program Director has discretion for possible additional “tuition fee-waived” time off.

KIDS’ CLUB: I agree to follow the stated “Payment and Fees policies” as stated in the Kids’ Club Program Handbook and have received the written parent information packet.


SUMMER KIDS’ CLUB: I agree to follow the stated “Payment and Fees policies” as stated in the Summer Kids’ Club Program Handbook and have received the written parent information packet.

PARENT NOTIFICATION OF THE LICENSING HANDBOOK

Child Care Organizations Act, 1973 Public Act 116, Michigan Department of Human Services (Substituting DHS form BCAL-5053 below):

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

By  checking this box I agree that I have read the above section titled: “PARENT NOTIFICATION OF THE LICENSING HANDBOOK”

In witness whereof, the parties hereto have executed this **Parent Contract for Child Placement** as of the specified date:

Parent or Legal Guardian _____ (Signature)
_____ (Printed Name)
_____ (Date)
_____ (Relationship to children)

_____ (Program Director)