

## **SECTION V – FEES AND PAYMENT POLICY**

The program salaries, supplies, and administrative expenses are supported entirely by fees. The Miller School District 29-4 provides the space, utilities and custodial services as an in-kind donation to the Program

After school Program fees are as follows:

3:45 pm – 4:30 pm = \$3.50 per day

3:45 pm – 5:00 pm = \$4.50 per day

3:45 pm -5:30 pm = \$5.50 per day

3:45 pm -6:00 pm = \$6.50 per day

Summer program and Non school days during the school year

7:00 am - 6:00 pm (Based on scheduled attendance)

\$2.65/hr. for the first child

\$2.25/hr. for each additional child from the same family

- A \$6.00 fee will be assessed if Rustler Roost Ed Center is not notified on regular school days prior to 3:00 pm that a child will **not** be attending on a day when they are scheduled to attend. A fee for Summer Program of \$10.00/per day if notice of 48 hours is not given and a fee of scheduled time for Non School day will be assessed if notice is not received by the Thursday prior to the next week.
- A small fee of \$1 will be assessed for transportation to locations in and around the Miller area, as well as field trips out of town.
- Tuition shall be paid by the 25<sup>th</sup> of the month in which billing was received. If not paid in full by the end of said month the child(ren) will not be eligible to attend the Roost the following month. Reinstatement may occur on a space-available basis when all fees have been paid.
- Non-sufficient fund checks are held until cash or a money order is received by the Program to cover the amount of the check. Parents will pay a \$30 charge for a NSF check. Parents will be notified immediately upon receipt of the NSF notice by the Program and shall have five school days in which to pay the charge and tuition in full by cash or equivalent.
- If civil action was taken for non-payment and you wish to return to Rustler Roost after you have made payment in full, you will be required to pay a \$300 deposit. This deposit will go toward final payment when services are no longer needed and any balance will be refunded.
- All of the child's required enrollment forms must be completed and returned to the Child Care Director by the day the child is scheduled to start the Program. The child will not be allowed to attend until these completed forms are submitted to the Child Care Director.
- Schedules are due by the 25<sup>th</sup> of each month indicating attendance for the following month.

## **SECTION VI –IRS STATEMENTS**

The program will provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your child care expenses. We will provide you with Rustler Roost Education Center's Taxpayer identification number for the Child Care expenses form.

## **SECTION VII – REGISTRATION AND ENROLLMENT**

The program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

**Registration:** The parent must complete registration forms. Registered children, who cannot be immediately enrolled, will be placed on a waiting list.

**Eligibility:** A child may register for enrollment in the program at any time. Children must be in grades K-6 to be eligible for enrollment during the school year. For the summer program children must be enrolled in grades K-5 for the upcoming fall school year.

**Openings:** Full and part-time openings are determined on the basis of FTEs (full time equivalents) and the number of FTEs permitted by the Program's license. When full or part-time opening occur, parents of the registered children are contacted for enrollment on the basis of: 1.) the schedule indicated on the registration form, and 2.) on a first-come Basis, for the available time according to the date of registration receipt.

**Enrollment:** Parents of the registered children will be contacted regarding enrollment in the program.

- If the parents wish to enroll their child(ren), the parents will be provided with a set(s) of enrollment forms. The parent(s) will complete all forms and submit them to the Child Care Director. A complete set of forms is required for each child enrolled in the Program.
- Upon completion of forms parents must sign and return to the Child Care Director.
- Children will be allowed to attend the Program only after all forms have been completed and returned.

## **SECTION VIII – ENROLLMENT FORMS**

Parents are asked to complete the Enrollment Forms which includes travel released, photo/publicity release and record of immunization, release, and emergency medical treatment consent, waiver of liability, and arrival/departure information.

The Program expects the forms to be current. When a change occurs, the parent must provide new information to the Director regarding information on the forms such as: emergency persons, names, employers, phone numbers and arrival/ departure, changes.

## **SECTION IX – HOURS OF OPERATION**

The Program Afternoon Program: 3:30 – 6:00 p.m.

Summer Program and school year Non School Days: 7:00 a.m. -6:00 p.m.

## **SECTION X**

The program closes at 6:00 p.m. If for any reason, a child cannot be picked up by 6:00 p.m., overtime fees will be charged in 15 minute increments, rounded to the next highest increment. Fees are as follows:

\$6/child/15-minute increment

Examples: One child picked up at 6:10 p.m. = overtime fee of \$6  
One child picked up at 6:25 p.m. = overtime fee of \$12

