



2018-2019 Child Care Services Contract

Effective Week: _____

Start Date: _____

Contract Change

Student Name: _____ Grade: _____

School: _____ Classroom Teacher Name: _____

Parent or Guardian Name: _____

Home Address: _____ E-mail: _____

Does your child currently have an IEP, 504 plan, medical conditions that will require special accommodations?

Yes No

Fee Classification: *check only one* Full Tuition Client Sibling (Applies to Oldest Children) WESD Employee
 DES Client (stop date/co-pay) _____ Other _____

COSTS AND FEES:

- See Summary of Fees and KidSpace Billing Standards/Fees
- First two week's payments are due at time of registration
- All payments must be made by check, money order or online through RevTrak
- Contracted days are charged weekly until contract change or withdrawal form is submitted
- All contract changes and student withdrawals must be received by Thursday at 6 PM to become effective for the following week
- Charges and payments for unused contracted days will not be credited or refunded
- A \$10 late fee will be charged to all accounts that have a balance as of Friday at 6:00 PM
- All non-contracted days used will be billed on the next week's statement
- Emergency Child Finder fee will be charged daily for children not reported absent to KidSpace
- Any additional time used after PLC will be billed the non-contracted PM daily rate
- McKinney-Vento, WESD Employee and Older Sibling rates are billed at a 50% discounted fee
- All accounts are billed one week in advance according to the current contract

SUMMARY OF FEES:

Registration	\$50
Family Registration	\$75
Contracted AM Daily	\$3
Contracted PM Daily	\$8
Non-Contracted AM	\$6
Non-Contracted PM	\$11
DES Non-Contracted Day	\$1
Wed. PLC Only	\$4
Emergency Child Finder	\$5
Late Payment	\$10
Late Pickup	\$3/minute
Reinstatement	\$25
Nonsufficient Funds	\$25

Please "X" All Days Attending	Monday	Tuesday	Wednesday	Thursday	Friday	FEE:	DISCOUNT FEE:	WEEKLY FEE:	TWILIGHT FEE:
AM 6:30 AM until School Start						\$3 per day	\$1.50 per day		
PM School Dismissal until 6:00 PM						\$8 per day	\$4 per day		
WEDNESDAY PLC ONLY 1.5 hours from the School PLC Dismissal Time						\$4 per day	\$2 per day		
							TOTAL WEEKLY FEE:		

Withdrawals/Reinstatement of Services:

Refund requests on student withdrawals will take up to 30 days to be processed after the child's last day of enrollment in the program. Child may be withdrawn at the program's discretion when account is past due. Reinstatement after withdrawal (voluntary or involuntary) may require a \$25 fee per family. Reinstatement will be subject to space availability.

Late Pick-Up:

All KidSpace centers close at 6:00 PM, so please plan for a punctual pick up. In the event that parents or emergency contacts cannot be reached after the center closes, WESD has been advised to contact the Phoenix Police Department or the Department of Child Safety. After three occurrences, child may be dropped from the program. Penalties: \$3 per minute, per child will be charged after 6:00 PM and added to next billing cycle.

**I have read this contract and agree to the terms stated therein. I have received the
Additional Billing Standards Policies and KidSpace Handbook and agree to all terms as stated.**

I Do / Do Not grant permission for my child to be photographed for WESD use only.

Parent/Guardian Signature

Date

Phone

Staff Use Only:

Contract, Emergency Card, Immunization Records and Payment Received By:

Contract Entered By:

Name

Date

Name

Date