

2020-2021 YWCA Westfield After/ Before School Enrollment Contract

I consent to the enrollment of my child _____ in the YWCA Westfield After/ Before School Program and agree to abide by all written policies. Fees are based on a household income scale as outlined on the back of this form. In the event that we have a waiting list, full time children are given first priority. Any of the following areas are subject to change without notice.

1. A non-refundable, non-transferable registration fee of \$25 is due and includes a YWCA Westfield youth membership.
2. I understand that my child may be walking to locations within the Village of Westfield/ Ripley. I assume responsibility for all accidents and injuries incurred by my child as a participant in the YWCA program and authorize treatments as deemed necessary by attending personnel.
3. Children must be scheduled for specific days of attendance. **Payment is expected for those days, regardless of attendance.**
4. Families receiving financial assistance through DSS, are responsible for ensuring continued eligibility. Should eligibility expire or discontinue for any reason you will be responsible for fees incurred.
5. I agree to pay the parent fees according to the schedule that I select below. If I cannot meet this schedule I will notify the office as soon as possible, but no later than two days past my agreed upon payment date.
6. Two weeks' notice is required for schedule changes, extended absences or withdrawal from the program. If proper notice is not received for an extended absence, full payment will be due for the first week of absence and half payment will be due for each subsequent week. For withdrawal without notice, payment will be required for the two week period.
7. I have received and reviewed the current fee schedule and the information contained in this contract. I agree with the financial terms and conditions outlined.
8. I understand there is a Late Pick-Up Fee of \$1.00 per minute past 6:30 pm.
9. I agree to pay a returned check fee of \$30 for checks that do not clear my financial institution. I understand the YWCA then has the option of refusing checks and requesting payments via cash, money order, MasterCard or Visa.

My Child's schedule will be as follows:

(Open at the end of the school day and closes at 6:00pm)

After/Before School:

Beginning Date: _____ Pickup Time: _____ M T W Th F (circle days)

PLEASE COMPLETE THE FOLLOWING SECTION USING SCHOLARSHIP SCALE ON BACK OF THIS FORM:

Daily Rate: _____ Weekly Rate: _____ Payment Frequency: **Weekly** **Bi-Weekly** **Monthly in Advance**

Based on this payment amount and frequency, I agree to pay the YWCA Westfield \$ _____ plus my Registration Fee of \$ _____ prior to my child starting the program.

Collections/Suspension Policy: I agree to this payment schedule.

Parent/Guardian Signature/Date

Parent/Guardian Address and Phone

SACC Director Signature/Date