

REACH CYA PARENT AGREEMENT

In order to enroll my child(ren) in the REACH CYA program, I agree to:

1. Complete all registration paperwork prior to my child's attendance. **If work or emergency numbers change during the year, I will inform REACH CYA immediately.**
2. Pay a non-refundable registration fee at enrollment and applicable **tuition deposit**. The tuition deposit will be applied to the June 2008 tuition, or applied to any open balance. If not fully used I will be reimbursed in July 2008.
3. I understand that tuition is due upon receipt of bill and that my child may be excluded from REACH CYA programs if there is an outstanding balance. **I agree to pay a \$10.00 late fee if tuition is not paid by the fifteenth of the month. I agree to pay a \$20.00 returned check fee. In addition, I understand that if my account is referred to a collection agency my account will be increased by 25%. In the event that my account is referred to an attorney, I will pay lawyers fees of 25% of the total unpaid balance plus court costs.**
4. Be responsible for all child care expenses incurred for the child(ren) I have registered. I understand that it is not the responsibility of REACH CYA to seek collection of fees from other responsible parties.
5. Escort my child into the Before School Program and sign him/her in. **If I fail to sign in my child, I agree to pay a Failure to Sign-in Fee of \$5.00/day. I understand that I may not drop my child off before 7:15AM or I will be charged \$1/minute and my child will be in jeopardy of suspension from the program.**
6. Pick up my child from the After School Program and sign her/him out. **If I fail to sign out my child, I agree to pay a Failure to Sign-out Fee of \$5.00/day. I am aware that I must pick up my child by 6:15PM or I will be charged \$1/minute fee and my child will be in jeopardy of suspension from the program.**
7. Notify REACH CYA **by 2:00 PM** if my child will be arriving on a late bus or will be absent from the After School Program on a day s/he is scheduled to attend. **I will also notify my child's school of any change in my child's schedule. I am aware of and agree to pay any and all fees as indicated in my child's registration packet.**
8. Notify REACH CYA if someone other than myself or my spouse will be picking up my children. All other adults who pick up my child must be on the authorized list and provide photo ID. (PASSWORD WILL BE REQUESTED for any other alternate arrangements.)
9. Give REACH CYA current emergency numbers that they can use to arrange for transportation if my child appears ill, or if the program closes early due to inclement weather conditions or any other emergency.
10. Inform REACH CYA of any special needs or problems my child may have. I will inform REACH CYA if my child is contagious.
11. I have read the Discipline Procedure and will abide by any suspension or permanent exclusion decisions that the Before and After School program deems necessary due to the inappropriate behavior of my child.
12. Release REACH CYA from any responsibility for missing or damaged articles (i.e. book bags, clothing, toys). My child's belongings will be labeled at all times. I am aware that my child should leave valuable belongings at home.

I HAVE READ THIS AGREEMENT CAREFULLY AND AGREE TO ITS CONTENTS.

Signature _____ Date _____

I HAVE REGISTERED WITH A VARIED SCHEDULE AND WILL CONTACT REACH CYA AT 631 549-9417 EACH TIME MY CHILD WILL ATTEND THE AFTER SCHOOL PROGRAM.

FOR OFFICE USE ONLY: REGISTRATION FEE \$ _____ CHECK # _____ TUITION DEPOSIT \$ _____ CHECK # _____
RECEIVED BY _____ DATE _____