



**August 2017 to June 2018**  
**Ages 5-12 yrs. SCHOOL YEAR CONTRACT**

Child's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Current Age Day 1 of Care \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_

Please initial the program you have selected for your child

Before Care - \$55.00 per week Initial \_\_\_\_\_

Before Care with Transportation - \$80.00 per week Initial \_\_\_\_\_

After Care - \$60.00 per week Initial \_\_\_\_\_

After Care with Transportation provided - \$85.00 per week Initial \_\_\_\_\_

Before & After Care - \$90.00 per week Initial \_\_\_\_\_

Before & After Care with Transportation - \$135.00 per week Initial \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_ per week Initial \_\_\_\_\_

**School Closing Policy:**

- When schools are to be closed for the day, Crown Care children may attend our School & Snow Days Out Program at a DISCOUNTED RATE. The additional cost is:

Days Off Program - Full Day Child Care for child/ren attending Before **AND** After Care: \$10 per day

Days Off Program - Full Day Child Care for child/ren attending in Before **OR** After Care: \$20 per day

Days Off Program- Partial Day Child Care for child/ren attending in Before **AND** After Care: \$ 5 per day

Days Off Program- Partial Day Child Care for child/ren attending in Before **OR** After Care: \$10 per day

**Payment Policy:**

- Full tuition payments are expected, regardless of your child's attendance. There will be NO financial credit of tuition for emergency closings, weather related closings, illness, holiday closings, suspensions/expulsions, unexpected withdrawal (for any reason) and/or family vacations. If your child is out of the center for an extended time (more than 2 weeks) due to illness/hospitalization, those cases will be addressed individually by the Center Director.
- Tuition payments are **due on Monday** of the week of care. Parents are required to participate in a cash management program which will automatically deduct the tuition from debit card or credit card on Monday for the upcoming week. Payments returned for uncollected and/or insufficient funds will be assessed a \$35 fee, in addition to your bank charges. Uncollected payments, including fees, must be satisfied before your child may return to care.
- If early contract termination and/or a change to the contract is required, parent/guardian must complete and submit a **WITHDRAW/CHANGE REQUEST FORM** to Crown Care giving 30 days advance notice. The thirty day advance notice will begin the date the WITHDRAW/CARE CHANGE REQUEST form is **SUBMITTED** to the Crown Care Director. If proper notice is not given prior to withdrawal, parent/guardian **WILL BE RESPONSIBLE FOR THE FULL TUITION PAYMENT** for the next 30 days.
- Contract will remain in effect for the entire school year.

**Sibling Discount:**

- A sibling discount will be issued when siblings contract for Crown Care. Discount is applied at the rate of \$10 per week after one full price tuition. Each sibling must be registered for both Before **AND** After Care and/or full day care.

**Refund Policy:**

- No refunds will be issued if your child is suspended/expelled from care. Refunds will be issued only when the prepaid amount exceeds the thirty day written notice.

**Late Pickup Policy:**

- Crown Care closes at 6pm. Please make arrangements to pick-up your child on time. If you are late picking up your child a late fee will be assessed at the rate of one dollar for each minute you are late. This fee will be assessed according to our clocks. Payment is due when you pick up your child or the morning following the occurrence. Your child will not be allowed to return to care unless the fee is paid in full.

**Supply Policy:**

- Week one of care please provide the center with 2 boxes of tissues, 1 bottle of hand sanitizer, 1 container of disinfecting wipes and 12 pencils for general use.

**Personal Belongings:**

- Child/ren should not bring personal items that cannot be replaced. Crown Sports Center/Crown Care will not be held responsible for lost, stolen or damaged items (example: I-pods, hand-held video games, cell phones, clothing, blankets, sheets, storage containers, books, toys, lunch and/or drink containers, etc).

**Conduct and Discipline:**

- Crown Sports Center Crown Care are committed to providing a safe and positive environment for all children. To ensure this, children and parents are expected to immediately report any personal offenses or threatening situations to the Crown Care Director. The Code of Conduct is included in Crown Care packet so that children and their families are informed of the behavior expected of all participants for the safety, health and happiness of the participants and staff. Disciplinary Measures May Include: verbal warning, time out, loss of special event privileges, phone call to parent, parent conference, suspension and/or immediate dismissal without a refund.

Crown Sports Center reserves the right to amend and/or cancel this contract at any time, without notice. Initial \_\_\_\_\_

I agree to allow Crown Sports Center/Crown Care and its subsidiaries the right to use my child's photograph in facility advertising campaigns. Initial \_\_\_\_\_

I have read and I understand and agree to all the terms and conditions listed in this Crown Care Contract and Parent Handbook. I agree to pay in full for the child care year contract and any accrued fees.

Signature of Parent/Legal Guardian Responsible for Payment \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_