

Tiger Club Childcare Contract & Release Agreements

Contract Agreements:

- I understand that by submitting this registration I am agreeing that my child will attend according to the contract I have created, and that I am required to pay the contracted tuition total each week regardless of whether my child attends on his/her contracted days (*I.E. Fee credits will not be made when a child is absent for any reason: sick, vacation, etc.*).
- I understand that weekly tuition payments are due every Thursday of the week PRIOR to care. If I wish to pay bi-weekly or monthly, I MUST pay in advance.
- I understand that if payment for the upcoming week is not received on or by the Thursday PRIOR to care that I will be charged a \$10.00 late payment fee on my next invoice. If payment is still not received by Monday morning OR the first day of care for the week, my child will not be able to attend. NON-Payment will result in dismissal and loss of my child's spot in the program. Re-Registration and any past due amounts would need to be reconciled in order for my child to return.
- I understand that I have the convenience to pay online OR set up Autopay payments which will withdraw my tuition automatically every Thursday. If I choose to pay by check or cash, I will submit it to my child's site/room lead teacher by noon on Thursday to allow time for processing. Payment envelopes for cash or check are provided at each site and MUST be completed by the parent. I understand that if I pay with a check, I make it out to ISD #14, and write the child's full name on the memo line. If any checks are returned NSF (Non-sufficient funds), my account will be subject to a \$20.00 service fee.
- **SCHEDULE CHANGES:** I understand that I must request schedule changes online (such as reducing, changing, and/or adding days) to my contract two weeks (14 days) prior to their occurrence and that changes are approved based on program availability. Once approved, these changes are considered permanent. Requests for schedule changes made inside two weeks' notice CAN be considered but will be subject to a \$10 late change fee if approved. If notification and approval is not given, I will continue to be billed according to my contracted tuition amount until such a request is provided regardless of whether my child attends. I will also be charged for any additional days my child attends that were not on his/her original contract at the "Drop-In" rate.
- I understand that I may request additional "Drop-In" days to my existing schedule on an as needed basis, but that I must request them online at least three (3) days prior to their occurrence and that their approval is based on program availability and may not be able to be accommodated. (*Drop-In care needed within 3-days' notice should be requested DIRECTLY with your child's program manager.*)
- I understand that I must give two weeks (14 days) notice to withdraw my child's enrollment with Tiger Club and that if notification is not given, I will be billed accordingly. Re-Registration and any past due amounts would need to be reconciled in order for my child to return.
- I understand the hours of operation for the Tiger Club program my child attends (See Below). If I am unable to pick up my child on time, I must contact an authorized person to do so. If my child

is not picked-up by the time his/her program closes, there is a late charge of \$1.00 per minute. If I am more than 30 minutes past closing time and you have not heard from me, the police will be notified. Three or more late arrivals could jeopardize my child's participation in the program.

Hours of Operation:

Itsy Bitsy Infant/Toddler & Tiny Tigers Preschools: 6:30a-5:30p

Tiger Time K-6th: 6:00a-6:00p

- I understand that Tiger Club is closed for all major holidays, two days yearly for Staff Development and two yearly prep seasons, and that tuition is NOT DUE on these days.

Tiger Club: '18/'19 CLOSED Days Schedule

July 4th - Independence Day Break

August 27th -31st - Fall Prep

September 3rd - Labor Day

November 9th - TC Staff Development Day

November 22nd & 23rd – Thanksgiving Break

December 24th & 25th - Christmas Eve & Day

December 31st & January 1st - New Year's Eve & Day

January 21st - MLK Day

February 18th - Presidents Day

March 29th – TC Staff Development Day

April 19th – Good Friday

May 27th - Memorial Day

June 6th-10th - Summer Prep

- **NON-SCHOOL-DAYS for SCHOOL-AGE (K-6) & 4-YEAR OLD PRESCHOOL:**

("Non-School-Days" are dictated by the Fridley Public Schools district calendar each year)

I understand that Tiger Club is open for most Non-School-Days (NSD's) throughout the school year. Normal daily school tuition is NOT DUE on these days and instead the NSD rate applies ONLY if my child is scheduled to attend. I also understand that I must sign up for these days two weeks (14 days) in advance. Once registered, all tuition policies apply to Non-School-Days as well.

Tiger Club: '18/'19 Non-School-Day OPEN Schedule

October 17th-19th – MEA Break

November 16th - District Staff Development Day

December 26th-28th - Winter Break

January 18th – District Staff Develop Day

January 25th – District Eval/Planning Day

April 1st-5th - Spring Break

- **SNOW DAY/BAD WEATHER:**

A. Closing: I understand that in the event of the **Fridley Public Schools District closing** as a result of bad weather, **Tiger Club will also be CLOSED**. I agree to check local news broadcasts for school closing information before departing for care, but that Tiger Club will also make every effort to post or communicate this information to me via email or text message. As well, I also understand that as tuition is not charged when the program is closed, a tuition fee credit will be made to my account if it's my child's scheduled day.

B. Late Start: I understand that if the school start time is delayed, Tiger Club will remain **OPEN** and keep my child in their care until school begins.

C. Early Dismissal/Cancellation of Afterschool Activities: I understand that if school closes early or if afterschool activities are cancelled, Tiger Club will remain open for the safety of all children but with the expectation I pick my child up as soon as possible.

As a Parent I agree to:

- a) Make every effort to pick my child up ASAP so Tiger Club staff can get home safely as well.
- b) Have a plan B: a friend or neighbor who can pick my child up in the event of bad weather.
- c) Keep my pick-up and emergency contacts list up to date in my online account.
- d) Have Tiger Club phone numbers readily available at all times in the event I need to communicate any information.

Itsy Bitsy (Infant) 763-502-5142

(Toddler) 763-502-5120

Tiny Tigers (Preschool) 763-502-5129

Tiger Time (School-Age) 763-331-1123

- e) Be aware that the late fee policy will still apply in the event I arrive after closing.

Releases:

MEDICAL - In case of an emergency involving the child named, I understand and authorize Tiger Club to call 911 to transport the child to the nearest hospital. It is understood that in some medical situations the Tiger Club staff will need to contact the local emergency resources before the parent/guardian, the child's physician, and/or other adults acting on the family's behalf are notified. Any expenses incurred will be the responsibility of the family.

FIELD TRIPS - I understand and give permission for my child to leave the school premises with Tiger Club staff for neighborhood walks or on field trips in an authorized vehicle (School Bus). *Note: Off-site fieldtrips requiring a vehicle do not apply to Infant children. Families with toddlers ages 2&UP will be provided detailed information in advance for any field trips requiring busing that arise, and fieldtrips will be optional for them.*

PUBLICATIONS - I understand and give permission for my child to be included in photographs or video recordings for use within the district or Tiger Club for publication or presentational purposes (ex: handbooks, brochures, website, photo albums, open houses, bulletin boards, school district papers, etc.). *Note: If a photo/video is being taken for uses outside of our program, such as the newspaper or TV, parents will be notified and a separate permission slip will be needed.*

SUNSCREEN/INSECT REPELLANT - I give permission for my child to have sunscreen lotion and/or insect repellent applied under the direction of Tiger Club staff (family must provide bug repellent).

ACCIDENT/INJURY - I hereby understand and agree to release Fridley Public Schools, its representatives and/or employees from liability for any injury to said student while attending Tiger Club activities, including travel to and from activities, excepting injury or damage resulting from the willful acts of such representatives and/or employees.