



# PARENT BILLING CONTRACT

1100 E. Grand

Haysville, KS 67060

Hours of Operation: 6 am to 6 pm

Child's name \_\_\_\_\_ DOB \_\_\_\_\_ Rate \_\_\_\_\_ week

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**RATES ARE BASED ON ENROLLMENT, NOT ATTENDANCE**

There will be no fee reductions for sick/absent days, or for days that you choose not to bring your child, unless your child has earned vacation days and you have requested to use them.

A non-refundable \$45 enrollment fee is charged at the time of enrollment. This enrollment fee will hold the class position for 2 weeks.

Late fee after 6:00 p.m. will be \$10 per quarter hour (15 mins) per child and \$1 per min after that. A phone call is appreciated and fee can be waived under certain circumstances. Consistent late pick-ups can result in termination of services.

For school age children there will be an additional charge of \$10.00 per day whenever Haysville Schools are not in session and your child attends the center. This will not exceed the summer rate.

For each additional child enrolled full time, per family, the following discounts apply  
\$10.00 per child - summer  
\$5.00 per child – school year

River Church offers a 10% discount on each child, if the family attends Haysville's River Church. If you would like more information about the church, check the appropriate box.

\_\_\_\_\_ Yes, I would like to know more                      \_\_\_\_\_ No, not interested at this time

**How did you hear about RIVER ACADEMY?**

\_\_\_\_\_

**Payment:**

Payment is due by Friday for the current week. Your account is billed one week in advance on Wednesday's, statements are e-mailed Wednesday mornings. If your account is one week past due, and you have made arrangements with the office, your account will be assessed a finance charge of \$20.00. **If you become more than two weeks delinquent, your child will not be allowed to attend until your account is current.**

## **DCF Family Plan:**

DCF payments are due by Friday for the current week. You have the option of paying the entire month's benefit amount at the beginning of each month. Any balance remaining on the account after all DCF card payments have been made for the month is the responsibility of the parent/guardian and must be paid by the end of each month. **If you become more than two weeks delinquent, your child will not be allowed to attend until your account is current.**

## **Vacation Days & Holidays:**

Vacation days will be as follows: one for every completed month, beginning in January and ending in October, except for the months of November and December. This allows you to accumulate up to 10 days a year. Vacation days can only be used as credit towards your account when your child is absent from the center. Vacation days will not carry over, they will start back at zero on December 31st. You must request that vacation days be credited to your account. They are not done automatically. Those enrolled for "summer care only" will receive 2 vacation days.

Full rate will be charged for all holidays (New Year's Eve, New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day). Part Time enrollees do not receive discounts or vacation days.

## **Transportation:**

Transportation to Haysville Schools: Freeman, Nelson, Prairie, Rex, & Ruth Clark are provided by River Academy. If there is a change in your child's transportation to and/or from these schools, on any given day, you must notify our office at least 30 minutes before the van run or these will be a \$5.00 charge. Consistent neglect in notifying us of changes in advance could result in discontinued transportation.

## **Termination Policy:**

This contract may be terminated by either parent/guardian or provider by giving a 2 weeks' notice, in writing. In advance of the ending date. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

By signing this contract, parent(s)/guardian(s) agree to abide by the written policies of the provider. The provider may amend the policies by giving the parent(s)/guardian(s) a copy of the new or changed policies at least 2 weeks prior to the effective date.

## **DISCIPLINE**

Since discipline comes from the word disciple, which means "to guide", we are interested in assisting parents in helping their children learn to make good decisions and choices that are pleasing to God and show respect for others. We strive to provide gentle guidance along with appropriate limits. Our schedules and activities are planned in order to prevent discipline problems and recognize the unique needs of each child.

When discipline problems do occur, we attempt to analyze the cause of the problem and gain help, support, and advice from the parents. Discipline is primarily the responsibility of the classroom teacher, with the support and counseling of the administration. "Time-out" (removal of a child from an activity or the group) and removal of a privilege are considered to be appropriate disciplinary methods.

If excessive behavior continues and teachers have exhausted all disciplinary avenues the child will be consulted by the administration/Director. If the child continues excessive behavior or is putting others in harm's way, as a last resort the child could be removed from the classroom by the teacher or Director to the Director's office or sent home for the remainder of the day.

We do not consider a child's being asked to sit in time-out occasionally a reason to notify parents; however, parents will be consulted if inappropriate behavior continues. If help is not received from parents or discipline problems cannot be resolved, we may require that a child be removed from the program.

According to Health Department regulations, prohibited methods of punishment include:

1. Corporal punishments (such as spanking, pinching, slapping, etc.)
2. Verbal abuse, threats, or derogatory remarks about the child or the child's family.
3. Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
4. Withholding or forcing foods
5. Placing substances which sting or burn on the child's mouth or tongue or other parts of the body.

Note, that in most cases we do not think it is appropriate to discuss a child's behavior in front of the child. Occasionally, it is important for the teacher and parent to discuss a matter together with the child. However, this should be preceded by a discussion between parent and teacher to agree on a plan of action.

In cases of discipline problems, while transporting to/from school or field trips, parents will be notified only three times of behavior, and on the fourth occurrence, the center will temporarily suspend transportation privileges until they feel that the discipline problem has been corrected. This is for the safety of all other children and the van driver.

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Parent/Guardian Signature

Date

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Director/Provider Center Rep Signature

Date