



REACH Charter School
Morning and After School Care (MAC)
Fees Form

Morning Care	
	Monthly Rate
1 day a week	\$8.00
2 days a week	\$16.00
3 days a week	\$24.00
4 days a week	\$32.00
5 days a week	\$40.00

After School Care	
	Monthly Rate
1 day a week	\$56.00
2 days a week	\$112.00
3 days a week	\$168.00
4 days a week	\$224.00

Friday Early Release Care	
	Monthly Rate
2:00pm – 3:30pm	\$32.00
2:00pm – 6:00pm	\$88.00

SCHEDULE OF PAYMENTS

Payment	Billing Cycle	Tuition Due Date	Late Fee Assessed	Non-Payment Withdrawal Date	Coverage Period
1 of 9	August 15	09/03/19	09/10/19	09/17/19	08/19/19 – 09/30/19
2 of 9	September 15	10/01/19	10/08/19	10/15/19	10/01/19– 10/31/19
3 of 9	October 15	11/01/19	11/08/19	11/15/19	11/01/19– 11/30/19
4 of 9	November 15	12/03/19	12/10/19	12/17/19	12/01/19 – 12/31/19
5 of 9	December 15	01/07/20	01/14/20	01/21/20	01/01/20 – 01/31/20
6 of 9	January 15	02/03/20	02/10/20	02/17/20	02/01/20 – 02/29/20
7 of 9	February 15	03/02/20	03/09/20	03/16/20	03/01/20 – 03/31/20
8 of 9	March 15	04/01/20	04/08/20	04/15/20	04/01/20 – 04/30/20
9 of 9	April 15	05/01/20	05/08/20	05/15/20	05/01/20 – 05/31/20



REACH Charter School
Morning and After School Care (MAC)
Payment Agreement and Registration Form

Parent/Guardian Name		Phone
Email # 1	Email #2	
Child's name	Age	D.O.B.

Please designate your schedule below

Morning Care 7:00am – 8:00am	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F
After School Care 3:30pm – 6:00pm	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R

Friday Early Release Care

Fridays 2:00pm – 3:30pm	<input type="checkbox"/> \$32.00
Fridays 2:00pm – 6:00pm	<input type="checkbox"/> \$88.00

*We do not offer drop in care

Human Services

I understand that as a CCAP recipient, I must present written authorization from my county caseworker for the current school year. I also understand that I will be responsible for all tuition charges until I provide said letter. I may not sign up for more days than are authorized through CCAP.

Payment Terms (Please initial all statements after reading)	Parent/Guardian Initials
PAYMENT - Once your child's enrollment is secured, we will contact you to confirm your enrollment schedule, and your preferred payment method. *CC payments are subject to a \$5 fee	
REQUIREMENTS - A completed health appraisal form (with physician signature and date of required return) and immunization documentation are all required at the time of registration.	
INVOICES - I understand that REACH Charter School will generate and send monthly invoices on the 15th of each month.	
DUE DATE - I understand that it is my responsibility to pay monthly tuition by the 1st business day of each month.	
LATE FEE - I understand that if my payment is not received within 5 business days of the Tuition Due Date, a \$10 non-reversible late fee will be assessed to my account.	
SERVICE FEES - I understand that a \$30 service fee will be assessed for every returned check.	
TERMINATION DUE TO UNPAID BALANCE - I understand that if payment is not received by the non-payment withdrawal date, my child's (children's) enrollment will be terminated.	
REINSTATEMENT - I understand that if my child is withdrawn due to an unpaid balance, I must meet with the school principal or assistant principal to obtain reinstatement eligibility information before returning to the program.	
SPLIT PROGRAM BILLING - REACH Charter School will not process split billing between two parents or guardians on one account. I understand that if I elect to create two accounts to split program billing that each parent will be fiscally responsible and must register separately. If non-payment occurs on one account the child will be withdrawn from the program that corresponds to the unpaid account.	
WITHDRAWAL - I understand in order to withdraw from the program I must notify REACH Charter School in writing one week in advance. Failure to do so will result in my account being charged full price for that current billing month. I understand that my withdrawal is official when I receive confirmation from REACH Charter School.	
CREDITS OR REFUNDS - I understand that credits or refunds are NOT issued for routine absence or illness. Credits will be considered for extended absence or illness with signed documentation from a medical professional.	
SCHOOL CLOSURES - I understand that credits or refunds are NOT issued for days REACH Charter School is closed due to district or school closures or for circumstances such as inclement weather.	
CCAP Recipients - I understand that if I am receiving Human Service assistance that it is my responsibility to provide REACH Charter School with all eligibility certificates. If I do not have written authorization, I will be responsible for all tuition charges.	
CCAP Recipients - I understand that I am responsible for paying parental fees, late pick up fees and the costs of any other unauthorized care assessed to my account. (write N/A if it does not apply)	

As the signer of this document, I understand that I am fully responsible for payment of all REACH Charter School fees in accordance with all Terms of Payment.

Parent/Guardian Signature	Date
Parent/Guardian Printed Name	



Morning and Aftercare Behavior Management Policy:

In accordance with our culture of respect for all, children in morning and aftercare programming are expected to comply with all regular school rules and regulations at REACH Charter School. Discipline will be handled by the aftercare director, the program group leaders, and, in some cases, by the school principal.

A parent is required to sign a copy of this Behavior Management Policy for each child enrolled. A parent is also required to sign the Behavior Notifications at the time a child's behavior is inappropriate. Please note, a parent's refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

Our basic policy includes supportive behavior strategies such as use of positive redirection whenever possible, talking to the child about the problem, alignment of behavioral planning with the school team, removal of the child from the group, limiting privileges, and/or consulting with parents/teachers. Parents contacted about behavior problems are expected to cooperate with staff in the prevention of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can learn and play. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

A child may be immediately dismissed from the program if their behavior is determined to be detrimental to themselves or to the well being of others in the program.

Student Name: _____

Parent signature _____ Date _____

Aftercare Timeliness Pick Up Policy:

During the enrollment process for the REACH After Care Program, each family signed a form stating the hours of operation (3:30-6:00) with the understanding that all students would be picked up by 6:00 PM.

Our Aftercare policy states "children are not to be picked up after 6:00pm", A late fee of 1\$ per minute will be charged for late pick up, starting at 6:00 PM based on the school clock.

Chronic late pick-ups or early drop-off will be up for review to be removed from the program at the discretion of REACH's program administration. Please be considerate of our staff in following the program times.

We understand that emergencies arise. We also understand that traffic can be challenging or hectic, but we expect all children to be picked up on time. Traffic issues do not excuse the late fee that will be charged. When your child is picked up late, our staff is required to remain working, therefore, unable to attend to their commitments outside of school.

We are happy to provide this service to our working parents, but would appreciate you honoring our policy. Thank you for your commitment to be on time to pick- up your child or drop them off at the mandated time.

A pick up past 6:00 will result in a "Late Pick Up Notice" that will need to be signed and returned with the late fee in order for your student to continue their involvement in the After Care Program.

Student Name: _____

Parent signature _____ Date _____