

Students Last Name: _____

**St. Michael School Eagles Nest Contract
2017-2018 School Year**

HOURS

- 7AM – 7:45AM (**NO EARLY ARRIVALS BEFORE 7AM**)
- Afternoon Dismissal until 6:00PM.

We are closed when there is no school, the first day of school, during parish festival set up, afternoon sessions before Christmas Vacation, Special Person day and on the last day of school.

FEE SCHEDULE Check plan you wish to use:

PLAN A Registration Fee Required – **Due before child's first day**

- Registration Fee: \$60.00 per family.
- Plan A Rates: • \$6.00 per hour for the first child.
 - \$5.50 per hour for each additional child.

PLAN B No Registration Fee Required.

- Plan B Drop In Rate • \$12.00 per hour, per child. NO Registration Fee will be charged.

You may change payment PLAN B to PLAN A by paying the Registration Fee by the first of any month

SHOULD A STUDENT ATTEND EAGLES NEST WITHOUT A CONTRACT OR NECESSARY PAPER WORK ON FILE, THE PARENT WILL BE REQUIRED TO FILL OUT PAPERWORK UPON ARRIVAL OF PICKING UP THEIR CHILD.

BILLING POLICY

PAYMENT SCHEDULE: Parents are billed for time used (there is a mandatory minimum half hour fee for both morning and afternoon sessions). Hours will be calculated monthly from the 16th to the 15th, these are known as sessions. Once your hours have been calculated for the current session, your balance due will be sent to Smart Tuition and added to your monthly tuition balance.

BILLS: You will receive your Eagles Nest bill from Smart Tuition along with your tuition bill.

PAYMENTS: Will be collected through Smart Tuition.

LATE FEE: Each month the bill remains unpaid a \$15.00 late fee will be added to your Eagles Nest bill in addition to any fees charged by Smart Tuition. Failure to pay late fees will result in a delinquent account in which your child will be unable to use the Eagles Nest program until full balance including late fees have been paid.

LATE PICK UP FEE: \$5.00 per minute per family starting at 6PM. Parents who are late more than 4 times may be charged a higher rate or will be unable to use the Eagles Nest program for the remainder of the school year. Each late pick up is reported to the school principal and will be billed separately through Eagles Nest.

PAST DUE OR DELINQUENT ACCOUNTS

- Accounts that fall 2 billing cycles past due will be unable to use the Eagles Nest program until full payment including all late fees have been paid.
- If your account is past due and your child comes to Eagles Nest, your child will be sent to the school office to call home.
- Delinquent accounts will be turned over to the school Principal.
- Accounts with a running balance, history of returned checks or past dues will be changed to a prepaid account.

EAGLES NEST POLICIES

After School Activities: Once a student leaves school grounds they may not return to Eagles Nest.

Leaving School Grounds: If your child will be going home with another student directly after school or they go home ill, please notify Eagles Nest.

Student Conferences: For safety and insurance purposes, any student on school grounds during a parent teacher conference **MUST** be in the class with the parent or signed into Eagles Nest.

Homework: Eagles Nest provides homework time. Although we provide computers, help and support, this is not one on one tutoring and it is the parent's responsibility to check their student's homework.

All homework students must come prepared with the necessary tools to complete their assignments, including paper, pens, pencils, etc.

EAGLES NEST RULES AND GUIDELINES

1. Use our room and equipment properly and respectfully.
2. Clean up after yourself and help others as needed.
3. Say please, thank you and always speak respectfully.
4. Respect personal boundaries and treat others kindly.
5. Do the right thing.
6. Share all Eagles Nest supplies and equipment.
7. Tell the truth.
8. Play fair and always use kind words.
9. When the lights go out, immediately stop talking, sit down and wait for instructions.
10. Treat others as Jesus would.

All students are expected to follow Eagles Nest and school rules at all times.

DISCIPLINE POLICY

Eagles Nest participants are expected to respect staff, each other, materials and equipment provided. Our staff uses positive discipline techniques to encourage good behavior. Students will earn stars throughout the day for good behavior. For each star earned the students name will go into a jar for an end of the month drawing for extra privileges.

Should our positive dialogue and redirections fail, the following consequences will apply:

1. Stage 1: time out report, loss of stars earned.
2. Stage 2: time out report parents must sign, loss of all stars earned during the month.

Continued and or serious violations will be grounds for suspension and will be referred to the principal.

When it comes to any type of violent, disrespectful or unacceptable behavior a parent will be called immediately to pick up their child.

- Should a student loose, damage or break any school or Eagles Nest equipment the parents will be liable to replace the damaged item.
- Failure to comply with Eagles Nest or school rules will result in discipline or suspension from the program.
- Eagles Nest has the option to suspend any child who, is uncontrollable, violent, disrespectful, aggressive towards any staff member or student, or has ongoing discipline issues.

**First Suspension = 1 day
Second Suspension = 1 week
Third Suspension = possible removal from program**

Suspensions/discipline may vary according to severity or type of misbehavior.

SIGNING IN AND OUT

MORNING SESSIONS

Children are not allowed to arrive before 7AM

Parent must escort their child/ren to Eagles Nest and sign them in. They are automatically signed out at 7:45AM when the gates open to all students.

AFTERNOON SESSION

Students attending Eagles Nest are to come directly to Room #4 after school. An Eagles Nest staff member signs in the students as they arrive. **Any and all persons signing out a student MUST be on the students pick up list and requires a full legal signature.**

- According to the Diocesan Yard Sweep Procedure, any child not picked up within 10 minutes after dismissal will be signed into Eagles Nest at parent's expense. Rate will be calculated at the payment plan chosen by the family. If no paper work is on file parents will automatically be charged at the drop in rate AND PARENTS WILL BE REQUIRED TO FILL OUT ALL NECESSARY PAPERWORK BEFORE CHILD LEAVES.

GROUNDNS FOR SUSPENSION OR REMOVAL FROM EAGLES NEST

INCLUDE BUT NOT LIMITED TO:

- Unresolved discipline issues.
- Uncontrollable, violent, disrespectful, or aggressive behavior toward any staff member or Eagles Nest participant.
 - In addition, fighting, obscene language or gestures, harassment, continued willful disobedience and defacing of property.
- More than 2 time out reports on the same or related issues.
- Any breach in the Eagles Nest Contract, Eagles Nets Parent Handbook, school rules or guidelines.
- Accounts more than two billing cycle past due.
- A history of past due accounts, running balances, late payments, or returned checks.
- More than 4 late pickups after closing time of 6PM.
- Reasons determined by the Eagles Nest director and school administration.

PLEASE SIGN AND RETURN THIS PAGE BEFORE YOUR CHILDS FIRST DAY.

I have read and agree to be governed by the policies and procedures outlined in this contract as well as the Eagles Nest Parent Handbook. I understand that these policies and procedures may be amended at any time and I will be notified in writing if such changes occur. I realize failure to comply with the outlined guidelines in the Eagles Nest Contract and Parent Handbook may result in my child (ren) being dismissed from the program.

Please print the following information clearly...

We have chosen Payment Plan **A or B** _____ Date _____

Childs full name _____ Grade _____

Childs full name _____ Grade _____

Childs full name _____ Grade _____

Childs full name _____ Grade _____

Parents first and last name: Please print clearly.

Mom: _____ Emergency contact number: _____

Dad: _____ Emergency contact number: _____

I give the following people permission to pick up my child: Please print clearly.

Should this information change I will notify Eagles Nest immediately.

Full Name _____ Phone Number: _____ Relationship _____

Full Name _____ Phone Number: _____ Relationship _____

Full Name _____ Phone Number: _____ Relationship _____

Full Name _____ Phone Number: _____ Relationship _____

Parent Signature: _____ Date: _____

Print Name: _____

Please print clearly.....

Email address to send bill _____

PLEASE MAKE A COPY FOR YOUR RECORDS.

OFFICE USE ONLY	
CHECK #	_____
Amount Paid	_____
Date Paid	_____