

## Child Care Agreement 2021-2022

### Parties to the Contract

This contract is between \_\_\_\_\_ (mother) and \_\_\_\_\_ (father), hereinafter “parents,” and St. Joseph Extended Care Program, hereinafter “EC Program,” for child care services provided for the child(ren) listed below.

### Child Care Center

Name of Center: St. Joseph Extended Care Program  
Address: 373 Winter Street NE, Salem, OR 97301  
Work Phone: 503-581-2147

### Parents/Legal Guardians

Name of first parent/guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Employer’s name/address: \_\_\_\_\_

Name of second parent/guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Employer’s name/address: \_\_\_\_\_

### Child(ren) Covered by This Contract

1. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
2. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
3. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
4. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Fees & Terms of Payment**

**Monthly Rates**

**Rate A**

\*Includes Half Days, In-Service Days, Professional Development Days & Faith Formation Days<sup>1</sup>

\*Does NOT include Vacation Days/Conference Days & June

Rate A	Afternoon Only	Morning & Afternoon
5 Days	\$270	\$290
4 Days	\$250	\$270
3 Days	\$230	\$250

**Rate B**

\*Includes Half Days, In-Service Days, Professional Development Days & Faith Formation Days,

Thanksgiving/Conference Days, Christmas & Spring Break Vacation Days

Rate B	Afternoon Only	Morning & Afternoon
5 Days	\$290	\$320
4 Days	\$270	\$300
3 Days	\$250	\$280

**Rate C-Morning Only**

\*Does NOT include Half Days In-Service Days, Professional Development Days & Faith Formation Days, Vacation/Conference Days or June

Rate C	Morning Only
5 Days	\$140
4 Days	\$100
3 Days	\$ 90

**Rate D-June Only**

\*This rate includes care for school days in June only.

Rate D	Morning Only	Afternoon Only	Morning & Afternoon
5 Days	\$90	\$170	\$190
4 Days	\$60	\$150	\$170
3 Days	\$40	\$130	\$150

<sup>1</sup> Please refer to the “Closures” section of the current Extended Care Program Policies & Procedures for holidays and days that are not included.

\*\*As you select your plan, please keep in mind that the provision of care on half-days, in-service days/professional/religious development days, vacation or conference days will depend upon the days of the week you select and whether the aforementioned days fall on your selection.

### Additional Fees and Rates

<p><b>First Week</b> 11:45 - 3:00 for Pre-K &amp; Kinders</p> <p><b>Monthly</b> <b>Subscribers Only</b> First week of school only.</p>	<p><b>First Week</b> 11:45 - 3:00 for Pre-K and Kinders First week of school only.</p>
\$70	\$90

Occasional Care	Rate
Morning (7:00 - 7:55 am)	\$10
Afternoon (3:00 - 6:00 pm)	\$20
Half Day (11:45 am - 6:00 pm)	\$35
All Day (7:30 am - 6:00 pm)	\$45

Miscellaneous Fees	
Annual Registration Fee	\$30
NSF Fee	\$25
Late payment fee	\$20
Late pickup fee (increases each time)	\$10 (1st)

**Choose your Care Plan**

\*\*As you select your plan, please keep in mind that the provision of care on half-days, in-service days/professional/religious development days, vacation or conference days will depend upon the days of the week you select and whether the aforementioned days fall on your selection.\*\*

**Step 1**

Circle your monthly care plan below:

Rate A <u>or</u> Rate B <u>or</u> Rate C
<u>and</u> Rate D (June school only)

Indicate your care days below:

Mon	Tues	Wed	Thurs	Fri
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**Step 2**

Circle your times Sept. - May

AM only, PM only, AM & PM
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Your rate:
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**Step 3**

Circle additional options

June AM only, PM only, AM & PM
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Your rate:
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First Week (PK & K only) 11:30 - 3:00
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Your rate:
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**If you are not choosing a monthly care plan, are you choosing occasional care? \_\_\_\_\_**

\*\*If you opt for occasional care, please read our policy regarding registration fees on Page 4.

## Explanation of Fees & Terms of Payment

### Advance Payment

You agree to pay for child care in advance. Fees are due on the 5th of each month. You understand that if fees are not paid on or before the 5th of each month when due, your child(ren) will not be admitted into the program.

You agree to pay an annual registration fee of \$30. Only the payment of registration fees AND the completion of all paperwork<sup>2</sup> will result in your child's acceptance in the Program.

Please note that if (1) you do not utilize any of the monthly plans listed on Page 2, (2) you do not require child care on a regular basis, and (3) the Director has agreed to provide child care under the "occasional" rate, you will be expected to pay a registration fee if your use of "occasional" care is more than ten (10) times in the school year. If occasional part-time care is approved by the Director, you agree to make arrangements for care in advance and pay the listed rate before your child can be accepted into care that day. Occasional care will not substitute for a monthly care plan and is to be used on an infrequent or as needed basis.

You agree to pay a \$25 fee for an insufficient funds check, plus the amount of any bank charges to our account, in the event your check bounces. If the child care fee is not paid when due, you agree to pay a late payment fee of \$20 to be added to the past due amount.

You understand that if you do not make payments when due, we will cease to offer child care until full payment is made, including late payment fees.

You understand that the EC Program closes at 6:00 p.m. You will make every effort to pick up your child(ren) on time and before closing. You understand that any pick-up after 6:01 p.m. will result in a late pick-up fee of \$10 for the first occurrence. Subsequent late pick-ups will result in a \$5 increase (per occurrence/per child) to the late pick up fee. For example, a 2nd occurrence will result in a \$15 late pick up fee, a 3rd occurrence will result in a \$20 late pick up fee, and so on. You agree to pay this fee when billed. The clock on the EC Program's cell phone will be used to determine if any late pickup fees apply. [Most cell phones get their time from cell towers, which in turn get their time from the continental atomic clock.]

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<sup>2</sup> Enrollment & Authorization form and Child Care Agreement (Contract).

## **Holidays**

The EC Program will be closed on the following days this school year:

New Year's Day;  
Martin Luther King, Jr. Day;  
President's Day;  
Easter Monday;  
Memorial Day;  
4th of July; Labor Day;  
Veteran's Day;  
Thanksgiving & Day after Thanksgiving; and  
Christmas Day.

If New Year's or Christmas falls on a Saturday, the child care program will be closed the day before (Friday). If New Year's or Christmas falls on a Sunday, the child care program will be closed the next day (Monday).

## **Early Closures**

On the day before Thanksgiving, we will close at 5pm.

## **Inclement Weather**

If school is cancelled due to inclement weather or emergencies, there will be no Extended Care that day. If there is a two (2) hour school delay, the EC Program will be closed that morning. Any morning closures will not affect PM care hours, unless notified otherwise.

## **Health and Safety**

St. Joseph Extended Care follows the Covid-19 guidelines of St. Joseph Catholic School. Students and staff will follow the policies and procedures set up by the school, including any changes as they happen. The principal will keep the director and staff informed of all expectations. Students will be expected to follow these same guidelines.

## **Closures Due to Professional Development**

To maintain our license, the EC Program staff is required to attend state mandated professional development classes/workshops. We make every effort to attend these courses during the hours the Program is not in session. However, some state offered courses and/or workshops often coincide with our operating hours. Because we must maintain our license by taking these courses, we reserve the right to close on at least two (2) professional development days. Those dates, as they become available, will be emailed to our families. You understand that you must arrange for alternative care on those days.

**Possible Closures**

The following dates are subject to possible closures due to low attendance: Spring Break, and Christmas Break. You will be given advance notice of a sign-up for those dates. If attendance on any of those days is too low to meet our staffing costs and expenses, we will not offer care. We reserve the right to close on other dates where staffing costs/expenses exceed attendance.

**Refunds or Credit**

There is no credit or refund for unused days. No exceptions will be made. This policy will be strictly enforced.

**Field Trip Fees**

The EC Program will occasionally take walking field trips during the school year. These will occur primarily during half-days and no school days. There will be an extra fee for any field trips that require entrance fees (i.e. museums). We will notify you of the fee along with the necessary permission slips for each trip.

**Charges for Damage by the Child**

If your child breaks or damages St. Joseph property, you may be required to pay any resulting repair or replacement costs. If your child intentionally or deliberately damages or misuses an item, you will be responsible for the cost of the damage as determined by the Extended Care Director and/or Principal.

**Toys & Electronic Devices**

You understand that it is our policy for all toys and electronic devices to remain at home. Our staff and program will not be held responsible for prohibited personal items that are damaged, lost or stolen while in attendance.

**Termination**

You understand that either you or the Extended Care Director may terminate this contract. You agree to provide the Director with a two-week written notice in advance if you wish to terminate. The Director may terminate this contract without giving any notice or may give a 2 week written notice.

**Failure by the EC Program to enforce one or more terms of this contract does not waive its right to enforce any other terms of the contract.**

## The Signatures of Parties to the Contract

By signing this contract, parents indicate that they have read the current St. Joseph's Extended Care (EC) Policies & Procedures Handbook and agree to follow them. The EC Program reserves the right to make changes to its policies without notice. Parents further agree to follow any changes or additions that the EC Program makes to its policies in the future.

The person(s) signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced, separated and have joint custody of the child.

**\*\*\*\*THIS CONTRACT MUST BE SIGNED BY BOTH PARENTS\*\*\*\***

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Parent or legal guardian's signature

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Date of signature

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Print Name

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Parent or legal guardian's signature

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Date of signature

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Print Name

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Extended Care Director's Signature

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Date of signature