

FLLC 2021-2022 K-5 Enrollment Contract

This agreement and applicable fees are required to reserve each child's spot for the upcoming school year.

This completed form is due to Ms. Charla by Friday, July 9 - fllc859@gmail.com.

Prior to each child's start date, applicable fees, a current immunization certificate, and completed enrollment forms are due to the director.

K-5 Tuition & Fees	
M-F Before School 7:00-8:00	\$10/child/week
M-F After School 3:00-6:00	\$75/child/week
Annual Enrollment Fee	\$100/child/year; paid in full or two payments
Holding Fee	\$300/child: paid in full or two payments; applies to first 4 weeks
Sibling Discount	10% off tuition
Church members; UK employees; Cassidy Teachers	\$50 off initial enrollment fee (one-time discount)
K-5 Additional Charges	
Extracurricular Pick-Up	\$10/child/week in session
Weather Delays AM Drop-In	\$15/child/day (Cassidy students)
Full-Day Drop-In: Limited availability	\$25/child/day (enrolled after-school students)
Full-Day Drop-In: Limited availability	\$40/child/day (students from other schools)
Early Dismissal: Limited availability	\$15/child/day (enrolled after-school students)

****Payment plans, Child Care Assistance, and scholarships are available.**

Indicate if your child will attend before-school, after-school, or BOTH:

Indicate if you will be paying the enrollment fee in full, or making two payments (list dates):

Indicate if you will be paying the holding fee in full, or making two payments (list dates):

- **A brightwheel profile will be created by the director;** the app will be used for communication and billing. One or more payment methods can be added, with \$0.60 per transaction fee for ACH, and a 2.9% per transaction fee for credit or debit cards.
- **If full tuition is not received when due, a late fee of \$10 per week will be added until the tuition is paid in full.**
- **Families applying for quarterly scholarships are required to provide proof of application for childcare assistance through the state of Kentucky.** To complete the pre-screening tool for childcare assistance, go to https://kynect.ky.gov/benefits/s/prescreening?retPage=Home&language=en_US
If assistance is denied, families may be eligible to apply for a scholarship. If assistance is provided, families may apply for scholarships to subsidize the tuition due beyond what is paid by the state. Applications are due quarterly, or when an urgent need for support presents itself.
- **A late pick-up fee of \$1/child for each minute your child or children remain after closing,** is payable in cash to the teacher on site. This fee is subject to change.
- **FLLC will be closed on the following holidays, and payment in full is required:** Labor Day (Mon, Sep 6); Thanksgiving and the day after (Nov 25 & 26); Christmas Eve (Fri, Dec 24); Dec 27-31 (free week)

- **Tuition will not be reduced for absences:** including illnesses, holidays, vacations in excess of free weeks, and teacher in-services days. Families are exempt from paying tuition the week between Christmas and New Year's when the center is closed. Families are also able to take one **additional free week during each calendar year.** The director must be notified at least one week in advance.
- **Written notice of intent to withdraw a child from the program is required one month in advance of the child's last day.** This provides FLLC with adequate time to fill the unexpected vacancy.

Communication

Transparency, partnership, and open communication are important qualities of this program. We use the brightwheel app for communication; this works best so all teachers and directors associated with the program can view and respond to messages. Families will need to message on brightwheel when their child will be dropped off late, picked up early, or absent for the day. **When you send a note or email to Cassidy about attendance, FLLC is not notified. It is extremely important to send messages on the app when your child or children do not need to be picked up from school or extracurricular activities. Emails and phone calls are not acceptable for this purpose. FLLC teachers should be notified no later than 3pm.**

Failure to report changes in the schedule via brightwheel by 3pm the day of will result in the following:

1st occurrence: Warning

2nd & 3rd occurrence: \$25 fee

Beyond 3rd occurrence: The family will need to meet with directors to discuss communication issues and solutions. The consequence for further occurrences may include dismissal from the program.

Extracurricular Pick-Up

FLLC supports student participation in extracurricular activities. Teachers will walk to Cassidy to pick-up students from afterschool clubs or classes and walk them back to FLLC. The fee for this service is \$10 per week per child (when the child has the activity). The directors must receive the extracurricular pick-up form ahead of time in order for your child to be picked up. The strike system outlined above also applies for failure to notify of absences from extracurriculars.

Drop-off/Pick-up Procedures

- **Parents/guardians will use the Tates Creek entrance to the church and park anywhere in the lot.**
- For the safety of all children and staff, FLLC utilizes a central drop-off/pick-up system and limits the number of people in the building each day. Parents may be approved to enter the building on a case-by-case basis.
- **Drop-off** – If utilizing before-school care, parents/guardians will arrive during the designated drop-off window of 7:00-8:00 am. Children will be escorted to the restroom to wash hands, and then taken to their classroom. They will be provided a morning snack, and walked over by a teacher to Cassidy at approximately 8 am.
- **After School** – **It is extremely important that you notify the teachers on brightwheel if your child will not be present for the day.** Teachers will meet the students in the hallway between the cafeteria and library. As children arrive, they will be checked in on brightwheel and will sit along the way until all students have arrived. The teachers will walk the children from Cassidy to Faith Lutheran (with two crossing guards blocking the road for the class to cross).
- **Pick-up** - Parents will arrive during the designated pick-up window of 3:30-6:00 pm. If pick-up is to occur prior to 3:30 pm, a message should be sent on brightwheel. Children will wash hands or use hand sanitizer (if outside), and then be escorted by staff to the main parking lot entrance.
- **Children will only be released to you or the persons you have listed as approved pick-ups on brightwheel. Children will not be released to anyone without prior written authorization, and an ID presented by the person.**

This Enrollment Agreement is not intended to be all inclusive. Other terms and conditions of your child's enrollment are contained in our After-School Policy Manual. By signing, you acknowledge completion of the contract and have contacted the directors with any questions. An updated policy manual will be emailed by Monday, July 27.

Signature of Parent/Guardian: _____

Date: _____

Child's Name: _____