

Policy Agreement

Due to the fact that the Alcoa City Schools Extended School Program is totally funded through parent's tuition, the staff will strictly enforce the following policies:

- ___ Payments are due the week of service rendered. Rates are subject to change.
- ___ You will be charged a late fee of \$10.00 per week, for each week you do not pay.
- ___ If you do not pay by the end of two weeks, you will be asked to leave the program.
- ___ All payment for services rendered must be remitted within one month. Unfortunately any past due balance that is not collected within a reasonable time period will be turned over to a collection agency and the party will be responsible for all collection costs and/or attorney fees.
- ___ Our Elementary School programs close promptly at 6:00 pm. You will be charged a late fee of \$5.00 per minute per child for each minute you arrive after the closing time.
- ___ You must sign your child up in advance for full days throughout the school year. If you fail to do so, service may not be available. If services are available and you do not meet the deadline for sign up, you will pay the drop in rate of \$40.00/day/child.
- ___ You are required to fulfill any commitment for full days or for summer care regardless if your child attends.

If you have any questions about the above policy, contact Marion Madore @ 981-2617

I have received, read, understand and agree to the above policies set forth by the Alcoa City Schools Extended School Program.

Parent/Guardian Signature: _____ Date: _____