



CES CARDINAL CLUB

The After School Program at Christ Episcopal School



By entering into this After School Program Contract, I/we the undersigned parent(s)/guardian(s) of
Child's Name (first, last): _____ in Grade _____ accept the policies
and procedures of Christ Episcopal School and hereby apply for enrollment in the After School Program for the
academic year 2021-2022 in accordance to the following terms and conditions:

1. This contract must be fully executed by the parent(s) or legal guardian(s) financially responsible for the student and returned to the School by the **first day of Cardinal Club** or the student will not be admitted.
2. Occasionally, the Drop-In Program is unavailable because of limited space. **Please email the Extended Day Director to check availability.**
3. Students are expected to be picked up at their contracted time. Late pick-up fees will be charged for students who are not picked up at the contracted time as follows:
 - Lunch Bunch children picked up late will be charged \$1.00 per minute after 1 p.m. (preschool only)
 - Cardinal Club and Enrichment students picked up late will be billed \$1.00 per minute after 4:30 p.m.
 - Cardinal Club students picked-up after 6pm will be billed at \$1.00 per minute after 6:00 pm.
4. CES reserves the right to refuse admission or continued attendance in the program if payment of fees is not made when due.
5. CES reserves the right to refuse admission or continued attendance in the program should discipline become a regular issue.
6. See extended day program calendar for specific information about days and times the program is available and possible changes to those days and times based on inclement weather.
7. **Financial terms:**
 - Extended Day Program Payments: Payment schedule is to be selected from the options listed below in this contract.
 - The full contract fee is payable regardless of absence or dismissal.
 - All late fees will be charged the following day to your preferred method of payment on file with the business office.
 - Using the drop-in program on any day you are not contracted will be on an emergency-only basis with prior approval of the Extended Day Program Director. A morning fee of \$15 and an afternoon fee of \$15 an hour will be charged.
 - There will be no drop-ins on inclement weather days or noon dismissal days.
 - Reducing days during the contract year will result in a \$100 processing fee for each change made to the contract after September 30, 2021. Adding days, provided space is available, does not incur processing fees.
 - Changing from a yearly contract commitment to a semester contract results in a \$50 processing fee.

