



6915 BRADDOCK ROAD  
SPRINGFIELD, VA 22151  
(703) 941-1220

## Extended Care Enrollment Contract

The ICS Extended Care Program is offered each school day, by pre-arranged registration. Enrollment is on a first-come, first-served basis. **"Drop-in" care is not offered.** If you have questions, please contact the Extended Care Director at [extendedcare@icsva.org](mailto:extendedcare@icsva.org) or (703) 941-1220.

**Hours:** Before-school care Weekdays 7:00 a.m. - 8:00 a.m.  
After-school care Monday 1:45 p.m. - 6:00 p.m.  
Tue.- Fri. 3:45 p.m. - 6:00 p.m.

**Teacher Workdays:** 8:00 a.m. - 4:00 p.m.

In September, a list of the extra dates (approximately 9 days) will be available and a separate registration for extra days will begin. The additional charge is \$450 for all available days or \$65/day for individual days.

**Please complete the following to enroll in the Extended Care Program for the 2014-15 school year.**

Child's Full Name	Gender	Grade in 2014-15	Birth Date	Check Days of the Week to be Enrolled					
				AM (M-F)	PM M	PM T	PM W	PM TH	PM F

**Please provide the following information, as applicable.**

	First Name	Last Name	Contact Information
<b>Father</b>			Daytime Phone: Cell Phone: Email:
<b>Mother</b>			Daytime Phone: Cell Phone: Email:
<b>Guardian*</b>			Daytime Phone: Cell Phone: Email:
<b>Emergency Contacts</b>	1. 2. 3. 4.		

\* In the case of guardianship, please explain the relationship to the child(ren) and provide name and city of residence of natural parents. Parents/Guardians are responsible for updating contact information with the Extended Care Director.



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<u>Before School Care</u>	<u>Annual Cost</u>		<u>No. of Students</u>		<u>Subtotal</u>
Full-Week	\$700	x	_____	=	_____
<u>After School Care</u>					
Full-Week	\$ 1,800	x	_____	=	_____
<b>or</b>					
Mondays Only	\$ 720	x	_____	=	_____
Tuesdays Only	\$ 500	x	_____	=	_____
Wednesdays Only	\$ 500	x	_____	=	_____
Thursdays Only	\$ 500	x	_____	=	_____
Fridays Only	\$ 450	x	_____	=	_____
<b>Total Cost</b>					_____
<b>Less Deposit of:</b>					
<b>10% before July 1 or</b>					
<b>20% after July 1</b>					- _____
<b>(payable through FACTS</b>					
<b>and due upon enrollment)</b>					
<b>Balance Owed</b>				=	_____

By signing below I understand that my Extended Care payments must be made in the same manner as my tuition payments.

**A 10% (20% after July 1) non-refundable deposit of the full fee is due with re-enrollment (or at initial enrollment) and reserves a child's spot in the Extended Care Program. The balance due is divided into installments and added accordingly to the remaining FACTS tuition payments.**

I have read the Extended Care Enrollment Contract and fully agree to abide by the policies as set forth in its entirety. I understand that this agreement will be strictly enforced. I agree to pay all financial obligations to Immanuel Christian School promptly when due. I agree to uphold the rules and regulations of Immanuel Christian School as set forth in the Parent/Student Handbook. I give consent for my child to participate in all regular Extended Care activities unless I notify the administration in writing otherwise. I understand the school will keep me informed of special activities well in advance. I also agree not to bring/leave my child in Extended Care if full payment of my balance has not been made by the due date.

Name of Responsible Party (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return pages 1 and 2 of this form to the school office addressed to the Extended Care Director.

## Parent Information – Please Detach and Keep for Your Records

# Extended Care Enrollment Contract

**FEE DEPOSIT:** A non-refundable deposit of 10% of the total fee (20% after July 1) is due to reserve a child's place in the program.

**FEE:** Fees are based on an annual schedule. No refunds will be given in the case of illness, absence, suspension, holidays, or school closing or delays. Additional fees may be charged for special enrichment activities. Advance notice will be given.

**PAYMENT:** Payments are made through FACTS Tuition Management System. Payment of all fees must be current. All accounts with an unpaid balance will be considered delinquent. Any family whose account is not current will not be permitted to use the service until the account is made current. After that time any missed payment may result in the student's permanent dismissal.

**RETURNED CHECKS:** As a result of a returned check, your account will be assessed a charge for the amount of the returned check, as well as a \$25 returned check fee. Additionally, the use of personal checks for payment may be revoked and future payments will only be accepted in the form of cash, money order, or Cashier's check.

**WITHDRAWALS:** Deposit and fees are nonrefundable except in cases of moving out of the area or change of employment status. Charges will be computed by quarter.

**DISMISSAL:** If a student is permanently dismissed for any reason, the parents/guardians remain responsible for payment on services rendered while their child was still in attendance. Charges will be computed through the quarter of the withdrawal.

**SCHEDULE CHANGES:** Scheduling change requests must be submitted in writing to the Extended Care Director for approval.

**BILLING CHANGES:** Billing change requests must be submitted in writing to the Business Manager.

**HOURS OF SERVICE:** Mornings (7:00-8:00 am), Mondays (1:45-6:00pm), Tuesdays-Fridays (3:30-6:00pm). Limited Extended Care is available during parent-teacher conferences and teacher work days for an additional fee, requiring a separate contract. **Fees are non-refundable.** The hours are 8:00 am to 4:00 pm. Late pick up fees will apply.

**SCHOOL DELAYS AND EARLY CLOSINGS:** In the case of late starts, Morning Extended Care will begin 1 ½ hours before the postponed start of school. (For example, if school begins at 10:30am, Extended Care will open at 9:00am.) If school closes early due to weather conditions, Extended Care students should be picked up as soon as possible. The deadline for pick-up from Extended Care will be 1 ½ hours after the early dismissal time. (For example, if school closes early at 1:30pm, Extended Care will close by 3:00pm.)

**LATE PICK UP FINES:** If a child is picked up after 6:00 p.m. (or the stated deadline for early closure events) a late fine of \$15.00 will be applied every 15 minutes or fraction thereof. Fees double after the third infraction. Late fines must be paid by cash or check at the time of pick-up. **No exceptions.**

**PARENT/STUDENT HANDBOOK:** All general discipline policies outlined in the ICS Parent/Student Handbook apply.

**SICK POLICY:** Any child with a fever, vomiting, or other serious health condition must be picked up by a parent or other authorized individual and will not be allowed to attend Extended Care. The same health rules regarding school attendance apply.

**CONTINUAL CONFLICT:** In the event that a child or the parent of a child continually causes disagreements, conflicts, strife, or arguments, the child shall be dismissed from the extended care program without legal recourse. Withdrawal and dismissal policies apply.

**LEGAL FEES:** All legal fees, collection fees, attorneys' fees, collection costs and any additional fees incurred by the school in an effort to settle disputes connected to this account shall be the sole responsibility of the parent or guardian for which this agreement is made.

**ARBITRATION:** If a legal issue, disagreement, conflict, problem, injury, injustice, or any other legal dispute should arise between the school or one of its agents and a child or parent of a child, it shall be referred to binding arbitration with a non-partial arbitration party (to be mutually-agreed upon) for the settling of all issues.