

# AFTER SCHOOL PROGRAM

## Participation Agreement



PORTLAND PARKS & RECREATION™  
Healthy Parks, Healthy Portland

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

### Monthly Payment Due Dates:

The total amount for the year has been divided into nine (9) equal monthly payments, with the first payment due before the program begins in August and the last payment due in May. Payments are due by the first day of each month. You are always welcome to pay in advance.

### Schedule Payment Option:

In order to help you manage your payments, we offer and encourage automatic credit/debit card payments. Each month, your child's monthly tuition fee will be deducted from your bank card.

### Fee for Late Monthly Payments:

Failure to pay the monthly fee by the first of the month will result in a \$20 late payment fee assessed on the fifth (5<sup>th</sup>) of the month. If you have not paid your monthly fee plus the late fee by the fifteenth (15<sup>th</sup>) of the month, your child's spot will be forfeited and filled by the next child on the waiting list. We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please contact the Site Coordinator, before your next payment is due, to work out alternative arrangements. If you have not contacted us to work out an arrangement by the first of the month, then we will follow the guidelines stated above.

### Check Out Procedures:

A parent or guardian is required to sign their child out unless we have prior written permission for the child to be released to another person. If we do not have written permission from a parent or guardian, we will not release your child. It is very important to notify the office if you've made other arrangements for your child that day. Authorized adults who pick-up may be asked to show ID to staff.

### Fee for Late Pick-up:

After five (5) minutes there is a late fee of \$1 per additional minute, payable to the office upon picking up your child. Program cost is based on paying instructors for set hours. Any additional time teachers must watch children is time they must be paid. In addition, teachers have limited time to clean up, set up, speak to parents and prep for the next day. It is a hardship on the teachers if they are not able to complete these tasks.

### Withdrawing or Canceling:

After reserving a space, if you choose not to send your child to the program, please let center staff know as soon as possible. The \$35 Registration Fee is non-refundable. The monthly fee is refundable in full only if you notify our office at least five (5) business days (M-F) before the month begins. The monthly fee is not refundable for withdrawals/cancellations occurring later than five (5) business days before the month begins.

**By signing below, I acknowledge and understand the above policies and agree to adhere to them for the school year:**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

