

# Afterschool Program PARENT AGREEMENT



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



Child's Name: \_\_\_\_\_ School Year: \_\_\_\_\_

### Registration

When registering for a PP&R After School Soar Program, you are registering for the entire school year.

### Tuition Payment Policy

The monthly tuition is based on the total number of days in the school year, divided into 9 equal payments (August/September – May/June). Payments are the same amount each month, regardless of how many days in the month your child attends.

Monthly tuition is due on the 1<sup>st</sup> of each month. Payments made after the 5<sup>th</sup> day of the month will be assessed a \$20 late fee. If we have not received payment by the 15<sup>th</sup> of the month, the student may be dropped from the program, without notice, and the full month's fee will be owed. *(We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please speak to a manager **before** the 1<sup>st</sup> of the month, to work out alternative arrangements.)*

\_\_\_\_\_ Initial

### Withdraw Policy

If you intend to withdrawal your child from the program, an Intent to Withdraw form must be completed minimum of five business days (M-F) before the month ends. The monthly tuition is refundable in full **only** if you notify a *manager, in writing* at least 5 working days (M-F) **before** the month begins. The monthly tuition is **not** refundable for withdrawals occurring less than 5 working days before the month begins or any time during a month that has already begun. The \$35 materials fee is non-refundable. In the event that you withdraw your child and plan to re-enroll at a later date, St. Johns Community Center cannot guarantee that a space will be available.

\_\_\_\_\_ Initial

### Late Pick-Up Policy

We understand that sometimes you encounter unavoidable delays when coming to pick-up your child from the program. However, after the 2<sup>nd</sup> late pick-up, you will be charged \$1 per minute after the first 5 minutes, payable to the office upon picking up your child.

\_\_\_\_\_ Initial

### Canceled Classes

Pre-scheduled days that are canceled due to inclement weather (snow, ice, etc.), teacher illness, or other unforeseen reasons may be made up at the end of the school year when facility space and capacity allow. **Credits will be issued only if more than six (6) program days are canceled without makeup days scheduled.**

\_\_\_\_\_ Initial

### Inclement Weather

PP&R classes, activities, rentals, and sports events may be canceled due to inclement weather, such as ice, snow, or extreme heat. Check with your PP&R facility for the most current information via phone or online at [portlandoregon.gov/parks/weather](http://portlandoregon.gov/parks/weather). Some recreation programs may run as conditions and staff availability allow. Safety is a major factor in determining operations at each PP&R facility. PP&R facility's voicemail, social media outlets and PP&R website will all feature operating information including opening and closing times.

\_\_\_\_\_ Initial

*By signing below, I (we) acknowledge and understand the above policies and agree to adhere to them throughout the current school year.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date