

## FRANKLIN TOWNSHIP SCHOOL CHILD CARE PROGRAM

Franklin Township School sponsors three, parent paid, child care programs during the school year.

1. **Before School Care** Program is available from 7:00 am to 8:20 am daily;
2. **After School Care** Program is available from 3:15 pm to 6:00pm daily; and
3. **Preschool Care** Program is available morning session or afternoon session daily.

After School Care will be available from 12:50 pm to 6:00 pm on days when school closes at 12:50 pm for the parent/teacher conferences. After School Care will not be available on the early dismissal days prior to a district recess or on early dismissal days due to inclement weather.

If you anticipate needing any of these services, please complete the attached application. Each program is available for an hourly rate or an unlimited rate, ***you must enroll in a specific program at time of application. You will be billed for what you sign up for until we receive in writing an updated application.*** Please complete an enrollment application for each child separately.

**Billing:** Childcare programs will be billed on the 1st of each month for the prior month and will be due on the 15<sup>th</sup> of each month.

### Child Care Program Guidelines

#### A. Franklin Township Board of Education agrees to:

1. Explain all policies and procedures governing the program and fee schedule;
2. Inform the named parent/guardian that non-payment of fees will result in the termination of services unless all fees are paid; and
3. Return to the parent/guardian any overcharges caused by miscalculation of fees.

#### B. The Parent/Guardian agrees to:

1. Pay all assessed fees during the period your child(ren) is enrolled in the program in accordance with the fee schedule established in the Franklin Township Child Care handbook;
2. Pay all fees on time each month. Your child(ren) may be excluded from this program if the monthly fee is not paid, or the monthly fee is paid late twice in any given year;
3. Abide by the daytime school policies regarding behavior and health issues;
4. Notify the Coordinator if another adult has been designated to pick up your child(ren);
5. Provide lunch for your child(ren) if applicable. Students may bring a lunch to school or may purchase a school lunch. Milk may be purchase separately;
6. Provide a healthy snack for your child(ren) enrolled in the Before School Care Program;
7. Must not drop off child(ren) enrolled in the Before School Care Program before 7:00 am;
8. Must pick up child(ren) enrolled in the After School Care Program by 6:00 pm, a late fee of \$1.00 per minute per child will be charged for children who are picked up late.

### **C. Additional Fee Information**

1. Financial Sliding Scale Fees\* for families who qualify for free/reduced lunch:
  - a. Free: Pay 40% of the contracted fee
  - b. Reduced: Pay 70% of the contracted fee
  - c. Hardship: A determination will be made by the Administration.
2. \*These rates will be implemented after our referred sources for financial assistance have been exhausted.
3. Checks should be made payable to: FRANKLIN TOWNSHIP SCHOOL CHILD CARE
4. Checks may be given to the Program Coordinator.
5. As this program is not intended to operate at a loss, the Franklin Township School Board of Education reserves the right to increase fees as necessary.
6. Childcare programs will be billed on the 1st of each month for the prior month and will be due on the 15<sup>th</sup> of each month.
7. A nurse is not available during Before School or After School Care. Medications cannot be administered by the Child Care Staff. However, the child may self-medicate; if a release form is signed by the child's doctor. Staff members may store the medications as needed.
8. If a child needs special assistance, i.e. aide, etc., an aide would be hired; as this program is parent paid, the costs for this additional service would be billed to the child's parent.

FRANKLIN TOWNSHIP SCHOOL  
**CHILD CARE APPLICATION**  
*(One application is required per child)*

**GENERAL INFORMATION:**

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

Date of Birth: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**EMERGENCY INFORMATION:**

Father's Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Mother's Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

\*Alternate Contact: #1 \_\_\_\_\_

Phone: \_\_\_\_\_

\*Alternate Contact: #2 \_\_\_\_\_

Phone: \_\_\_\_\_

*\*Should be an adult living locally who can assume responsibility for your child/children.*

**LIST ADDITIONAL PEOPLE THAT MAY PICK UP YOUR CHILD:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**Program Selection:** to ensure proper staffing and correct billing you must select what programs you will be enrolling in for the 2017-2018 school year. **You will be billed for what you sign up for until we receive in writing an updated application. (Required)**

**1. Before School Care** (Will be billed monthly)

Hourly \_\_\_\_\_

Unlimited \_\_\_\_\_

**2. After School Care** (Will be billed monthly)

Hourly \_\_\_\_\_

Unlimited \_\_\_\_\_

**3. Preschool Care** (Will be billed monthly)

Hourly \_\_\_\_\_

Unlimited \_\_\_\_\_

AM \_\_\_\_\_ PM \_\_\_\_\_

2 days/wk \_\_\_\_\_ 3 days/wk \_\_\_\_\_ 5 days/wk \_\_\_\_\_

**Before Care Program (7am-8:20am)**

	Hourly Rate	Unlimited
1st Child	\$6.50	\$115/month
2nd Child	\$5.00	\$85/month
3rd Child	\$4.00	\$70/month

**Afternoon Care Program (3:15pm – 6:00pm)**

	Hourly Rate	Unlimited
1st Child	\$6.50	\$215/month
2nd Child	\$5.00	\$160/month
3rd Child	\$4.00	\$130/month

**Preschool Care (morning session or afternoon session)**

	Hourly Rate	Unlimited Morning or Afternoon	Unlimited Morning or Afternoon	Unlimited Morning or Afternoon
		2 days/wk	3 days/wk	5 days/wk
1 <sup>st</sup> Child	\$6.50	\$130/month	\$190/month	\$320/month
2 <sup>nd</sup> Child	\$5.00	\$100/month	\$145/month	\$240/month
3 <sup>rd</sup> Child	\$4.00	\$75/month	\$115/month	\$190/month

**SIGNATURES:** *I hereby understand the fees and regulations.*

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE