



# Charter After School Enrichment (CASE)



## Parent Contract

1. The hours for CASE are 7:00 am - 8:30 am Monday through Friday, 3:00 pm to 6:00 pm Monday through Thursday and 12:30 pm to 6:00 pm Friday.
2. We are located in room 27 (3rd grade and up) & 28 (Kindergarten-2nd grade).
3. The phone number for the program office, room 27, is (530) 273-8723 ext. 244. You may also call our program cell phone at 530-559-7345. Our program email is [ndecker@gvzd.k12.ca.us](mailto:ndecker@gvzd.k12.ca.us).
4. Before school provides a morning snack that is served at 7:30 am and after school provides a snack that is served at 3:15 pm. If your child has any special food requirements, you will need to provide a snack for your child.
5. Parents are responsible for signing their child(ren) in and/or out everyday that they attend. If your child is not signed in and/or out, a full day cost will be assumed.
6. The rate for a student attending before school is \$2.50 per half hour and the cost for after school is \$5.00 per hour, or any part of an hour.
7. There will be a 15-minute leeway given for afternoon pick-up. If the pick-up time is less than 15 minutes into the hour, there will not be a charge for that hour.
8. The CASE staff will need to be informed if a student will be attending on an unscheduled day or a student will not be attending on a scheduled day. Notice needs to be given before 6 pm on the day prior to the schedule change.
9. If a student is signed up to attend the program and does not show up without us having prior notice you will be charged based on your average usage. If your child is sick, we must be notified by 9:00 am on the day they will not be attending. Informing the school does not inform us!
10. Drop in fees: If we do not have advance notice that your child will be attending on an unscheduled day, there will be a \$5.00 fee charged on top of your use for that day.
11. It is the parent's responsibility to inform the CASE staff of all schedule changes. Acceptable forms of communication are: a phone message, an email, a note in our box in the workroom or a text to the program cell phone. Telling the office or your child's teacher are NOT guaranteed ways to send your message.
12. There is a \$25.00 non-refundable deposit that is due upon registration. This deposit will go towards your child's use of the program.

13. Invoices will be sent home in the first week of the month via email. Please indicate below if you would like a paper copy sent home through your child's teacher. Payments will be due by the end of the month in which the invoice is received.
14. There will be a late fee of \$10.00 that will be applied on the first of the month following the month the payment was due.
15. The following dates are half days, on which we will be open from 12:30 pm to 6:00 pm:
  - ➔ August 13-29 (early release kindergarteners), Nov. 26 and Jan. 26-30 (student led conferences).
16. No care will be available on the following dates:
  - ➔ Sept. 1 & 22, Nov. 10-11, Nov. 27 & 28, Dec. 24-26, Jan. 1, 19 Feb. 2, 13 & 16, April 6, and May 22 & 25.
17. Camp on Campus will be available for the following dates:
  - ➔ Oct. 13-17, Dec. 22-23 & 29-31, Jan. 2, March 30-April 3.
  - ➔ If you are interested in attending Camp on Campus please contact the program supervisor. It is a separate program from CASE and requires separate paperwork.
18. The before and after school programs are an extension of the school environment. Therefore, all school rules apply. Please refer to your Grass Valley Charter School Handbook for details.

**KEEP THIS PAPER FOR YOUR RECORDS**



# Charter After School Enrichment (CASE)



## Parent Agreement

I have read, understand and agree to the parent contract.

- Yes
- No

I give permission to Charter After School Education to photograph my child and to use the pictures in connection with their work without consideration of compensation of any kind. I release CASE from any claims that may arise in said regards.

- Yes
- No

I give permission to CASE to use my child's photograph on Facebook.

- Yes
- No

I give permission for my child to use the internet under the supervision of the CASE staff.

- Yes
- No

I give permission for my child to watch G and PG rated movies under the supervision of the CASE staff.

- Yes
- No

**Please sign and return to the Charter After School Enrichment staff with your \$25.00 deposit.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student(s) Name



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## Contact Information

Please provide the following information for our records. This will assist us in ensuring that you receive all program communication.

Check if you would like a paper copy of your invoice sent home through your child's teacher.

### Mailing Address

Name - \_\_\_\_\_

Street - \_\_\_\_\_

City, State, Zip - \_\_\_\_\_

### E-mail

Mom - \_\_\_\_\_

Dad - \_\_\_\_\_

### Cell Phone

Mom - \_\_\_\_\_

Dad - \_\_\_\_\_

### Day/Work Phone

Mom - \_\_\_\_\_

Dad - \_\_\_\_\_

### Home Phone

Mom - \_\_\_\_\_

Dad - \_\_\_\_\_

\*Please indicate your primary/preferred email & phone.