



**2016-2017 ANNUAL EXTENDED CARE CONTRACT**  
**Extended Care Hours: 7:00 a.m. to 6:30 p.m.**

Parents are **required** to have an Extended Care Contract for each student. Providing a safe environment for your child(ren) is very important at Milpitas Christian Schools. To ensure their safety, children that are not picked up on time after school will be signed into Extended Care. All school holidays, breaks and in-service days (when extended care is open) are included in the monthly rates provided below. Please consider the options carefully. If you have any questions, please call the Business Office at (408) 945-6530. Please complete one contract per child and return the signed contract(s) to the Business Office.

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Contract start date: \_\_\_\_\_ Family Account #: \_\_\_\_\_

**CONTRACT TYPE - - - - PLEASE CHECK ONLY ONE!**

<b>Emergency Only</b> <input type="checkbox"/>	<b>Hourly Only</b> <input type="checkbox"/>	<b>Morning and Afternoon</b> <input type="checkbox"/>	<b>Afternoon Only</b> <input type="checkbox"/>
Emergency Drop-in Charged per use	Hourly Fee \$6.00 per hour, 5 hour minimum	TK-8: \$325.00 per month	TK-8: \$275.00 per month

**Definitions:**

**Emergency only:** This service is for families not expecting to need extended care. It is available for the rare occasions when you may not be able to pick up your child on time. It is billed only when used: \$15 each for the first 3 occurrences per month, and \$25 for each occurrence after the first 3 in a given month. Incurred fees will be billed on the next monthly statement.

**Hourly only:** This service is for the moderate user of the extended care program. The number of hours to be used is flexible, but there is a minimum monthly charge of \$30.00. You will be billed \$6.00 per hour (rounded to the nearest quarter hour) beyond the first 5 hours of use. If you use less than 5 hours you will be billed the **minimum fee of \$28.75**. The minimum monthly fee and any additional incurred fees will be billed on the next monthly statement.

**Morning and Afternoon:** This service is for the full-time user that needs to drop off child(ren) prior to the beginning of school and needs after school care as well. The number of hours is unlimited during normal program hours. It is billed on a monthly basis, in advance. **Grades TK-8: \$325.00**

**Afternoon only:** This service is for a full-time user who **does not require morning extended care**. The after school use is unlimited during normal program hours. It is billed on a monthly basis, in advance. If morning extended care is used while on this plan, an emergency use charge of \$15 per occurrence will be billed on the next monthly statement, or the student will be changed to a Morning and Afternoon contract by the Business Office. **Grades TK-8: \$275.00**

**Late Pick-up Fees:** Extended care closes promptly at 6:30 p.m. If child(ren) are picked up after 6:30 p.m., late fees will be charged: \$20.00 for the first 15 minutes (6:30 p.m. - 6:45 p.m.), and \$2.00 per minute from 6:45 p.m. until they are signed out. Incurred fees will be billed on the next monthly statement.

**Sign In and Sign Out:** Children will only be released to their parents, a custodial adult, or the adults listed on their emergency form. If a child is to be picked up by an adult who is not listed on their emergency form, we require written permission from the child's parent(s)/custodial adult to be given to the extended care staff. It is the parent's and/or authorized adult's responsibility to sign each child in or out of the extended care program. (Extended care staff will sign children in to after school care.) To keep your child(ren) safe and accounted for, any student who is not picked up within 15 minutes after school dismissal will be signed in to extended care. **A fee of \$5.00 (per occurrence) may be charged to your account for failure to sign your children in or out of extended care, after the second occurrence.**

**Behavior:** Children must use much the same behavior as required in the classroom, such as using the golden rule. Children who do not respect the rules and authority of our extended care program may lose the privilege of using it.

**Changes:** Changes made prior to the end of the month will be effective the following month. The first change in a school year is free. Any subsequent changes will be billed at \$25.00 per change, per student.

I have read and understand the type of service I have requested and will abide by the rules and standards set forth in the extended care program of Milpitas Christian Schools.

\_\_\_\_\_  
 Parent's / Custodial Adult's signature Date