



# Trillium Charter School



## Aftercare Program Contract 2023-2024

1464 Spear Ave. Arcata, CA 95521 • office (707) 822-4721

Trillium offers before and after school care that is available for all families in our school community in the form of scheduled or drop-in childcare.

To participate in the program:

- All clients must turn-in a signed contract,
- Submit a list of emergency contacts & people who are allowed to pick up their child,
- Pre-pay a deposit on their account that is equivalent to their estimated monthly usage of the program. (This deposit will be applied to a clients' last month's bill)
- Keep their account "current" by paying each month's bill to maintain their prepaid balance.

Scheduled Care - Parents/guardians shall submit a schedule of estimated care that coincides with their weekly work schedules, and notify the program of any changes to this schedule in advance.

Drop-in Care - Is available for families who submit a pre-paid deposit for roughly estimated monthly care.

**Morning Care Hours:**

Mondays - Fridays 8:00am-8:30am

**Kindergarten Care Hours:**

Mondays - 1:00pm-2:15pm

Tuesdays - Fridays 1:00pm-3:15pm

**Aftercare Hours:**

Mondays 2:15pm-5:15pm

Tuesdays - Fridays 3:15pm-5:15pm

Early Dismissal Days (see school calendar) - 1:00pm-5:15pm

**Billing Options (check one):**

Aftercare Pre-Paid Hourly Rate = \$3/hr

Kindergarten Care Pre-Paid Hourly Rate = \$5/hr

Changing Tides, TANFF, other non-specified program (not prepaid) \$5/hr

(check here if program approval is pending—specify program here: \_\_\_\_\_)

**Please fill out the following:**

**Student Name(s):** \_\_\_\_\_ will be participating in the Trillium Aftercare Program.

I, (**Parent/Guardian Name**) \_\_\_\_\_ have read the Aftercare Program Guidelines and agree to contract with the Trillium Aftercare Program to care for my child within the before and after school hours. I will maintain a current pre-paid account for my child, for their admittance into the Aftercare Program. The Trillium Aftercare Program will adhere to all School rules set within the Parent Handbook. I will read the Parent Handbook and stay informed about school rules.

Date \_\_\_\_\_

Signature of Parent/Guardian(s) \_\_\_\_\_

**(turn over for next page)**

## Estimated Care Worksheet

Instructions: Use this chart to calculate how many hours your student will need care.

Care Start Time	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Total Hours
<b>Morning</b> (starts @ 8a)						
<b>Kindercare</b> (starts @ 1p)						
<b>Aftercare</b> (starts @ 2:10p Mondays)  (starts @ 3:15p Tues-Fri)						

**Daily Morning Care times = 8:00-8:30a**

**Kindercare = 1:00-2:15p**

**Aftercare Mondays = 2:15-5:15p**

**Aftercare Tues-Fridays = 3:15p-5:15p**

Step 1: (Total Estimated Weekly Hours) \_\_\_\_\_ X (\$3/Hour) = Your Weekly cost of care \_\_\_\_\_

Step 2: To find your Initial Prepay Deposit amount based on your estimated monthly usage. Multiply your weekly cost of care by the number of weeks a month you will need the care.

(Your Weekly cost of care) \_\_\_\_\_ X \_\_\_\_\_ (Number of weeks in the month you will need care - one month average is usually 4 weeks)

= Your Pre-pay amount will be: \_\_\_\_\_

## **Important Program Information:**

- Description of our Pre-Pay System - When you apply to participate in the program, you will receive an Initial Pre-Pay Deposit Invoice. This invoice is based on the weekly schedule you submit to the office and reflects an estimation of a typical month's usage\* - this is your initial pre-pay deposit (typical months usage = an estimation of how many hours a week your student will be participating in the program x 4 weeks). This invoice must be paid in advance of your student starting the program. All subsequent bills will reflect your student's actual hours spent in the program. The deposit will be held to pay for your last month's invoice to close your account.
  - Bills for a month's accrued hours will be issued the 1st week of the following month (ie. April's hours will be reflected on the May invoice) and must be paid upon receipt OR no later than the last day of the month, before the next billing cycle begins. Accounts that have more than 2 consecutive months "past due" are subject to suspension from the program.
  - Clients may choose to use their pre-pay deposit to pay for outstanding balances, but must reimburse that amount the following month.
  - Clients may be asked to modify their pre-pay deposit if they increase/decrease the amount of hours they are using each month.
  - A copy of your signed contract and monthly billing will be located in your child's Aftercare file and copies will be available upon request.
- **REIMBURSEMENT ACCOUNTS - Active** Changing Tides, TANFF, or other state/federal sponsored program reimbursement clients may waive the initial pre-pay deposit. **Pending** accounts must adhere to the pre-pay program rules and are responsible for balances accrued until reimbursement is received. Clients must adhere to their sponsored program rules and reimbursable time allotments. All program hours that fall outside of the reimbursement period must be paid out-of-pocket by the client to Trillium's Aftercare Program.
- **PARENTS, PLEASE AVOID LATE PICK-UPS.** Late pick-up is subject to a prorated \$40/hr overtime fee. Please call ASAP in the event of an emergency and we can help you find an alternate option for your child's transportation.
  - You, or someone else on your "pick up list" **MUST** sign your child out of the Aftercare Program with a clearly written name and time of pick up. If you have another person picking up your child that is not on your approved list, please call to notify the school office in advance of pick up.
  - Keep your Emergency Card on file at the school updated with any phone # or address changes, also indicate if your child has any known allergies to foods or environmental factors that could lead to any health emergency. Please read the Trillium Charter School Parent Handbook for more info on our safety protocols.
  - Your child's safety is our utmost concern, please direct any questions or concerns regarding the program, its staff or management to the office—not to the working staff. Prolonged conversations take the staff's attention away from watching the children.
  - Trillium Charter School rules and behavior expectations apply to all students who participate in the program. Any repeat behavioral issues that arise and detract staff attention from group safety will be discussed together with parents, administration and staff to provide the best possible solutions for the student to continue safely in the program.