



## Parent Agreement

- 1) The childcare registration fee is \$40 per child (non-refundable) and your child must have an active annual membership to the Boys & Girls Club.
- 2) Fun Club runs on days when school is in session. On holidays or other school closings, full day care will be held at the Club at an additional cost (a separate registration is required).
  - a. **Exceptions:** The Club is closed on New Year's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, and December break.
- 3) The Boys & Girls Club will be closed when Billerica Public Schools are closed due to weather. No programs will be held.
- 4) Tuition **includes** school days, early release days, and half days for the days you are registered to attend. Tuition **does not include** professional days, holidays and vacation days (i.e. February vacation, April vacation). Payments are broken down equally over 10 months. **Tuition is subject to change with a minimum of two-week's notice.**
- 5) Tuition **must** be paid by the 25<sup>th</sup> of the month. ***No deductions are given for absences, vacations or holidays.*** A \$25 late fee will be assessed if payment is not made. If the payment is not received by the last day of the month, your child will not be allowed to attend the program until your account is up to date.
- 6) Pick-up Policy:
  - Parents must enter the facility and sign their children out daily with a proper ID
  - On days your child is at the Club, you will also be required to enter the facility to sign them in and check them out; Proper ID is required for pick up.
  - Late Child Pickup: A fee of \$10.00/family for the first 10 minutes and then \$1/minute if later than 10 minutes will be applied to your MyProcure Account.
- 7) You must call the Club at 978-667-2193 x103 or email [childcarebilling@billericabgc.com](mailto:childcarebilling@billericabgc.com) by 12 p.m. for Fun Club, any day your child will not attend. Please understand a refund and/or credit will not be given for that day.
- 8) Parents may be called to pick up children when they are ill. Children absent due to contagious diseases may not return until they are no longer contagious.
- 9) Parents may be called to pick up children in the event of behavior deemed unacceptable or unsafe by program staff.
- 10) Should the program staff determine your child has not adjusted to the program, a parent conference will be scheduled, and the child may be removed and this agreement terminated.
- 11) Programs are not responsible for articles brought from home. Home toys are not allowed at Fun Club.
- 12) Written notice is required by the 25<sup>th</sup> of the month in the case of withdrawal. Payments already made for the month are non-refundable. ***Schedule changes must be submitted by the 15<sup>th</sup> of the month prior to the change to [childcarebilling@billericabgc.com](mailto:childcarebilling@billericabgc.com) and are only allowed twice per school year (September – December and January – June).***
- 13) Should you bounce a check, there is a bounced check fee of \$25.00. Payment is due immediately.
- 14) Documentation of a physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements, must be kept on file at your child's school.
- 15) Parents/guardians are responsible for reviewing the Parent Handbook and all addendums before each school year and should direct any questions to the Childcare Director. The childcare parent handbook and addendums are accessible at any time at <https://www.billericabgc.com/fun-club-forms>
- 16) This agreement is subject to change in whole or part with 2 weeks' notice.

I acknowledge that I have read, understand and agree to the registration and payment policies of the Boys & Girls Club of Greater Billerica. I acknowledge that the information I listed on the registration form, pages 1-3, is true and accurate.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_