



Department of Afterschool Programming  
Sandpiper Shores Afterschool Program  
**Parent Statement of Understanding**

**\*\*\*Please read and sign where indicated and return to the afterschool director to complete your student's registration.**

**PAYMENT POLICY**

**Tuition must be made for the complete month.** To facilitate family budget planning, payments may be made in one payment for the complete month OR in two installments per month (see schedule below for due dates). Payments must be made prior to services rendered. If your student(s) enroll after the first installment due date, the total monthly tuition OR the first installment must be made upon registration. Payments not made on or before due date are subject to a **late payment charge**.

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

**WITHDRAWAL/LATE PAYMENT/LATE FEE POLICY**

I understand and agree to abide by the policy that there is a two-week written notice and payment requirement for withdrawal of any student from the Afterschool program. In addition, I understand that no refunds or credits will be given for vacations, illness, withdrawals or disruptive behavior releases. I further understand that if fees are not paid for by the due date that my student will be automatically withdrawn from the program and there is no guarantee that space will be available at a future date. I also understand that if my student is picked-up late there is a late fee. If they are picked up late more than three times, they are subject to dismissal from the program with no refunds or credits given.

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

**NON SUFFICIENT FUNDS POLICY**

Please see the attached contract with CheckCare, a third party collection service for returned checks.

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

**DISMISSAL/SIGN OUT PROCEDURES**

I understand that for the safety of my student(s), any person I assign to pick up my student(s), is required to produce photo ID upon request at sign-out on a daily basis. I further understand that I, or any person I assign, are required to use official *full* signatures on any and all afterschool documents, including registration forms, sign-out sheets, parent notes etc. Furthermore, every sign-out sheet must include the time of pick-up. I also understand that my student's information will need to be updated regularly. Inappropriate behavior including hostile, threatening language from parents can result in parents having to make other arrangements for student pickup. Failure to follow these policies will result in *immediate* dismissal of the student from the program.

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

**TEACHER/STAFF SIGN OUT**

I give permission for my student(s) to be signed out by teachers/staff of **Sandpiper Shores** in order to help in classrooms, receive extra help, etc. I understand that my child will be under the supervision of school staff during the time they are signed out of afterschool.

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

**BEHAVIOR GUIDELINES**

Behavior reports indicate an ongoing problem that needs to be resolved. Behavior plans and parent/teacher support will be sought and age-appropriate consequences will be assigned. The third behavior report will result in the student being dismissed from the Afterschool Program, without refund. Reasons for behavior reports will include but not be limited to; any violence, failure to follow directions or safety rules, inappropriate language, disrespectful behavior towards the afterschool staff and/or others, etc. Should it be determined that a student’s behavior proves harmful to him/herself or others, immediate dismissal from the program will result.

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

**RATED MATERIALS PERMISSION**

I give permission for my student (s) to watch **G** and **PG** rated materials during Afterschool hours. I feel assured that appropriate supervision will be in place.

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

**PERSONAL ITEMS**

I understand that personal items including, but not limited to: collectibles, trading cards, stuffed animals, lunch boxes, electronic devices, or any other personal items are not allowed during Afterschool hours. If personal items are brought to school, they must be kept in the student’s backpack. **Afterschool is not responsible for any personal items including clothing.**

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

**SPORTS/ACTIVITY PERMISSION**

I hereby give permission for my student(s) to participate in sports and activities through the Sandpiper Shores Afterschool Program. I release the program and staff from any responsibility due to injury.

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

**PARENT STATEMENT OF UNDERSTANDING**

I have read, understood, and accepted afterschool rules, policies, and procedures.

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

**THANK YOU FOR SHARING YOUR CHILD WITH US!**