

Lamb of God EXCEL – Extended Care & Learning Program

Lamb of God Lutheran School
6232 N. Jones Blvd. Las Vegas, NV 89130
Phone (702)645-1626 Fax (702)645-6031

Office Use Date Received
Received By

2010-11 CONTRACT

Child's Name: _____ Birth Date: _____ Grade (10-11): _____

I wish to enroll my child in the EXCEL Program for:

Before & After School _____ Before School Only _____ After School Only _____ Daily Use Only _____

Monthly Program Rates:

Before & After School (monthly fee)	\$225.00
Before School Only (monthly fee)	\$50.00
After School Only (monthly fee)	\$175.00

Drop-In Rates:

Pre-Registered (daily rate)	\$15.00/day (Does not include minimum days.)
(Contact the school office at least one business day in advance.)	
Non-Registered (hourly)	\$ 7.00/hour
Minimum Day(12:00 - 3:00)	\$20.00

Billing

All Excel charges are due on the first day of each month and will reflect on your monthly statement. It is the parents' responsibility to look for these charges and ensure their accuracy. Payments can be made at the elementary office or at the business manager's office in the church between 8:00 a.m. to 4:00 p.m. Monday through Friday or mailed directly to the school.

Late Pick Up Fees

Excel closes promptly at 6:00 p.m. A flat rate of \$50 will be charged to those picking up children after 6:00 p.m. in addition to \$5.00 per minute beginning at 6:05 pm. Families who are consistently late picking up their children will be asked to make other child care arrangements.

Withdrawal

In order to withdraw a child from this program, written notice must be given to the school office at least seven (7) working days prior to the date of withdrawal and fees are to be paid up to the withdrawal date.

Termination

This contract may be terminated at any time. Refunds will not be made if a child is terminated from the program. Chronic lateness is considered cause for termination of this contract. The clock in the EXCEL facility will be used to determine pick-up time.

Hours

The EXCEL program is open from 7:00 a.m. to 8:15 a.m. and 3:00 p.m. to 6:00 p.m. and on early dismissal days from 12:00 p.m. to 6:00 p.m. Monday thru Friday except holidays for which school is closed as marked on the school's yearly calendar. Children are not to be dropped off prior to 7:00 a.m.

Holidays

The EXCEL program is closed on all days school is not in session.

Sign In & Sign Out Procedures

Children MUST be signed in (when dropped off in the a.m.) and out (when picked up in the p.m.) each day by an adult (18 years of age or older) listed on the EXCEL Drop Off & Pick Up Authorization Form. This procedure is for your child's safety and must be adhered to at all times.

Medications

Medications will not be administered by EXCEL staff members. Children may not have medicines in their possession and may not medicate themselves.

Illness/Injury/Emergency

Children who have had a fever, vomited or had diarrhea during the previous 24 hours may NOT attend EXCEL. If a child becomes ill or is injured while in EXCEL a parent/guardian will be notified immediately and required to pick the child up as soon as possible. Fees or credits will not be made for illness or absence.

It is the responsibility of the parent to keep all contact and emergency information current. Any changes or emergency situations can be communicated through email to the school office at logschool@lambschool.org or call 645-1626. In case of an emergency please call 645-1626 ext.105 to contact someone in the Excel program.

Agreement

I understand that the Lamb of God Excel Before and After School Care Program will be provided for my child only as long as I fulfill each of the above requirements. I also understand and agree that the fees, rules, regulations, policies and procedures of this program are subject to change at the discretion of the administration but that I will receive two (2) weeks notice of any changes. Providing false or misleading information on this contract or other enrollment documents is grounds for immediate termination of this agreement and dismissal of my child from the EXCEL program.

I HAVE READ AND UNDERSTAND THE PROVISIONS OF THIS CONTRACT AND AGREE TO UPHOLD AND ABIDE BY THEM. I HAVE RECEIVED A COPY OF THIS CONTRACT.

Parent name: (please print) _____

Signature _____

Date: _____