

**Ithica Elementary School
After School Program
Tuition Payment Agreement and Receipt of Parent Handbook
2008-2009**

Tuition

ASP payments are due in advance. The cost of the program is \$6.00 dollars per day, per student. All checks and money orders (the preferred methods of payment) should be made out to **Ithica Elementary ASP**. Cash is accepted when necessary. Payments should be sent to school in an envelope with the child's name and ASP clearly written on the outside. A receipt will be issued for all payments.

ASP is funded through tuition payments. Parents should take great care in ensuring that tuition is paid on time.

Returned Checks:

If a check is returned due to insufficient funds, it must be picked up immediately and paid in cash. If the check is not paid, the student will be withdrawn from the program.

Late Payments:

The ASP director will distribute notices after an account is delinquent for 3 days. If an account is delinquent for more the 5 days, the student will be dismissed from the program.

Hours of Operation

ASP will begin at the final dismissal bell each day school is in session and will end at 6:00 p.m. Any student that has not been picked by 6:01 p.m. will have a \$15.00 charge added to their account. \$1.00 will be added for each additional minute after 6:15 p.m.

Late Fees

All late fees are to be paid at the time the student is picked up. Students will not be able to return to ASP until all late fees are paid. This policy will be strictly enforced.

****All students must have a signed Tuition Agreement before they are allowed to stay in ASP.**

I, _____, parent or guardian of _____, certify that I have received and read the IES After School Program Tuition Agreement. I understand the terms of this agreement and will abide by them. If I do not comply with these terms,, I understand that my child/children will be dismissed from the program. I also certify that I have received a copy of the 2008-2009 IES After School Parent Handbook.

Parent/ Guardian Signature

Date