

## **PRIME TIME MEMO OF UNDERSTANDING (2016-2017 SCHOOL YEAR)**

This Memo of Understanding reflects the commitment of the Blue Spring R-IV School District Prime Time (PT) to provide quality before, after, and full-day programming and the expectations under which participation occurs. Should the terms of this Memo of Understanding not be met, services may be suspended or cancelled.

1. I understand guidelines related to admission, care, and discharge of participants are contained in the PT Family Handbook and confirm receipt and review of said document.
2. I understand continuing communication and support are highly valued by the program and that the site lead is available to discuss, and/or meet regarding the developmental, behavioral, and individual needs of all participants.
3. I understand PT site leads may need to access school records, including those pertaining to institutions or districts previously attended, and that my signature on this document provides authorization for this to occur.
4. I understand Prime Time voluntarily meets Missouri licensure guidelines (i.e., school districts are exempt from this requirement). If the site is operating under a state grant, a copy of the rules will be kept in the PT Office for review.
5. I understand PT is an equal opportunity offering.
6. I understand all PT participants must be capable of full inclusion in all SJ activities and of self-managing toileting needs.
7. I understand PT may deny entry to and/or exclude any applicant when services or care fundamentally alter or impose an undue burden on the program.
8. I understand PT reserves the right to deny entry to and/or exclude any applicant whose presence poses a direct threat to his/her health and safety or of others.
9. I understand failure to disclose any and all special services and/or care needed when applying may delay entry into and/or result in exclusion from the PT program.
10. I understand a completed enrollment packet, including the return of a signed and dated Memorandum of Understanding Form, and a paid registration fee are required for each participant prior to the start of service.
11. I understand a non-refundable registration fee of \$40.00 (i.e., "Early Bird" - \$35.00) is due at the time of enrollment.
12. I understand that once dropped from the program a registration fee is required again for re-admittance, and if service was initially separated due to a delinquent account, program exclusion will occur immediately if payment is late.
13. I understand fees are assessed regardless of attendance with the only exception being vacation time.
14. I understand fees are prorated for less than 5-day weeks (i.e., payment must be made for all days PT is open).
15. I understand the enrolling parent is financially responsible for weekly fees and for assuring they are paid on time; that fees must be paid through the on-line RevTrak computerized depository process or by check (i.e., black or blue ink), cashier's check, or money order; and that a driver's license #, birth date, current phone #, and participant's name printed in the comment section are required for processing.
16. I understand fees must be paid promptly on the first day of scheduled program service each week and that there is a \$5.00 late assessment per week per participant when payment is overdue (i.e., only charged once for respective week).
17. I understand service will be suspended for the following week when payment is overdue, and if a late payment occurs more than three (3) times, the family will be exited from program service.
18. I understand PT opens at 6:30 a.m. and closes at 6:00 p.m., that there is a \$1.00 per minute fee per participant for early drop off or late pick up which will be applied to the family account, and that three (3) late pick-ups and/or early drop-offs may result in program exclusion.

**(PLEASE COMPLETE REVERSE SIDE)**

19. I understand when snow and/or full-days occur there is an additional fee (i.e., subject to attendance on snow days; must be signed up to attend scheduled full-days).
20. I understand the family account must be up-to-date prior to signing up for and/or attending full-day sessions.
21. I understand unless otherwise communicated by the site lead that parent provided food (e.g., AM snack/breakfast if not eaten at home, lunch, PM snack) and a beverage are required for all full-day sessions (i.e., will not be provided by program personnel).
22. I understand there is a \$15.00 returned check fee and that all payments and fees resulting from a returned check must be covered by a money order.
23. I understand three (3) checks returned for payment will result in money orders being required from that point on.
24. I understand tax information is provided as a courtesy and that requested statements may be withheld in the event an account is not paid in full.
25. I understand if financial assistance is received from a State agency, parents are responsible for paying any amount not covered, including enrollment/registration fees.
26. I understand participants must be signed-in each morning and signed-out each afternoon by a parent.
27. I understand participants will not be released to anyone not identified on the enrollment form unless the site lead is called and given the designated individual's name (i.e., the person must provide family password and, if unknown by staff, share photo I.D. at time of pick up).
28. I understand staff follow the discipline procedures outlined in the PT Family Handbook and district policy manual.
29. I understand participants may be recorded, photographed, and/or videotaped while attending PT activities and grant permission for this to this occur unless otherwise communicated in writing.
30. I understand and agree to adhere to all district medication/health and/or illness/injury guidelines.
31. I understand scheduled field trips, including walking, are: a) a PT curriculum component, b) involve wearing a designated program t-shirt, c) require participants to accompany their group to and from all venues on program provided transportation, d) necessitate the parent to make alternate arrangements for the day when unable or unwilling to take part as expected, and e) may at times involve extenuating circumstances that result in a site return delay.
32. I understand participants are allowed five (5) days of parent discretionary vacation absence (i.e., to be taken according to family need) without charge and that written notice is required a minimum of one week prior to taking vacation.
33. I understand families with outstanding monetary balances will be placed on the school's "Obligation List" and that residency verification and/or enrollment for future program participation cannot occur until payment is made.
34. I understand an anonymous "Prime Time Family Survey" will need to be completed for each participant near the end of the school year and that input is obtained for the purpose of improving program services.
35. I have signed my participant up to attend:
  - A.M. AND P.M. at the rate of \$55.00 per week for the first participant
  - A.M. AND P.M. at the rate of \$45.00 per week for each additional participant per family
  - A.M. OR P.M. at the rate of \$45.00 per week for the first participant
  - A.M. OR P.M. at the rate of \$40.00 per week for each additional participant per family

I have read the above Memo of Understanding information and the Prime Time Family Handbook and agree to abide by the conditions and stipulations contained within. I am aware the site lead is available to address any specific questions and/or concerns that may arise.

Participant's Name: \_\_\_\_\_ Program Site: \_\_\_\_\_

Parent Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_