



Child Care Program

2017-2018

Please provide the following information for each student attending The Brompton School Childcare program (also referred to as The Brompton Extended Care Program).

	Grade(2017-18)
PRINT Student Name: _____	_____
PRINT Student Name: _____	_____
PRINT Student Name: _____	_____
PRINT Student Name: _____	_____
PRINT Student Name: _____	_____

Father: _____

Mother: _____

Home Phone: (____) _____ - _____

Home Phone: (____) _____ - _____

Work Phone: (____) _____ - _____

Work Phone: (____) _____ - _____

Cell Phone: (____) _____ - _____

Cell Phone: (____) _____ - _____

Email: _____

Email: _____

Address: _____

Address: _____

City _____, State _____ Zip _____

City _____, State _____ Zip _____

Student(s) Lives With:

Mother____ Father____ Both____ Other____ (if "Other," please provide relationship to student(s) and contact information indicated above)

Childcare Fees and Late Fees

Child care is billed in 15 minute increments. Please see the attached fee schedule. Billing in smaller increments benefits our parents, many of whom use the child care in smaller increments of time, not full hours. If you pick up your child in the middle of a time increment, you will be billed for the longer time increment. For example, if you pick up your child at 4:40pm, you will be billed until 4:45pm (not for the full hour as was done in the past). **\$1.00 per child per minute will be charged for children picked up after 5:30 pm.** (Fees may be subject to change.)

Statements will be mailed home. Payment is due in full by the **25th** day of the month for the prior month. Checks must be made payable to ***The Brompton School***. ***Please do not include payment for any other school activity with this check.***

There is a late fee of **\$20.00** for each month that a payment is late. Please see the *Policy for Collection of Fees for Before/After Childcare Services*.

Students may not attend The Brompton Child care program unless FULL payment and ALL late fees have been paid up to date. Please see the *Policy for Collection of Fees for Before/After Childcare Services*.

Parents/guardians are responsible for all childcare payments and late fees. Parents/guardians will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments and late fees.

Any penalties and/or fees for returned checks will be the responsibility of the parents/guardians.

Hours and Breakfast/Snacks

Extended Day Program has extended school programming that serves The Brompton School students in Kindergarten through Eighth Grade. It runs Monday through Friday in the school cafeteria. The Brompton Extended Day Program is closed on days that school is not in session.

Activities are designed in keeping with The Brompton School philosophy and include opportunities for educational development, healthy lifestyle development, recreational & fitness activities, and social skills development. Hours of operation are:

7:00 a.m. – 8:15 a.m. (“Before Care”)

at the end of the school day – 5:30 p.m. (“After Care”)

All students not picked up at dismissal from school or any after school activity are escorted to The Brompton Child Care Day Program and families will be charged accordingly.

Drop Off: Between 7:00 a.m. – 8:15 a.m., students will be escorted into the school by their parent/guardian and signed in by the parent/guardian. No students will be allowed to enter the cafeteria without a parent/guardian.

Pick Up: Only authorized persons may enter the school cafeteria and sign out a student who has been signed in to The Brompton Extended Day Program. It is the responsibility of the parent/guardian to notify the school in writing of any changes to the authorized pick up list.

Parent/Guardian Responsibility: **The Brompton Child Care Program closes promptly at 5:30 p.m.** All students are to be picked up prior to the end of the program. **A late fee of \$1.00 per child per minute will be charged after 5:30 p.m.** The Brompton School is only responsible for children enrolled in the Brompton Extended Care Program during hours of operation.

Breakfast for Before Care Students: If students are not able to eat breakfast before arriving to Before Care, the parent must send the child into the program with a juice box or milk and a simple breakfast. The student will be responsible for throwing away his/her trash and cleaning up his/her area. The Brompton School Child care program does not provide breakfast or beverages.

Snacks for After Care: A snack and drink are provided by The Brompton School. Families are charged 50 cents for a snack and 50 cents for a drink per student. If you prefer, you may send a snack for your child.

Discipline Policy

The Brompton Extended Day Program follows the same discipline policy and procedures as The Brompton School. Student consequences for not following the school discipline policy and procedures are:

- 1st Warning
- 2nd Consequence to be determined
- 3rd Parent/Guardian Contact
- 4th Principal Contact
- 5th Conference with Parent/Guardian, Supervisor of the Brompton Extended Day Program and Principal

Continued misbehavior may result in suspension and/or dismissal from the program.

Sick Students

Sick students may not attend The Brompton Extended Day Program, as this may cause other students to become sick as well. If a student becomes ill while attending The Brompton Extended Day Program, the parents/guardian will be notified and expected to pick up the child. A student that is “sick” may have the following symptoms: a fever, a rash, vomiting, unexplained symptoms, or any student who appears to be less than healthy. It is up to the supervisor of The Brompton Extended Day Program to decide if a student is too sick to be at the childcare program.



Extended Care Program

RATE SHEET _____ 2017-2018

1 Child Rate	per 15 minutes	\$1.25
2 Child Rate	per 15 minutes	\$1.75
3+ Child Rate	per 15 minutes	\$2.25

Drop Off Time
7:00:00 AM
7:15:00 AM
7:30:00 AM
7:45:00 AM
8:00:00 AM

1 Child	2 Children	3+ Children
\$ 6.25	\$8.75	\$11.25
\$ 5.00	\$7.00	\$9.00
\$ 3.75	\$5.25	\$6.75
\$ 2.50	\$3.50	\$4.50
\$ 1.25	\$1.75	\$2.25

Pick Up Time
3:31 - 3:45:PM
4:00:PM
4:15:PM
4:30:PM
4:45:PM
5:00:PM
5:15:PM
5:30:PM

1 Child	2 Children	3+ Children
\$1.25	\$1.75	\$2.25
\$2.50	\$3.50	\$4.50
\$3.75	\$5.25	\$6.75
\$5.00	\$7.00	\$9.00
\$6.25	\$8.75	\$11.25
\$7.50	\$10.50	\$13.50
\$8.75	\$15.75	\$15.75

From 3:15-3:30pm will be a grace period for pickup and sign in. For 2:15 p.m. Fridays and 1/2 day early release days, the same per child per 15 minute incremental rate will be followed as indicated in the box at the top, multiplied by the amount of time increments used.



Policy for Collection of Fees for Before/After Childcare Services

(Revised and Effective as of September 1, 2015)

Please keep in mind that in order to keep our childcare program in-house with reasonable rates, no pre-scheduled days and no commitments, we must maintain a 100% collection efficiency each month with minimal administrative duties.

1. The parents or guardians of each family who would use The Brompton School childcare services are required to sign a contract stating that they have read this 'Policy for Collection of Fees for Before / After Childcare Services' and agree to comply with the guidelines herein.
2. **Upon registration, every family will be required to create a childcare account with an initial payment of \$50.00.** This will be applied toward future child care services, beginning with your first childcare statement. Any credit as of June 30 can either be reimbursed or rolled forward as a credit for the following year.
3. Statements are mailed home monthly. Statements for May and June will be combined and mailed home in June.
4. Payment is expected on or before the **25th day** of each month. Cash, checks and credit cards are acceptable methods of payment. Credit card payments can be made online by accessing the RevTrak Webstore using the following link: <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>
5. There are no payment plans. Payments must be made in full by the 25th day of the month.
6. When a parent is billed a late fee for lack of payment, there will be a bright notice attached to that bill labeled PRE-SUSPENSION OF CHILDCARE NOTICE (see attached).
7. The child care billing employee may also send an email to these parents with the same exact wording as the letter. PRE-SUSPENSION OF CHILDCARE NOTICE will appear in the subject line. This email is done as a courtesy and is not a guarantee. Parents should rely on their statements to inform them of pre-suspension/suspension status.

8. If the parent(s) have not paid both their balance and the late fee by the due date, then all childcare is immediately suspended until paid in full. In order to return to the program, all outstanding balances need to be paid as well as the monthly average amount for the upcoming month.
9. The office and childcare supervisors will be supplied a SUSPENSION list of parents that did not pay by the required deadline on the 1st of each month.
10. The child care billing employee may also be sending each parent an email that has failed to meet the deadline with the same exact wording as the letter. The subject line will read SUSPENSION OF CHILDCARE NOTICE (see attached). This email is done as a courtesy and is not a guarantee. Parents should rely on their statements to inform them of pre-suspension/suspension status.
11. **As of July 1st every year, any outstanding balances will be turned over to a collection agency.**
12. In the event of delinquent payment, when a suspension is implemented, the first occurrence, if after school pick up arrangements have not been made, and the student is sent to aftercare, the student(s) may attend the aftercare program at a rate **double the standard rate per hour**. Childcare supervisors will try to call to alert the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program. **Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over to CPS for safety reasons. The next step becomes the responsibility of the parent.**

Divorced/Separated/Shared Custody

All parents will be sent a detailed bill showing all charges but each only asks for 50%. If either parent does not pay, then a Pre-Suspension Notice will be issued. If it is still not paid by the next due date, then all childcare stops.

_____ I HAVE READ AND ACCEPT THE ABOVE POLICIES AND PROCEDURES OF THE BROMPTON CHILDCARE PROGRAM. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

Print (Parent/Guardian 1 Name) _____ **Date** _____

Signature (Parent/Guardian 1) _____ **Date** _____

Print (Parent/Guardian 2 Name) _____ **Date** _____

Signature (Parent/Guardian 2) _____ **Date** _____



PRE-SUSPENSION OF CHILDCARE NOTICE

Your Brompton Childcare payment is delinquent. You have now incurred a late fee of \$20.00. Please see the attached billing statement. If payment in full, including this late fee, is not received by the due date, then all Childcare is suspended until payment in full is made. In order to reinstate your family in the Brompton Child care program, you will also have to pay your average monthly balance upfront prior to reinstallation to the program.

This suspension will happen on the 1st of next month, so please pay in full immediately to clear your account to avoid any interruption in care. The fastest way to make your payment is online at <https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due in order to prevent suspension of services.

****If you have any questions regarding this bill, please DO NOT speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Hansen. Sarah can be reached by phone or by email.**

Sarah Hansen
(262) 359-0419

If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern.

sarah.hansen17@yahoo.com



SUSPENSION OF CHILDCARE NOTICE

Your Childcare payment is now 2 months delinquent and all Brompton Childcare has been suspended effective the 1st of this month for the remainder of the school year.

Your billing statement is once again attached. Payment in full must be received, including all late fees. Should afterschool pick up arrangements not be made, and the student be sent to aftercare, the student(s) may attend the aftercare program at a rate double the standard rate per hour. Childcare supervisors will try to call to alert the the parent(s) again upon the student(s) signing into the program that day. The parents will then have 24 hours to make arrangements for alternate care or pay the balance in full for re-entry into the program. **Should the child not be picked up by the parent the following day, child protective services will be called by the child care supervisors and the child turned over the CPS for safety reasons.**

If this is a case of another parent not paying their portion, please remember that we do not get involved in any divorce decrees. Payment in full is still due for reinstatement. The fastest way to make your payment is online at:

<https://kenosha.revtrak.net/tek9.asp?pg=products&grp=46>

If you have any questions regarding this bill, please DO NOT speak with Mrs. Loewen or the office staff. Please address all billing questions to Sarah Hansen. Sarah can be reached by phone or by email.

Sarah Hansen
(262) 359-0419

If you receive Sarah's voicemail, please leave your name, the student's name and a detailed message regarding your concern.

sarah.hansen17@yahoo.com



Childcare Questionnaire (Revised 4/28/15)

We feel that it is important to support parents in their wishes; therefore we have developed this questionnaire to assist us.

Student Name: _____ **Date of Birth:** ___/___/___ **Grade** ____

Student Name: _____ **Date of Birth:** ___/___/___ **Grade** ____

Student Name: _____ **Date of Birth:** ___/___/___ **Grade** ____

Student Name: _____ **Date of Birth:** ___/___/___ **Grade** ____

Student Name: _____ **Date of Birth:** ___/___/___ **Grade** ____

- | | | |
|---|----------|----------|
| 1. Are your children allowed to have a healthy snack at a 50 cent charge? | Y | N |
| Second snack? | Y | N |
| 2. Are your children allowed to have a drink at a 50 cent charge? | Y | N |
| Second drink? | Y | N |
| 3. Would you like your children to start their homework in aftercare? | Y | N |
| 4. Are your children allowed to go to the computer lab during aftercare? | Y | N |
| 5. Are your children allowed to play outside with supervision during aftercare? | Y | N |
| 6. If your child has his/her own computer, are they allowed to play video games? | Y | N |

7. Does your child have any food allergies or allergies that we should know about? If so, please list completely:

8. Does your child have any health concerns that we should know about? (Asthma, heart conditions, etc.) Does this condition limit them in any way?

9. If there is anything special that you would like us to know about your child/children, please detail here.

PRINT Parent Name: _____

Parent Signature _____

Date: _____

BROMPTON CHILDCARE BILLING CONTACT INFORMATION

Please provide complete contact information for billing purposes. One bill will be mailed to the primary parent/guardian. Any subsequent bills will be emailed to a secondary parent/guardian, if one is listed. It is the responsibility of each parent to notify the biller directly of any changes in address/email address. It is also the responsibility of the parents to split bills, if necessary. The biller will not get involved in divorce decrees, or split households beyond delivering the itemized bills to each parent/guardian.

Name of Student(s): _____

Primary Parent/Guardian:

NAME: _____

ADDRESS: _____

CITY: _____, **STATE** _____ **ZIP** _____

I hereby agree to take financial responsibility for childcare expenses accrued by my child. I understand that by listing myself as the primary parent/guardian that I am solely responsible for all charges, and late fees, despite any non-payment that may occur from the secondary parent/guardian. _____ **Initial**

Secondary Parent/Guardian:

NAME:

EMAIL ADDRESS:

I hereby agree to take financial responsibility for childcare expenses accrued by my child. I understand that by listing myself as the secondary parent/guardian that I may be responsible for some charges, and late fees, and will make the appropriate payments, per any pre-existing agreement, timely. _____ **Initial**

I require a signed bill with Tax-ID to submit for reimbursement.
(I.E. Flexible Spending Account)