

Durham Public Schools

Before and Afterschool Contract:

- _ I understand the before and afterschool programs are open according to the official school calendar of Durham Public Schools and is closed during vacations, school holidays, and intersession (year round schools).
- _ I understand that I am responsible for payment of monthly fees to the Community Education department. Payment is due on the fifteenth (15th) of each month and one-month in advance. I will receive invoice statements by email each month. If my payment is late after the first (1st) of the month, I will be responsible for paying a \$5.00 late fee. Enrollment will be terminated if accounts are past due two billing cycles or more. Past due accounts are subject to a third party collection agency.
- _ Checks are gladly accepted. When you provide a check as payment, you authorize us to use information on the check to make a one-time Electronic Fund Transfer (EFT) from your account, or to process the payment as a check transaction. You authorize us to collect a fee through EFT or bank draft from your account if your payment is returned unpaid. Community Education reserves the right to require cash or credit card payments once a check has been returned for insufficient funds.
- _ A 3% convenience fee will be charged on all credit/debit card transactions (Unless enrolled in automatic draft).
- _ I will give a minimum two week notice in writing to the Accounting Department prior to withdrawal and I am responsible for payment of fees through the end of the bill cycle. If I enroll and withdraw within the same cycle, I owe for that current cycle in full.
- _ Enrollment is on a full time basis only. Part time enrollment will not be accepted nor can fees be prorated due to absences, or early withdrawals.
- _ I will update my child's emergency and other pertinent information as changes occur.
- _ It is my responsibility to sign my child into before school each day. I understand that children may be signed out ONLY by me or those persons I have named on the registration form. I will provide the site manager with any appropriate changes.
- _ This program must maintain a minimum number of students enrolled for the program to operate. Parents will be given a minimum 30 day notice if the program is cancelled due to low enrollment.
- _ I understand that a late pick-up fee of \$10.00 is charged for each 10 minutes or portion thereof after 6:00pm. Once I have accumulated five late pick-ups my services will be terminated.