

# WASC Services/Fee Agreement Form

Williams After School Club, Inc.  
141 Grove Street  
Auburndale, MA 02466

Phone: 617-527-8444  
Fax: 617-559-2013  
[www.williamsafterschool.org](http://www.williamsafterschool.org)

Date:

Child's Name:

Street Address:

City/Town:

State/Province:

Zip/Postal Code:

Home Phone:

Cell Phone:

Date of Birth (mm/dd/yyyy):  /  /

This "Contract for Child Care Services/Fee Agreement" is made this day of , by  
and between the Williams After School Club, Inc. and , the  
parents/legal guardians of the above listed child.

The Williams After School Club, Inc. agrees to provide child care services for named child in accordance with the Mission, Philosophy and Policies outlined in the respective Parent Handbook. The child is enrolled in the  
 K     1     2     3     4     5    classroom/age group on the following  
days of the week, for the time indicated each day:

- |                                    |                                 |                                 |            |                               |                               |
|------------------------------------|---------------------------------|---------------------------------|------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Monday    | <input type="radio"/> Part-Time | <input type="radio"/> Full-Time | Pick-Up by | <input type="radio"/> 3:00 PM | <input type="radio"/> 6:00 PM |
| <input type="checkbox"/> Tuesday   | <input type="radio"/> Part-Time | <input type="radio"/> Full-Time | Pick-Up by | <input type="radio"/> 3:00 PM | <input type="radio"/> 6:00 PM |
| <input type="checkbox"/> Wednesday | <input type="radio"/> Part-Time | <input type="radio"/> Full-Time | Pick-Up by | <input type="radio"/> 3:00 PM | <input type="radio"/> 6:00 PM |
| <input type="checkbox"/> Thursday  | <input type="radio"/> Part-Time | <input type="radio"/> Full-Time | Pick-Up by | <input type="radio"/> 3:00 PM | <input type="radio"/> 6:00 PM |
| <input type="checkbox"/> Friday    | <input type="radio"/> Part-Time | <input type="radio"/> Full-Time | Pick-Up by | <input type="radio"/> 3:00 PM | <input type="radio"/> 6:00 PM |

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. The Williams After School Club, Inc. may change the child's classroom assignment based upon program enrollment and ratio requirements.

A late pick-up fee of either \$10.00, \$25.00 or \$35.00 dollars will be billed to the parents/legal guardians of aforementioned child in accordance with the Late Pick-Up Policy outlined in the latest edition of the Parent Handbook. You are considered to be late if the child is not picked up by 3:00 PM or 6:00 PM, depending on your child's scheduled hours at the Williams After School Club, Inc. Late pick-up fees are due within fourteen (14) calendar days of date of infraction.

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Program Director in accordance with the Parent Handbook Policies and will require the execution of a new Contract for Child Care Services/Fee Agreement and payment of any additional registration fees and/or tuition increase. The Williams After School Club, Inc. reserves the right to deny any request for schedule change for any reason within its sole discretion.

I, the undersigned parent/legal guardian of the above listed child, agree to compensate the Williams After School Club, Inc. for the above listed services in the amount of \$ , which is to be paid on a monthly basis. Tuition is paid prior to the performance of child care services. Tuition is due on the 25th of each month, on May 25th and August 25th and each month following to April 25th. Tuition is due whether or not the child attends the program. The tuition represents the child's place in the program. There is no credit given for vacation or emergency closure days, inclement weather or acts of God. A Late Tuition Fee of \$25.00 will be assessed if tuition is not received on or before the tuition due date, and child care services will be suspended until the tuition and any assessed late fees are paid in full.

This Contract for Child Care Services/Fee Agreement may be cancelled by the Williams After School Club, Inc. at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within thirty (30) days of cancellation.

This Contract for Child Care Services/Fee Agreement may be cancelled by the parents/legal guardians with two (2) weeks written notice. Written notice of cancellation must be submitted to the Program Director by the parents/legal guardians. Any unused tuition paid by the parents/legal guardians will be refunded within thirty (30) days of cancellation.

This Contract for Child Care Services/Fee Agreement will expire on the last day of the school calendar year under which child care services of the Williams After School Club, Inc. are being applied for if neither party has exercised its rights to cancel prior to said date.

By signing below, I, the undersigned parent/legal guardian of the above listed child, hereby acknowledge that I have read this Contract for Child Care Services/Fee Agreement completely, that I have had the opportunity to discuss the information contained herein with a representative of the Williams After School Club, Inc., that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the Policies contained herein by reference from the Williams After School Club, Inc. Parent Handbook.

### Primary (Parent/Legal Guardian)

Printed Name:

Relationship to Child:

Signature: \_\_\_\_\_

Date (mm/dd/yyyy):

 /  / 

### Secondary (Parent/Legal Guardian)

Printed Name:

Relationship to Child:

Signature: \_\_\_\_\_

Date (mm/dd/yyyy):

 /  /