

# Bedford Recreation Department KIDS' CLUB 2011-2012 Fee Schedule and Policies

(Subject to change with notice)

## REQUIRED REGISTRATION FORMS

All registration forms must be completed before your child may participate in any KIDS' CLUB program.

## NON-REFUNDABLE REGISTRATION/PROCESSING FEE: \$50 PER CHILD

The non-refundable registration/processing fee qualifies your child for all KIDS' CLUB programs from the first day of Summer Fun 2011 through the last day of school in 2012. (Exception: Children entering Kindergarten may begin KIDS' CLUB on September 7, 2011.)

## SCHOOL YEAR TUITION – SCHEDULED CARE

Families are charged a daily rate based on the schedule they choose (see chart below). Monthly tuition is the daily rate multiplied by the number of school days corresponding with the chosen schedule for the given month. Payments for school year tuition are due the 25<sup>th</sup> of the month prior to care.

<u>After School</u> School Dismissal – 6 PM		<u>Before School</u> 7:30 – Bus pick-up		<u>Monday K</u> 9 AM – 3:15 PM
Schedule	Daily Rate	Schedule	Daily Rate	\$43 Per Day
<u>Full Time</u> 5 Days Per Week	\$26	<u>Full Time</u> 5 Days Per Week	\$9	
<u>Part Time</u> 4, 3, 2, or 1 Days Per Week	\$31	<u>Part Time</u> 4, 3, 2, or 1 Days Per Week	\$10	

- ❑ School year tuition **DOES NOT** include No School Teacher Workshop Days and Vacations.
- ❑ Early Release Days do not cost extra for families registered for Scheduled Care on those days.
- ❑ **PERMANENT SCHEDULE CHANGES:** All changes in registration status must be put in writing (Drop/Add form) and submitted to the KIDS' CLUB Office. Availability must be determined by the office to add days. All changes must be made by the 25<sup>th</sup> of the month prior to the change. There is no refund of charges after this date.
- ❑ **OCCASIONAL SCHEDULE CHANGES:** Families may occasionally substitute one scheduled day for one unscheduled day within the same calendar week, if arranged in advance and provided that our licensing capacity allows it on that day. Please call the office to check for availability.

❑ **THERE ARE NO REFUNDS FOR SICK DAYS, FAMILY VACATIONS, OR OTHER ABSENCES.**

- ❑ When school is closed due to snow on a day your child is registered for Scheduled Care, you will receive a refund for that day.
- ❑ Bedford School's Kindergarten begins the day after the first day of school for all other grades. Scheduled Care does not begin for Kindergarteners until their first day of school on Wednesday, September 7, 2011. Parents of Kindergarteners may sign up for Full Day Drop-In on the day before their first day of school.

**DELAYED OPENING OF SCHOOL:** If there is a delayed opening of the schools, the KIDS' CLUB Before School program will open as follows: 1 hour delayed opening of school – KIDS' CLUB opens at 8:30 AM. 90 minute or 2-hour delay - KIDS' CLUB will open at 9 AM. Drop In space may be available. Families must call that morning for availability. The Monday Kindergarten program will begin at the usual time (9 AM). There are no refunds for Scheduled or Drop-In Care on these days as KIDS' CLUB is open.

**EARLY CLOSING OF SCHOOL:** If schools close early due to weather or other circumstances, KIDS' CLUB will remain open to the greatest extent possible on a case-by-case basis. As always, we appreciate your cooperation in picking up your child early on these occasions when possible. There are no refunds for Scheduled or Drop-In Care on these days as KIDS' CLUB is open.

**NO CALL FEE:** Parents/Guardians must notify KIDS' CLUB if their child will be absent. A "No Call" fee of \$5.00 will be charged when KIDS' CLUB is not notified of an absence.

**LATE PICK-UP FEE:** The late fee is \$5 for every 5 minutes (or portion thereof) after 6:00 PM. Monday Kindergarten late charge is the same as above beginning after 3:15 PM. If you are consistently late (after the 3rd time in a month) the fees will increase by an additional \$5 every 5 minutes. KIDS' CLUB has an accurate, radio-controlled clock at the sign out desk. Pick-up time is determined by this clock. Late pick-up fees will be billed monthly and must be paid with tuition.

**HOLIDAYS:** KIDS' CLUB will be **CLOSED** on legal holidays observed by the Town of Bedford: Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after, December 26, January 2, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day, and Memorial Day.

**SUMMER FUN, VACATION CARE, AND NO SCHOOL TEACHER WORKSHOP DAYS ARE NOT INCLUDED WITH SCHOOL YEAR TUITION AND REQUIRE SEPARATE REGISTRATIONS AND FEES:**

<b>Summer Fun 2011; December, February &amp; April Vacations</b>
Open 7:30 AM – 6 PM
\$60 Per Day (full vacation or full Summer Fun week)
\$65 Per Day (partial vacation or partial Summer Fun week)
Non-refundable \$40/week deposit required upon registration

<b>No School Teacher Workshop Days</b>
Open 7:30 AM - 6 PM
\$65 per day
Non-refundable \$35/day deposit required upon registration

**VACATION AND SUMMER FUN CHANGES**

Fee for withdrawal from Vacation Week programs and Summer Fun is the \$40/week non-refundable deposit if the change is made before the registration/payment deadline. See registration forms for deadlines. No refunds will be given after the registration/payment deadline due to fixed expenses and staffing ratios.

**DROP-IN CARE**

Children registered with KIDS' CLUB are eligible for Drop-In care if space is available. To sign up for a Drop-In, parents must contact the KIDS' CLUB office. Drop-In sign-up for the next month begins on the 26<sup>th</sup> of the preceding month (or the next business day) at 1:00 PM.

<b>DROP-IN RATES</b>	
After School	\$35
After School, ¾ Days	\$41
After School Early Dismissal Days (11/23, 4/6, 6/15)	\$48
Before School	\$12
Monday K	\$48
Full Day (7:30-6PM)	\$70

**PAYMENTS**

**Accepted forms of payment:**

- ❑ MasterCard/VISA - contact the Recreation office to make arrangements.
- ❑ Check payable to Town of Bedford. Mail to Bedford Recreation KIDS' CLUB, 12 Mudge Way, Bedford, MA 01730-2169 or place in the tuition payment mailbox outside the Director's office. There is a \$25 penalty fee for all returned checks (Town of Bedford Finance Department policy).

**Due Dates:**

- ❑ School Year Tuition Payment is due by the 25<sup>th</sup> of the month prior to care.
- ❑ Vacation, Summer Fun, and No Teacher Workshop Days payments are due on the date listed on the registration form for each program.
- ❑ A late fee of \$10 is charged for late payments unless other payment arrangements have been made with the Recreation Department.
- ❑ Repeated late payments may result in suspension of care.
- ❑ 2011 - 2012 registrations may be cancelled if there are any outstanding balances as of August 25, 2011.

**QUESTIONS OR COMMENTS ABOUT BILLING AND PROCEDURES?**

Please contact:  
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