

## Carousel Academy

### Wrap-Around Policy & Schedule Contract

- One hour of care is \$8 and a half hour of care is \$4. (We will round to the nearest half hour.)
- A weekly bill for payment will go home every Monday (after care has been provided). Payment will be due by **Wednesday**. If payments are consistently late, a charge of \$10.00 will be added to your bill.
- Payments must be brought directly to the wrap room in a **sealed and labeled envelope** with your **child's name, date** you sent it in, and the **amount enclosed**. Envelopes can be given to Mrs. Hoffmann or placed in the lock box. UPK teachers will not accept wrap around payments.
- Wrap is available from 7:30am – 4:00pm

**Please fill in the times and check all days that your child will attend wrap:**

- Please keep in mind you will be held accountable for the days scheduled and **will be charged** accordingly.
- **Changes to your schedule must be given at least one week in advance.**
- My child will be attending UPK during the (circle one) **AM session or PM session?**

Monday	Tuesday	Wednesday	Thursday	Friday

- Peanut free snacks are provided by the wrap-around program. Please note that it is just a snack. Children should have breakfast before school or they may bring it with them.
- Lunch is scheduled from 11:30 am to 12:00 pm. Please be sure to pack your child a healthy lunch in a lunchbox labeled with their first and last name.
- Children may be dropped off at 7:30 am or later and must be picked up by 4:00 pm. **Late pickups will result in an additional charge of \$1 a minute** and could result in removal from the program. Our license only permits us to have children until 4:00 pm.
- Payment can be issued via cash or check (made out to Carousel Academy).
- There will be a \$25 fee for returned checks. Receipts are available upon request.

Please sign and return this contract to acknowledge that you have read and understand the policies and schedule listed above. **A copy of the contract will go home with your child the first week of school for your records.**

We appreciate your continued support with our before and after school programs. If you have questions, please feel free to ask. Thank you!

Elena Hoffmann, Carousel Academy Wrap around Coordinator  
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I, \_\_\_\_\_, parent of \_\_\_\_\_ have read the Carousel Academy Wrap-Around Contract and will adhere to the expectations of the program.

Parent Signature

Date