**Please complete the front and back of this form and return with your paperwork**

Sunrise-Sunset Enrollment Guidelines and Agreement 2020-2021

By my signature, I confirm that I have read the entire registration form and understand the following policies regarding my child/ren’s enrollment in the 2020-2021 Sunrise-Sunset programs:

1. The child care programs are open according to the official school calendar of the Morris School District.
2. You must submit the NON-REFUNDABLE $25.00 Per Child School Year Enrollment Fee along with the registration materials to validate enrollment, regardless of when you enroll.
3. There is a monthly payment for the Sunrise/Sunset programs. The monthly payment is determined by dividing the cost for the entire year into ten equal monthly payments. Therefore, regardless of the number of school days in a particular month, or the month that your child begins the program, the monthly service fee is always the same.
4. Enrollment in the Sunrise/Sunset program is for a minimum of one month and once child/ren are enrolled, we will consider enrollment to be the same each month unless indicated otherwise in writing to the Community School.
5. You will not receive a monthly bill. You are responsible for payment of monthly fees using the coupon book that will be provided upon confirmation of enrollment, or you can set-up to have your credit card charged monthly.
6. Fees are due on the 1st day the month of service and may be charged a monthly late fee of $20.00 if not received. Non-payment of fees will result in termination of program services for your child/ren.
7. If you participate in ECC, you must swipe daily at drop-off and/or pick-up. Failure to swipe daily will result in removal from the program, or require you to lose ECC privileges and pay full tuition, You will be back-charged at the full rate for any days that you did not swipe.
8. You must give notice in writing prior to withdrawal from the program following the posted schedule change cut-off dates. Withdrawal will be effective the 1st day of the following month and no credits or refunds will be issued for the program. You are responsible for fees for the month reserved until withdrawal is effective.
9. There are no refunds, credits or make up days due to absence, illness, vacation or activities, you are responsible for fees for time reserved, not actual time spent at the program.
10. Changes to your child/ren’s schedule are effective the first of the month for the entire month.
11. Changes in scheduling must be received in writing. There is a $20.00 fee for each monthly schedule change made.
12. If the district experiences a Delayed Opening (Sunrise), Early Dismissal (Sunset), or full day closure (both) programs will not be held. There are no credits, refunds, or switching of days of attendance as a result of school closings.
13. You must keep your Family/Health information up to date and complete for safety/emergency purposes.
14. The Program staff will assume full responsibility for your child from the time he/she arrives at the program until your child leaves the program. You may not sign your child back into a program once they have been signed out for the day.
15. Sunrise/Sunset will follow the Health Guidelines and Procedures as outlined in the Health Information form in the event of accidents/emergencies.
16. The Sunrise program opens at 7:00AM. Children cannot be accepted prior to 7:00 AM.
17. Children must be signed into Sunrise and signed out of the Sunset program each day by an authorized adult. All additions to the original list must be received in writing to the office, prior to a pick-up.
18. **Closing time is 6 PM sharp and you will be responsible for a fine of $15.00 per 15 minute increment or any part thereof, per child, for any time you pick up later than 6 PM.**  More than 4 late pick-ups are grounds for cancellation of services.
19. If your child is absent from school, you do not have to contact the program. If your child is in school but will not attend the Sunset program on a scheduled day, you must notify the school that your child will not attend by written notification sent directly to the school through your child’s teacher, as well as calling our office.
20. All payments and transactions regarding your child should be mailed to P.O. Box 1485, Morristown, NJ 07962 or dropped off directly to the Community School office. Office hours are 8:00AM until 3:30 PM. A secure drop box is available outside of the office. At no time should payments/transactions be sent in with the child or given to the staff.

I agree to adhere to the stated policies and procedures of the Morris School District Sunrise/Sunset program as stated here, and give my child/ren permission to participate fully in this program.

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Signature Printed Name Relationship to Child Date

***All Program Policies & Procedures are available in the Family Policies and Procedures Handbook, available upon request.***