

Express Signature Form

(Submit after Completing Online Registration)

Please complete one form for each child being enrolled in Express.



Parent/Guardian Name:		Child Name:	
Child's Birth Date:	Home School:	Express Site:	Grade:

Statement Of Understanding, Field Trip And Transportation Permission, Medication Permission And Compliance

Please Read And Initial Each Statement

Initial Below	<p>Emergency and Medical Care Permission – In case of injury or sudden illness, I hereby give authority to any hospital or doctor to render immediate emergency aid/or any medical, surgical or hospital care, treatment and procedures as might be required at the time for my child's health and safety. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I understand that any expense for this service is my responsibility.</p>
	<p>Medical Permission for Hand Sanitizer, Hand Wipes, and Sunscreen – I give my permission for my child to use hand sanitizer or hand wipes if soap and water is not available, as well as sunscreen when needed. If sunscreen is needed, a Medication Authorization Form signed by a licensed healthcare provider is required for staff to be able to apply sunscreen.</p>
	<p>I recognize my child is expected to follow all safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to oneself or others. I understand that failure to adhere to the program and behavior policies could be cause for my child's dismissal.</p>
	<p>Field Trips – are planned as part of the Express program. Transportation will be provided to and from field trip locations. Notification of field trips will be at least one week prior to the date of the field trip. I am aware that I cannot drop off my child at a field trip location. If I choose not to have my child attend any field trip, I need to make other arrangements for the day.</p>
	<p>I understand DCYF licensing information, the Health Care Plan, and Emergency Crisis Plan are available for review upon request.</p>
	<p>Billing Information – Minimum enrollment is three morning or afternoon sessions per week for six consecutive weeks during the school year. This is a set weekly, non-flexible schedule. A minimum three-week enrollment (three days per week) is required for summer. A \$50 non-refundable registration fee per child is due at time of pre-registration for the upcoming school year to reserve your enrollment. The \$50 per child registration fee is paid each school year. Payment is due by the 1st of the month and must be received in full by the 5th of the same month. Late Payment Fee is assessed after the 5th and is 10% of the unpaid balance, not to exceed \$50 per month. Childcare services will be interrupted on accounts where payment in full is not made by the 25th of the current month. The interruption will be effective the 1st of the following month. If childcare is interrupted, your child will not be allowed to attend Express until your balance is paid in full and Express Billing has received a written request to return. Re-enrollment is conditional and based on available space. Schedule changes must be submitted in writing to the Express Billing Office (e-mail is preferred) by the 23rd day of the current month to take effect the following month and is accommodated based on space availability.</p>
	<p>Additional Fees – An additional fee of \$5 for each five minutes or portion thereof will be charged per child for child(ren) picked up after the end of each program or dropped off prior to the start of each program. An extra use charge will apply to all days not covered by the child's monthly schedule. Over use of non-emergency late pick-up or drop-off could result in withdrawal from the program.</p>
	<p>Withdrawal notification – must be submitted in writing (e-mail is preferred) to the Express billing office ten business days (or earlier) prior to the withdrawal effective date. The account will continue to accrue charges until written notification is received in the Express Billing Office. Parent/guardian is responsible for all charges up to and including the effective withdrawal date. Final payment on accounts is due ten days after the final statement date.</p>
	<p>Sibling and Other Discounts – The discount rate for siblings is 15% calculated on the sibling whose contract is of equal or lesser value. The sibling discount does not apply to additional fees, extra use charges, spring and summer break programs, or other full-day rates.</p>
	<p>We are only able to provide families with one childcare account per child. We cannot accommodate two separate parent/guardian accounts for scheduling and billing purposes.</p>
	<p>I have reviewed the EXPRESS Parent Handbook and SPS Emergency Guidelines.</p>

I have read and understand the terms of the billing contract and accept full responsibility for all childcare fees incurred under the contract. I further agree that I have read the Billing Agreement, that I understand the role of Express, and that I will abide by all rules, regulations, policies and procedures of the program.

Parent/Guardian Signature: _____ Date _____