

Play Safe Parent Contract

Schedules

1. All students' schedules are required to be turned in on a weekly basis to the park office. Only completed schedule forms will be accepted and put into the system. Casual notes, e-mails, or call-ins with an overview of your child's schedule will not be accepted. All students' schedules must be turned in to our Play Safe Coordinator at the Park on Monday, 1 week prior to the scheduled week needed. For last minute changes to the schedule, parents/guardians must notify both the park office and the elementary school secretaries.
2. Here are the following ways your schedules may be turned in:
 - **Email**-Send a **PDF/Copy of the Schedule**. Casual notes with an overview of your child's schedule for the week will not be accepted. Payment must be turned in/called in before the schedule is put into the system.
 - **Drop Box**- Parents/guardians may drop off an envelope with the attached schedules and payments. The child's name should be on the front of the envelope, as well as "Playsafe" so it may be filed into the proper folders.
 - **In Person**- you may also bring the schedule to the office and drop it off to the front desk.

******Payment must be attached with the schedule, or the schedule will not be entered into the system.**

Payment Options

1. **Play Safe is a prepaid program. All payments are to be prepaid!** If a parent/guardian is turning in a schedule there **MUST** be a payment with the schedule or the schedule will **not** be put into the system.
2. **Credit Card/Debit Card**- We accept credit/debit card transactions, and we can complete a transaction either over the phone or in person. All transactions will include a \$3.00 processing fee.

*We highly suggest adding your card information to our system so that it is on file. Cards will be charged weekly. This is a helpful option if you prefer to email your schedules on a weekly basis.

3. **Check**- All checks should be made out to Slippery Rock Area Parks & Rec. All checks should have their memo line filled out as "Playsafe- Week #_____" and also include the child's name.) Many children have the same last name in the district or they have a last name that differs from that of their parents. This helps us to ensure all payments are entered properly into the system.

- All checks will be deposited into the bank on Friday. It may take the weekend for the process to show up.

4. **Cash**- We do accept cash, but as a non-profit organization, we do not carry change in the office. We ask for the exact amount when paying cash. We do, however, have the option to add the extra funds to your account which you may use for future payments.

Extended Times/Hours/Days

1. We are subject to require additional payment if your child stays longer than the time stated, or shows up for days that were not signed up and previously paid for that week.

*Example 1: If you signed up for Monday and Wednesday afternoon, but they also attend Friday, you will receive a charge for those extra hours.

*Example 2: If you signed your child up for Monday through Friday, but only used service for Monday-Wednesday, you will still be charged for the additional scheduled hours.

*Example 3: If your child signed up for Monday with a pick up time of 4:00pm but they stay until 5:00pm, you will receive a charge for the extra hour.

Refunds

1. There are no refunds for the play safe program unless we cancel the program. All payments are final. If your child is sick on the day you prepaid for, there will be no refund for that specific day. **All payments are prepaid and final.** No exceptions will be made.

Parent's Signature: _____

Guardians Signature: _____