

Cottage Cove – Program Agreement



Cottage Cove is not:

Cottage Cove is not a free daycare or drop-in-center, nor does it offer personal on-demand childcare services. Participation in our program is not automatic or a right. Cottage Cove has maintained a waiting list of children/families seeking to participate for over ten years.

Cottage Cove is:

Cottage Cove is a high quality structured out-of-school program with a focus on education, life skills, the arts, and the Bible. Participation in our program is conditional and revocable.

Program Year

Cottage Cove's program year runs from summer until the end of the school year. Children participating in our summer program are automatically enrolled in our school year program if requested (prior to school start).

Cost:

Participation in Cottage Cove's out-of-school program costs \$2600 per year (based on \$50 per week) and is renewable annually. This includes our regular summer program but does not include the optional summer day camp.

Scholarships:

Through the generosity of numerous individuals and sponsors, Cottage Cove offers a full conditional scholarship to all registered participants in our year round out-of-school program. A separate partial scholarship is available for our optional summer day camp.

Scholarship Conditions

Attendance

Students in Kindergarten through Grade 4 must attend a minimum three days per week.

This is based on a regular 5 day week; the requirement becomes 2 days on a 4 day week, or 1 on a 3 day week, with no requirement on rare weeks of 2 or less days.

Students in Grade 5 and 6 must attend a minimum two days per week.

This is based on a regular 5 day week; the requirement becomes 1 day on a 4 day week, and no requirement for shorter weeks.

Students in Grade 7 and up have no minimum attendance requirements.

Super Tuesday (or optional extension programs) has its own minimum attendance requirements.

End of Program Student Release

Parents/Guardians may select one of two options for their child(ren) as a standard. This selection is made via a signed form.

- #1. Their student may walk home at the end of any program activity.
- #2. Their student will be picked up at the end of any program activity. Having selected this option, conditions apply.
 - a) Pickup will be during posted or designated times. Two brief late pickup exceptions are granted each semester, only if we are notified prior to the end of normal pickup time via phone (615-292-2303; there is voice mail). Two early pickup exceptions are granted each semester (for emergency purposes only) but only with advance phone notification (again, there is voice mail). If there is severe weather, such as an ice or snow storm or active tornado warnings, early pickup exceptions are routinely offered.
 - b) Failure to pick-up in excess of a half hour late may result in immediate termination from our program. If this excessive delay is without a phone call, Cottage Cove reserves the right to notify authorities that a child has been abandoned. Cottage Cove's daily afterschool program is limited in duration by law and our staff and volunteers are not able, nor required, to stay after hours and provide childcare.
 - c) A valid pickup list, designating who may pick up your child, must be maintained at Cottage Cove. We reserve the right to require ID from any person doing pickup. We will not release a student to anyone who is not on your pickup list without the express consent of a custodial parent/guardian or your emergency contact.

Defined Attendance Exceptions

Lost days for Cottage Cove disciplinary reasons will not be counted against attendance requirements.

Cottage Cove regularly makes exceptions for missing a day when participation is necessary for a mandatory school function (e.g. class or school plays and musicals) or school arranged tutoring. Elective, non-tutoring, school activities (e.g. clubs, sports, etc.) are not exceptions.

We must be notified of these in advance by the parent/guardian (this is not the responsibility of the student or the school).

Any day where the student is absent, at school, due to illness, or a death in the family, or has a medical appointment, will not be counted against minimum attendance requirements, *only* if a parent or guardian calls (24 hour voice mail) or emails (excuse@cottagecove.org) and advises us *in advance of program start*.

Siblings of a student, who is unable to attend for a valid reason, may be excused from their attendance requirement too, provided Cottage Cove has been properly notified and this additional absence is also requested in advance. For example: A parent chooses to pick up all siblings at school because one is sick.

Cottage Cove regularly waives attendance requirements during weeklong or greater school breaks, including our regular summer program.

Additional Requirements

To facilitate and provide quantifiable academic evaluation for educational aspects of our program, student's school report cards must be turned in to Cottage Cove within 3 school days of being issued by the school. Originals will be returned the same day. Alternatively, a photocopy or scan of the entire document is acceptable.

Signed program forms must be filed on an annual basis including those enabling Cottage Cove and the student's school to share educational, behavioral, and health information. These forms must be completed within the first full week of school.

Regardless of any other form requirements, valid parental/guardian contact information (especially a phone number) and a valid secondary emergency contact number must on file at Cottage Cove. It is your responsibility to update these immediately if these change or are discontinued (again, we have 24 hour voice mail or use excuse@cottagecove.org).

Artworks, compositions, projects, images, and other creations by or featuring the student may be used, without compensation, by Cottage Cove for its purposes including fundraising and promotion.

Students who have accepted a spot on any field trip (by parental signature) must attend. Illness, or death in the family, is the only exception but also requires prior notification via phone or email (excuse@cottagecove.org).

Sick children are ineligible to attend Cottage Cove that day. If the school has notified you that your child is sick, or they are absent from school for illness, this is automatic evidence of illness for our purposes. If we are advised in advance, this will not count against their attendance requirements. The school is not responsible for advising us.

Any student preparing for performance or participation in any fundraiser or promotional event of Cottage Cove must attend and participate. Failure to do so will result in the complete revocation of your annual scholarship (meaning that continued participation will incur full cost on a weekly basis). Illnesses, or death in the family, are the only exceptions and only with prior notification, at the earliest possible time, via phone or email.

Each student is provided a required Cottage Cove identity card and lanyard which is to be worn at Cottage Cove. Replacement cards may be issued by Cottage Cove, as necessary throughout the year, particularly if safety data or other identifying information has changed. Old cards remain the property

of Cottage Cove. The first card each semester, plus any standard replacement cards, is included in your scholarship.

If this identity card is lost, damaged, or willfully defaced, a replacement will be issued. The first replacement in a semester will be “paid” for by the child using bonus token/points from their store account. Any subsequent replacement must be purchased by the parent/guardian (\$7).

Identity cards are not to be removed from Cottage Cove unless being worn by the child during a Cottage Cove field trip or outing. Any card removed from Cottage Cove and not returned by the next program day will be deemed lost and will be replaced.

Scholarship Violation Penalties

Failure to meet these requirements will automatically result in a week-long revocation of your scholarship – meaning that the next week of attendance, regardless of length, will cost \$50 (payable in advance – we accept cash, debit & credit cards, the latter two in person or via phone).

Even if a program week has been paid for, normal Cottage Cove rules regarding behavior still apply and a student may lose one or more days, without reimbursement, for violation of these rules.

Repeated or gross violations may result in the termination of your child(ren) from any program immediately, solely at Cottage Cove’s discretion.

Withdrawal

Parents/Guardians may withdraw their student from the Cottage Cove program at any time, by simple notification.

Any residue of their scholarship or paid weeks will be applied to another student.

Any unpaid bill due to scholarship revocation will, after two weeks, automatically be considered a withdrawal from the program.

Application for re-admission to our program and a new scholarship (complete with forgiveness of any prior unpaid bill) may be requested. Such re-admission would only become possible at the beginning of the next Cottage Cove year (i.e. summer and beginning of the new school year) and is not automatic. Program requirements and limitations may place you on our waiting list for an unknown period of time.

Revocation

Cottage Cove reserves the right to terminate participation in our programs without prior notice and solely at our discretion. We will endeavor to advise you of ongoing behavioral problems, safety issues, or repeated program agreement violations that may lead to termination.

Exceptions

Rare and limited exceptions may be made solely at the discretion of the Executive Director of Cottage Cove. Such a request must be made in advance, in person, or via phone (615-292-2303) or email (brent@cottagecove.org). We do recognize that true emergencies and extra-ordinary events occasionally occur, but please understand that years of people invoking unspecified or dubious “emergencies” has made us a bit skeptical, especially when their own children later tell us they never happened.

Duration

This agreement supersedes all previous program agreements and remains in effect as long as your child participates in our program. We reserve the right to amend or replace this agreement at any time. Continued participation is contingent on acceptance of this or subsequent agreements.

Child: _____ (please print)

Parent/Guardian Name: _____ (please print)

Signed:

Parent/Guardian

Date

To signify acceptance of this program agreement, please complete each user fillable line on this page, including your signature. Additionally, please initial all pages of the agreement at the designated place on the lower right of each page.

"Our mission is to provide educational opportunities and training in the arts through the power and in the name of Jesus Christ"