

## KTC Contract Types – Summer 2023

You will choose one of two contracts for the entire Summer 2023.

### A. Consistent Schedule Contract –

A Consistent Schedule Contract is when you schedule your child to attend the same days every week all summer. Auto pay must be set up and you pay for four weeks of care at a time. Start date is already set and can't be changed when registering.

This type of contract gives the lowest rate, however you cannot change the schedule or set the start date like you can with a Pick Your Days Contract. You also pay for the entire summer. Drop in dates to add to your schedule will be allowed at the drop in rate, which is a higher rate for care.

- Create your child's summer schedule (**minimum of three days**) during the initial registration by selecting the days of the week. You will select what days (M,T,W,Th,F) your child will attend and that will be their consistent schedule for the entire summer June 6 – August 11, 2023.

Consistent schedule contract due dates:

Invoice Date	Due Date (pulls 4 am that day)	Period of Care Covered
May 31, 2023	June 2, 2023	June 6 – 30, 2023
June 28, 2023	June 30, 2023	July 5 – 28, 2023
July 26, 2023	July 28, 2023	July 31 - August 11, 2023

- Payment options:
  - Automatic payments must be set up when you register with a Consistent Schedule Contract for summer KTC. (Payment will pull from your credit card/ACH at 4:00 a.m. on the due date listed on the invoice)
  - You may walk in to the KTC Office at 6510 NW 62<sup>nd</sup> Ave. between 7:30 a.m. and 4:00 p.m. to make a payment with cash or check. There is also a drop box in the parking lot.
- NO payments will be accepted at any KTC site or by phone.**
- Consistent Schedule Contracts will **not** be available after the week of June 26th. If starting KTC the week of July 5th or after, you will have to do a Pick Your Days Contract.
- Consistent Schedule Contract Vacation Week– Since you have scheduled for the entire summer, a one week credit will be given for a vacation week, pending a written form is completed and dropped/sent to the main KTC office, **two weeks** prior to the week you are wanting to use as your vacation week. The vacation week is one period of time Monday through Friday and cannot be split over two or more weeks. A credit will be added to your Eleyo account **after** the vacation week.
- Drop in Days- They are available for days not scheduled during the week. They will be charged to your account and included in your next invoice.

#### Fees for Consistent Schedule Contract:

Days/Week	1 <sup>st</sup> Child	2 <sup>nd</sup> Child or more (per child)
5 days	\$165.00	\$160.00
4 days	\$156.00	\$151.00
3 days	\$144.00	\$139.00
Drop in Days	\$55.00/Day	\$55.00/Day

## B. Pick Your Days Contract –

A Pick Your Days Contract is for parents who need flexible schedules for your child on a weekly basis, don't need the entire summer or want more than one week of vacation during the summer. You choose your start date and each week you can select different days and the number of days (3, 4, 5) to attend. You can take as many weeks off as needed. **There is a minimum of three days attending for weeks attended with the Pick Your Days Contract.** After the due date for submitting a schedule for the following week (11:59 p.m. each Wednesday), you will not be able to change the days of the week you selected. Drop in dates to add to your schedule will be allowed.

- You will need to schedule **three days or more for any week** between June 6 and August 11. You can select any number of weeks or your entire summer schedule, selecting various days each week. Please note: When you see the calendar on the screen to pick your days, you can click the arrow buttons to move month by month.
- Invoices will be sent on Thursday the week prior to attendance. Payment is due each Friday by 11:59 pm (unless you are set up for automatic payment which would automatically occur at 4 a.m. on the invoice due date).
- You will be able to make changes to the child's schedule for any given week up until 11:59 p.m. on the Wednesday before the next week of care. (ex. The week of June 6-9 schedule can be changed up until Wednesday, May 31 at 11:59 p.m.) Failure to submit a schedule or changes by Wednesday at 11:59 p.m. for the next week of care will result in your care being set at the drop in rate if you decide to send your child to KTC

- Payment options:
  - Automatic payments can be set up by you when you register for Summer KTC (will pull from your credit card/ACH at 4:00 a.m. on the due date listed on the invoice)
  - You can log into your Eleyo account on or before the due date and make a payment with a credit/debit card, checking/savings account or Apple Pay.
  - You may walk in to the KTC Office at 6510 NW 62<sup>nd</sup> Ave. between 7:30 a.m. and 4:00 p.m. to make a payment with cash or check. There is also a drop box in our parking lot.

- NO payments will be accepted at any KTC site or by phone.**
- Drop in days- They are when you want to add a day of care during the current week. They will be charged to your account and included in your next invoice.

### Fees for Pick Your Days Contract:

Days/Week	1 <sup>st</sup> Child	2 <sup>nd</sup> Child or more (per child)
5 days	\$175.00	\$170.00
4 days	\$164.00	\$159.00
3 days	\$153.00	\$148.00
Drop in Days	\$65.00/Day	\$65.00/Day

## Drop In Days (Participants with contracts ONLY)

Only participants that have either a consistent schedule contract or pick your day contract will be allowed to submit a request for adding an additional day(s) to your schedule.

- Drop in days are for days that need added to a current week that weren't previously scheduled. They will be charged to your account and included in your next invoice. DO NOT use drop in days if you can still change your Pick Your Days schedule.

## Additional Things to Note

- All parents are responsible for paying for time reserved, not time used. If you have scheduled a day to attend and cannot attend, no refunds/credits will be given.
- Failure to make the payment by the invoice due date will result in a \$20 late payment fee added to your account. Payments made at the main KTC office need to be done before 4:00 pm on the due date and by 11:59 p.m. online through your Eleyo account. Automatic payments will pull at 4:00 a.m. on the due date.
- Failure to make payments in full on your account may result in collection fees, inability to register for future KTC/JCE programs, and/or termination from KTC.
- A sack lunch will be needed each day. Breakfast and an afternoon snack are provided daily.
- KTC will offer field trips for Summer 2023. Field trips are all subject to change. Field trip schedules are emailed and available at each summer KTC site.
- If a child does not have a current contract with KTC, they will **not** be allowed at site. They will need to return home with the adult dropping them off.
- Your authorized drop off/pick up list in your KTC Eleyo account needs to be kept updated. Drop off and pick up will be inside the KTC door. The authorized drop off/pick up person will sign the child in/out on the iPad.
- A late pick up fee will automatically be added to your account if you sign your child out later than 6:00 p.m. The clock used for this is the time shown on the iPad itself. If you know you are going to be late, it may be wise to contact another person from your list to pick up your child that day.
- A family account will have a pin number that will need to be used to access the KTC exterior door by the person dropping off/picking up your child. This pin number should be shared with only those that are authorized to drop off/pick up your child. For the safety of all, we ask that you not share this pin with any other individuals. Pin numbers will work during set hours of operation during KTC and at buildings where you have a child attending. They will lock at 6:00 pm and so you are encouraged to be on time when picking up your child. A KTC staff member will need to let you in after 6:00 pm. Your KTC pin stays the same, once one has been assigned.
- A family should use the same log-in email and password to access their family account on Eleyo. If there is a reason that both parents need separate log-ins to the same account, please contact the KTC office. If both parents want separate accounts, then they can set up their own account, however, each will have to pay a separate registration fee and both parents will need to be on the same type of contract. If you have questions, please contact the KTC Office, 515-252-8490.
- KTC will be closed June 2 & 5 for staff training.
- KTC will be closed July 3 & 4 for the holiday.
- KTC will be closed August 14-22 for staff training.