

# RUNNELS SCHOOL SERVICES (RSS) TERMS / DESCRIPTIONS

## RSS TERMS:

1. Enrollments in R.S.S. may be canceled anytime by a guardian. Such cancellations may not be made retroactive and must be submitted in writing in advance of the cancellation date.
2. Absence or voluntary non-use or partial use of services while enrolled does not diminish the charges to you.
3. Runnels School Services are billed on a monthly cycle to your Smart Tuition account.
4. Services are subject to cancellation for non-payment.

## RSS SERVICES DESCRIPTIONS:

### Shuttle Bus:

Students must first be registered in order to ride the shuttle bus. The shuttle bus goes from Jefferson to SHF in the morning and from SHF to Jefferson in the afternoon. The cost per week for Shuttle Bus for one student is \$2; .20 one way or \$59 round trip. The cost per week for Shuttle Bus for a family is \$43 one way or \$84 round trip. Shuttle bus is only available at this weekly rate.

*NOTE:* For a student at SHF campus to be eligible for Jefferson Highway after school care he/she **MUST ALSO** be registered for afternoon shuttle bus.

### Before School Care:

*S. Harrell's Ferry Campus:* 7:00 a.m. – 8:00 a.m. (in the Elementary Drama Room), \$15.00 per student per week, even if they only attend part of a week. All students who are on campus before 8:00 a.m. must either be enrolled in before school care or a "zero hour" class (7-12 grades only). Before school care is supervised by a member of the Runnels staff, but does not provide snacks or homework assistance.

*Jefferson Hwy. Campus:* 7:35 a.m. – 8:00 a.m. \$15.00 per student per week, even if they only attend part of a week. Available as a courtesy for siblings of bus riders and for a limited number of additional students. \*Requires approval from a Preschool Co-Director (225-927-5803).

### After School Care:

Regular after school care is \$50 per week per student even if they only attend part of a week. Optionally, your student can still attend after school care randomly for \$15 per day. The charge for random attendance is calculated at the end of the month according to our records. Students must abide by school rules in order to remain in the program.

- Early pick up (before 6:00 p.m.) does not diminish the charge for after school care.
- After-school care closes promptly at 6:00 p.m. The surcharge for any students left after 6:00 p.m. is \$15 per QUARTER HOUR or a fraction thereof after 6:00 p.m. and is non-negotiable. If a pattern of late pick-ups develops, after-school care service may be terminated.
- All students not picked up from the carpool line by 3:30 p.m. will be sent to after school care.

*NOTE:* For a student at SHF campus to be eligible for Jefferson Highway after school care he/she **MUST ALSO** be registered for afternoon shuttle bus.

### Milk (Preschool):

Milk is provided daily at a cost of \$3 per week per student.

*NOTE:* Changes in milk orders must be made by 12 noon on Thursday prior to the week for which the changes will take effect.

### Yearbook:

Yearbooks are \$65 if ordered during the summer Online Forms process or \$75 any time after.

### Lunches:

The elementary hot lunch program (K-6th grade) is managed using the form found here:

[www.runnels.org/userfiles/files/Elem\\_lunch\\_form\\_fillable.pdf](http://www.runnels.org/userfiles/files/Elem_lunch_form_fillable.pdf)

The high school lunch program (7-12th grade) is managed by the student daily in first hour class and costs \$6 per lunch.

*NOTE:* Hot lunches will be charged to your Smart Tuition account.

PRICING QUICK REFERENCE (Please also read terms and descriptions on the other page of this form.)					
Bus a.m., Individual	\$2; .20/wk	Bus p.m., Individual	\$2; .20/wk	Both a.m & p.m., Individual	\$59.00/wk
Bus a.m., Family	\$43.00/wk	Bus p.m., Family	\$43.00/wk	Both a.m & p.m., Family	\$84.00/wk
Before care (SHF only)	\$15.00 per student per week.				
Before care (Jefferson Hwy Only)	\$15.00 per student per week *requires approval from a Preschool Co-Director (225-927-5803).				
After care, Jefferson or S. Harrell's Ferry	\$50 regular after care, per week per student even if they only attend part of a week. \$15.00 random after care visit per day.				
Milk (Preschool)	\$3 per student per week.				
Yearbook	\$65 if ordered during the summer Online Forms process or \$75 any time after.				

## RUNNELS SCHOOL SERVICES (RSS) ENROLLMENT

Person Responsible for payment: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work : \_\_\_\_\_ Cell: \_\_\_\_\_

**Please put a check in the box to the *right* of each service you would like to purchase for each student:**

Student 1 Name	Grade	Bus a.m.		Bus p.m.		Both a.m. & p.m.		
		Before care (SHF only)		Yes		No		
		Before care (JH only)	*Requires approval from a Preschool Co-Director.					
		Regular after care		Jefferson		S. Harrell's Ferry		
		Random after care		Jefferson		S. Harrell's Ferry		
		Milk (Preschool)		Jefferson		S. Harrell's Ferry		
		Yearbook	Purchase one yearbook					
Student 2 Name	Grade	Bus a.m.		Bus p.m.		Both a.m. & p.m.		
		Before care (SHF only)		Yes		No		
		Before care (JH only)	*Requires approval from a Preschool Co-Director.					
		Regular after care		Jefferson		S. Harrell's Ferry		
		Random after care		Jefferson		S. Harrell's Ferry		
		Milk (Preschool)		Jefferson		S. Harrell's Ferry		
		Yearbook	Purchase one yearbook					
Student 3 Name	Grade	Bus a.m.		Bus p.m.		Both a.m. & p.m.		
		Before care (SHF only)		Yes		No		
		Before care (JH only)	*Requires approval from a Preschool Co-Director.					
		Regular after care		Jefferson		S. Harrell's Ferry		
		Random after care		Jefferson		S. Harrell's Ferry		
		Milk (Preschool)		Jefferson		S. Harrell's Ferry		
		Yearbook	Purchase one yearbook					
Student 4 Name	Grade	Bus a.m.		Bus p.m.		Both a.m. & p.m.		
		Before care (SHF only)		Yes		No		
		Before care (JH only)	*Requires approval from a Preschool Co-Director.					
		Regular after care		Jefferson		S. Harrell's Ferry		
		Random after care		Jefferson		S. Harrell's Ferry		
		Milk (Preschool)		Jefferson		S. Harrell's Ferry		
		Yearbook	Purchase one yearbook					

### RSS Agreement

I confirm that I have read the rules and costs for the service(s) requested and agree to be bound by them. I expressly understand that enrollment(s) in the service(s) requested will remain in force, and I agree that verbal communication stating that I will not be using the service WILL NOT REMOVE MY OBLIGATION TO PAY; the business office MUST BE NOTIFIED IN WRITING.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date