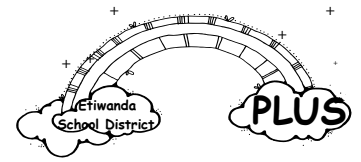




**Etiwanda School District PLUS Program
Before and After School Program
Preparing Learners for Ultimate Success**



STUDENTS MUST BE ENROLLED IN THE ETIWANDA SCHOOL DISTRICT TO BE ELIGIBLE FOR CHILD CARE.

Care Site hours

Child Care hours OPEN 6:30 a.m. CLOSE 6:00 p.m. M-F. Please indicate the hours/contract needed for each day

Child Care Hours by Site

Child Care TK-K to Class or Child Care 8:00a-11:20a/8:05a-11:25a/11:20a-2:45p /11:25p-2:45p/11:35p-2:55p

Child Care Grades 1-5 Elementary School Released from Child Care at 8:05a

return to Child Care at 2:45p/1:15p Minimum Day

Child Care Grades 6-8 Intermediate School Released from Child Care at DCIS 7:50a – EIS 7:35a – HIS 7:50a – SIS – 7:35a

return to Child Care at DCIS 2:30p/1:00p Minimum Day – EIS 2:15p/12:45p Minimum Day

HIS 2:30p/1:00p Minimum Day – SIS 2:15p/12:45p Minimum Day

ALL CONTRACT SCHEDULES MUST FOLLOW THE TIME FRAMES LISTED ABOVE FROM 6:30A.M.– 6:00P.M.

A.M. Students are released from Child Care ten minutes prior to start of class.

Before my child is fully enrolled in the Etiwanda School District Child Care Program, I will have paid the registration fee of \$75.00, maximum is \$125.00 per family. Mid-year re-enrollment registration fee is \$75.00 per student, \$125.00 maximum per family.

REGISTRATION FEES ARE NOT REFUNDABLE.

TERM A: FEES AND TUITION

Before my child is fully enrolled in the Etiwanda School District Child Care Program, I will have paid the registration fee of \$75.00, maximum is \$125.00 per family. Mid-year re-enrollment registration fee is \$75.00 per student, \$125.00 maximum per family.

REGISTRATION FEES ARE NOT REFUNDABLE.

Tuition and additional fees will be due and payable on the **FIRST** of each month **with a negotiable instrument, check or money order made payable to ESD Child Care**. Click To Pay on-line payments must be made prior to 8:59 P.M. P.S.T. to be credited that day. Based on the date of enrollment, the first month's fees will be prorated and paid on or before the day my child begins the program. Prorated amounts are based on a daily fee and multiplied by the number of days used in the month. Thereafter, payment becomes due on the **FIRST** of the month.

If these fees are not paid in full with a negotiable instrument made payable to ESD Child Care, by the fifth of the month, a thirty dollar (\$30.00) late payment charge will be assessed. If the fifth falls on a weekend or school holiday, tuition will be due on the first school day after the fifth (5th) to avoid a late payment charge. Fees not paid in full by the 25th will accrue a \$30.00 late fee per month. AFTER THE THIRD OCCURRENCE OF LATE PAYMENT DURING THE CURRENT SCHOOL YEAR at the discretion of the District, the child will be dismissed from the program. **Fees will not be waived.** There is no appeal from a decision to dismiss for late payments.

If full payment for the current month has **not been received by the 15th of the month**, for this contract or any other contract I have with the Etiwanda School District Child Care Program, **my child will be dropped from the program until all fees are paid** (including a \$75.00 re-registration fee and is dependent upon space availability). Accounts in arrears will be turned over to a collection agency. There is no appeal from a decision to dismiss a child from the program.

DISCOUNTS: A ten percent (10%) discount is given on the lowest tuition fees for siblings enrolled in the program when one of the siblings **is enrolled full-time (5 days a week, over four hours per day, \$410.00 charged/paid for the month)**. A five percent (5%) discount is given to the second sibling and all subsequent siblings regardless of contract enrollment when paid for the month.

Returned checks will be charged a twenty-five dollar (\$25.00) fee for the first returned check and thirty-five dollar (\$35.00) fee for the second returned check. All returned checks must be repaid with a cashier's check, money order, or payment on line and include the non-sufficient fund fee. After the **second** returned non-sufficient funds check, all future payments **must be made** with a cashier's check, money order or payment on-line.

TERM B: WITHDRAWAL

I understand that if I withdraw my child or change his/her schedule at any time, written notice must be given to the site coordinator two (2) weeks prior and tuition is to be paid up to the withdrawal date. Re-enrollment fee of \$75.00 will be charged upon re-enrollment if dis-enrolled for more than thirty (30) days. Re-enrollment is dependent upon space availability. **The District may, for any reason, terminate this contract with two (2) weeks' notice. (Unless there is a disciplinary reason, see "dismissal" section below).**

TERMC:ADDITIONAL HOURS and EXTRA DAYS

Occasionally for emergency reasons only, if I need to go past my contracted hours or add an additional day before the closing at 6:00 p.m., I understand and hereby agree to pay fifteen dollars (\$15.00) per child for each additional hour, or part thereof, beyond his/her contracted schedule after arrangements have been made with the site coordinator; **fees are due the next business day.** Repeated use of additional hours more than two times during the school year will necessitate a change in contracted hours.

Breaks, Non-Student Days and Student Recesses: Children who are enrolled in the program full-time (5 days a week, over four hours per day, \$410.00 a month) will not be charged an additional fee. Full time students that are signed up for a Non-Student Day or the Fall, Winter, and Spring Break and do not attend, will be charged a \$15.00 per day No Show Fee. All others will be charged \$14.00 for a regularly scheduled day and \$23.00 for a non-scheduled day. It is the parent's responsibility to sign up for and pay by the closing date for All Breaks, Non-Student Days and Student Recesses. NOTIFICATIONS WILL ALSO BE SENT VIA EMAIL.

TERM D: LATE FEES The site Clock/Time Clock Computer are the official record of time.

All ESD Child Care Sites will be open from 6:30 AM - 6:00 PM. Any child not picked up by 6:00 PM will be charged five dollars (\$5.00) per child, per minute; **fees are due the next business day.** Any child not picked up within a reasonable time after closing of the site at 6:00 P.M. (not to exceed 30 minutes), and without parent notification as to when child will be picked up, will be placed in the care of the LOCAL POLICE DEPARTMENT. After the 3rd occurrence of lateness in the current school year, at the discretion of the District, the child will be dismissed from the program. **Late pickup fees will not be waived or reduced.**

TERM E: DISMISSAL

If at any time the district determines that my child is unable to benefit from the program, or that he/she impairs the ability of other children to benefit from the program, the District may terminate this agreement without notice and refund any fees paid as deemed necessary. A CHILD CARE CITATION or MAKING BETTER CHOICES IS NOTIFICATION TO PARENTS OF INAPPROPRIATE BEHAVIOR AND WILL BE CAUSE FOR IMMEDIATE DISMISSAL. All regular school rules regarding proper dress and behavior are in effect and are incorporated by this reference. My child's failure to comply may necessitate consequences that may lead to suspension or dismissal from the ESD Child Care Program. According to District policy, which is incorporated into this agreement by reference, parents are expected to maintain a considerate, civil, and respectful demeanor toward staff, children, and other parents. Individuals who disrupt the program in any way or threaten the safety of staff or students will be subject to their child's immediate dismissal from the program. There is no appeal from a decision to dismiss a child from the program.

*** All disciplinary actions imposed by ESD will be followed at Child Care.**

TERM F: SIGN IN/OUT PROCEDURES.

My child **MUST** be signed in and out at the Child Care site each day (using the site's clock) **and may not be dropped off at the curb.** My child must be signed out each day and may only be picked up by a parent/guardian. Any other persons authorized to pick up my child must be listed (by a parent/guardian) on the yellow Child Care Release Card and must show identification. Child Care recommends that at least two authorized persons are listed on the Child Care Release Card. This procedure is for my child's safety. **Authorized persons must be at least 18 years of age.**

If you fail to sign your child in and/or out (using the computer keypad or sign-in sheet), you risk being charged a full day's tuition for Child Care. The sign in/out verification is a formal document that is kept on file. **PLEASE PARK IN DESIGNATED AREAS TO DROP OFF AND PICK UP.**

TERM G: ABSENCES

If my child is absent from Child Care, I will notify the Child Care Site by 8:30 AM. Absent days cannot be made up, as a space is reserved for each participant and the staff and daily activities are scheduled for a specific number of children each day. There is **NO** tuition credit for absences during the school year including **Breaks, Non-Student Days and Student Recesses. (Breaks, Non-Student Days and Student Recesses may be at an alternate site.)** Repeated failure to timely notify the site of an absence could result in my child being dismissed from the program.

If my child is absent from school (for any reason) or sent home from school, he/she may not attend Child Care for that day.

TERM H: CALENDAR, HOLIDAYS and CLOSED DAYS

ALL SITES WILL BE CLOSED ON WEEKENDS AND DISTRICT HOLIDAYS. Holidays usually observed, but not limited to: Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's, Lincoln's, President's Day, King's Day, Memorial Day, and Independence Day. A schedule of holidays and closed days will be given out each school year. ***There is NO tuition credit/discount for holidays and closed days; the months of November, December and January are not pro-rated, monthly tuition fees will apply.*** I understand there will be a separate tuition fee for **Breaks, Non-Student Days and Student Recesses** for ***all part time enrollees***. All tuition fees must be paid in full before enrolling for **Breaks, Non-Student Days and Student Recesses**. Children who are enrolled in the program full-time (5 days a week, over four hours per day, \$410.00 per month) will not be charged an additional fee for these days. There will be a no-show fee of \$15.00 per day for **Breaks, Non-Student Days and Student Recesses** if you sign-up and do not attend. **Minimum Days:** On Minimum Days (approximately 40 days) there will be no additional charges for hours over contract **due to a Minimum Day** that is a regularly contracted day. I HAVE READ THE CALENDAR AND HAVE BEEN NOTIFIED OF THE HOLIDAYS AND DAYS THAT CHILD CARE WILL BE CLOSED. The summer session will have a separate contract. Sign-ups begin in April/May.

TERM I: NUTRITION AND LUNCH

Afternoon snacks are provided daily and are included in the monthly tuition fees. It is always my responsibility to provide a nutritious lunch for my child on regular school day, **Breaks, Non-Student Days, Student Recesses and the Summer Session**. Sweets are discouraged. **I am responsible for notifying the program of any food allergies or other issues involving food related to my child.**

TERM J: MEDICINE

I HAVE READ AND UNDERSTAND ADMINISTRATIVE REGULATION 5148.1 REGARDING ADMINISTRATION OF MEDICATION IN THE CHILD CARE PROGRAM. Only physician prescribed EMERGENCY medication, (or medication for treatment of a condition that can result in a life-threatening emergency situation for the child) in the original container, will be administered at the Child Care site. The physician must designate the name of the student, name of the medication, dosage, time and method of administration; along with a statement that the medication must be administered during the hours the child participates in the child care program. Medication improperly labeled or contained cannot be administered at Child Care. The district consent form for the administration of EMERGENCY medicine must be completed by the physician and parent/guardian, and be on file at the site. The pharmacist will label the EMERGENCY medication with the name of the student, doctor, dosage, name of medication, and time and method of administration, and date. Child Care cannot assist with giving any medication that is improperly labeled or contained. All supplies needed for medication must be provided by the parent/guardian in order for Child Care to assist.

Education Code section 49414 requires schools to have emergency epinephrine auto-injectors available to trained personnel for emergency use; **NO other medication will be accepted or administered without the proper ESD child care specific release forms on file at Child Care and available on the district website.**

Only children with verified immunizations required for school enrollment will be admitted to the program. I am responsible for notifying the program of any medical conditions or limitations of my child that might affect his/her participation in program.

TERM K: ILLNESS AND EMERGENCY

Children that are ill or had a fever during the past 24 hours **MAY NOT** attend Child Care. If my child is sent home from school due to injury, illness **or disciplinary reasons***, they **MAY NOT** attend Child Care. When my child becomes ill or injured at Child Care, I will be immediately notified and expected to pick my child up **promptly (within 30 minutes.)** In the case of an emergency (a life threatening situation) the paramedics and parents will be called. The Etiwanda School District shall not be liable for any acts or omissions of any emergency personnel.

*** All disciplinary actions imposed by ESD will be followed at Child Care.**

AGREEMENT

I understand that Child Care will be provided for my child only as long as I fulfill each of the above requirements. I also understand and agree that the tuition fee schedule is subject to change at the District's discretion, but that I will receive at least four (4) weeks' notice of any changes in fee rates. In the event the Etiwanda School District must institute legal proceedings to collect monies owed, the parent is responsible for payment of reasonable attorney and other fees incurred by the Etiwanda School District in collection of outstanding child care fees. I also understand that I will be responsible for any reimbursements necessary for damages to property or personal injury caused by my child.

I HAVE READ THESE REQUIREMENTS, AGREE TO UPHOLD THEM, AND HAVE RECEIVED A COPY.

Etiwanda School District Child Care

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