

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT EXPANDED LEARNING: CHILD CARE CENTER CONTRACT

CONTRACTED SCHEDULE

MY CHILD, _____, BIRTHDATE _____, GRADE _____, IS ENROLLED IN _____
ELEMENTARY SCHOOL, AND WILL BE ATTENDING THE _____ CHILD CARE CENTER DURING THE OPTION LISTED BELOW.

Options (See Fee Schedule for Details): Option A _____ Option B _____ Option C _____ Option D _____ Option E _____ Option F _____
Option G _____ Option H _____ Option I _____ Days of the Week: M _____ T _____ W _____ TH _____ F _____ Hours: _____

MY MONTHLY TUITION FEE IS \$ _____

FEES AND TUITION

Before my child is fully enrolled in the Placentia-Yorba Linda Unified School District Child Care Program, I will have paid the registration fee of \$55.00. Maximum \$100.00 per family. **REGISTRATION FEES ARE NOT REFUNDABLE.**

Fees are based on year-round enrollment. Prorated amounts will not be granted for non-school days (including furlough days, if applicable) and Thanksgiving, Winter, and Spring Recesses. This includes part-time rate plans. The Summer Program will operate on a different contract. The Child Care Department is a self-sustaining program funded through parent fees.

Tuition and additional fees will be due and payable on the **FIRST** of each month. 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. Thereafter, payment becomes due on the **FIRST** as stated above.

A ten percent (10%) discount is given on the lowest tuition fees for siblings enrolled in the program. No discount is allowed on contracted schedules of less than four (4) hours per day.

IF FULL PAYMENT IS NOT PAID IN FULL BY THE FIFTH (5th) OF THE MONTH, A THIRTY-FIVE DOLLAR (\$35.00) LATE PAYMENT CHARGE WILL BE ASSESSED PER FAMILY ACCOUNT. If the fifth (5th) falls on a weekend or holiday, tuition will be due on the first school day after the fifth (5th) to avoid a late payment charge. IF FULL PAYMENT HAS NOT BEEN RECEIVED BY THE 15TH OF THE MONTH, FOR THIS CONTRACT OR ANY OTHER CONTRACT I HAVE WITH THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CHILD CARE CENTER, MY CHILD WILL BE TEMPORARILY DISCONTINUED FROM THE CHILD CARE PROGRAM UNTIL ALL FEES ARE PAID (including a \$55.00 re-registration fee). Accounts in arrears will be turned over to a collection agency.

All returned checks will be assessed a twenty-five dollar (\$25.00) returned check fee. Returned checks must be replaced with a money order or cashier's check the day following notification in order to avoid being referred to a collection agency. **CHECKS ARE TO BE MADE PAYABLE TO PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT (PYLUSD).**

NO MONTHLY STATEMENT WILL BE ISSUED.

TERMINATION

I understand that I must give written notice to the Site Lead **at least thirty (30) days** in advance of withdrawing my child or changing his/her schedule and fees are to be paid up to the withdrawal date. The District may, for any reason, terminate this contract with two (2) weeks notice. **Refunds will not be made if my child is terminated from the program for any reason. If at any time the District determines that my child is unable to benefit from the program, or he/she impairs the ability of other children to benefit from the program or his/her continued presence in the program presents a danger to others or to property, the District may terminate this agreement.**

ADDITIONAL HOURS

I also 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 Director/Lead Teacher. There will be **NO** additional fee for District Minimum and Staff Development Days for children enrolled in four (4) or more hours per day and it is child's regular scheduled day.

LATE FEES

Child Care Sites are open from 6:30 AM - 6:00 PM. Any child not picked up by 6:00 PM will be charged one dollar (\$1.00) per child per minute. Any child not picked up within a reasonable time after closing of the center (not to exceed one (1) hour), and when no effort has been made by the parent to notify the center that the child will be picked up late, he/she will be placed in the care of the LOCAL POLICE DEPARTMENT. After the **THIRD** occurrence of excessive lateness, the child will be dismissed from the program.

SIGN IN/OUT PROCEDURES

My child **MUST** be signed in and out at the Child Care Center each day (using the Center's Time clock) and may not be dropped off at the curb. My child must be signed out and/or picked up each day by parent/guardian or an adult (18 yrs. Or older) authorized by the parent/guardian in writing on file with the Child Care Center. **This procedure is for my child's safety and MUST be adhered to all times.**

-OVER-

ABSENCES

If my child is absent from child care, I will notify the Child Care Center 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. Repeated failure to notify the center could result in my child being dismissed from the program. If my child is out of child care for more than two (2) consecutive weeks for reasons other than a verified illness or absence, and fees have not been paid, he/she will be dropped from the program and a new non-refundable registration will be required for reinstatement. If my child is unable to attend the elementary school (for any reason) he/she may not attend Child Care for that day. There is **NO** tuition credit for absences during the school year including Fall, Winter and Spring Recesses. (Fall/Winter/Spring Camps may be at an alternative site.)

HOLIDAYS

The Center's school year is concurrent with the district school year calendar, but includes the summer months (additional weekly fees apply) as part of its 12-month schedule. ALL CENTERS WILL BE CLOSED ON DISTRICT HOLIDAYS. Holidays usually observed, but not limited to: Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas (2 days), New Year's (2 days), King's, Lincoln's and Washington's Birthdays, Spring Recess (1day), Memorial Day, and Independence Day. A schedule of holidays will be given out each school year. **Additional fees** apply for students attending Fall Camp, Winter Camp and Spring Camp. There is NO prorating for these weeks.

NUTRITION AND LUNCH

Snacks are provided daily and are included in the monthly tuition fees. It is my responsibility to provide a nutritious lunch for my child on a daily basis. Sweets are discouraged.

PRESCHOOL REQUIREMENTS

Prior to my child's attendance in the program, I agree to supply the necessary enrollment information. The preschool registration packet will also include: (1) a health check-up form to be completed by a physician, and (2) a state required immunization record form. Children must have completed their toilet training prior to admission to the preschool program. Children and volunteers must have the MMR and flu shot completed prior to attending or volunteering in the classroom. (Required based on Licensing Regulations)

MEDICINE

Medical treatment is the responsibility of the parent/guardian and family physician. Medications, both prescription and over-the-counter, are rarely given at Child Care. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician. The parent/guardian is urged, with the help of the child's physician, to work out a schedule of giving medication at home, outside of school hours and Child Care hours, whenever possible. Designated, non-medical school personnel may be assisting and/or administering your child's medication. They will be trained and supervised by qualified school nurses. Medication will be safely stored and locked, and refrigerated, if required.

The following steps must be met before any medication can be given at Child Care. This applies to doctor-prescribed and over-the-counter medication:

1. A written statement signed by the physician specifying the condition the medication is to be given. The name, dosage, route and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by a parent or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container. Over-the-counter medication must be in a new, unopened package.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. A separate form is required for each medication.
7. All medication must be picked up from the school at the end of the school year by a parent/guardian. Any medication not picked up will be destroyed.

The request is valid for a maximum of one school year. Whenever there is a change in medication, dose, time or route, the parent/guardian and physician must complete a new form. Medication forms are available at your child's school, or at www.pylusd.org/healthforms. **I understand and agree that my child may not have medication in their possession and may not medicate him/herself.**

ILLNESS AND EMERGENCY

Children that are ill or having had a fever during the past 24 hours **MAY NOT** be brought to the center. When my child becomes ill or injured at the Center, I will be immediately notified and expected to pick him/her up promptly. In the case of an emergency - a life saving situation - the paramedics will be called and they will determine appropriate action.

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 thirty (30) day written notice of any changes in fee rates. Additionally, in the event the Placentia-Yorba Linda Unified School District must institute legal proceedings or other collection proceedings to enforce monies owed, reasonable attorney and other fees paid in connection with the collection of monies due on my account will be paid by the parent/guardian to the Placentia-Yorba Linda Unified School District.

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

Parent/Guardian Print Name	Address	City
Parent/Guardian Signature	Driver's License # & State	Date
	WHITE COPY – Office	PINK – Parent (s)