

## Contract for CHILD CARE/ PRESCHOOL PROGRAM: CCDC 2022/2023 Fiscal Year

**Dates:** This contract is for services rendered during the fiscal year of **July 1, 2022 through June 30, 2023**. **The 2022-23 Calendar will be available subject to Board approval.**

**Contract Due Date:** A signed contract for the **2022/2023** school year for returning students must be received by our office by **Friday, April 22, 2022**, to hold your child's spot.

**Contracted Days on the Younger Wing:** If your child attends on the Younger Wing, options for enrolling are:  
5 days per week;  
3 days per week (Monday/Wednesday/Friday); or 2 days per week (Tuesday/Thursday).  
You can opt between half days or full days. The half-day program ends promptly at 12:30 p.m.

**Contracted Days on the Older Wing:** If your child is attending in the Older Wing (4 years old before December 2nd of the current school year), enrollment **requires a Monday-Friday half or full day**. There are no partial week schedules available on the older wing.

**Fees:** There is a non-refundable annual registration fee of \$100.00 per student. Students with state funding are exempt from the registration fee. Payment of Registration Fee and registration packet are due no later than **Friday, April 22, 2022**, for returning students. **A 30-day notice is required for a change or cancellation of contract. You are responsible for the appropriate tuition during the 30 days.** In the case of separate households, only one parent will contract for payment of tuition and fees. Payment information will not be given to the other parent.

**State Funding:** Carmel Unified School District receives state funding to provide free or reduced rate childcare for a limited number of families whose income and needs meet the eligibility criteria set by the State of California. This criterion is posted on our web page, or you may request it in the office. Children must be at least 3 years old by **December 2nd** of the current school year to qualify at the beginning of the school year. Please call the Carmelo Director 624-8047, ext 2490 for more information.

**Tuition Due Date:** All tuition is due in advance. Tuition is due on the **25<sup>th</sup>** of the month prior to service. You will receive a courtesy email reminder if we have a current email address. **You are responsible for on time payment regardless of whether you receive the email reminder.** Checks will be deposited on or after the 1st of the tuition month. If payments are not received by the 25<sup>th</sup> of the prior month, they are considered late, and you will be charged a \$15.00 per child late fee. If the 25<sup>th</sup> falls on a weekend or holiday, payment is due the preceding workday. If payment is not received before the 1<sup>st</sup> of the month of service, you will be charged an additional \$15.00 late fee, for a total late fee amount of \$30.00 per child. **All due dates and late fees will be strictly enforced.** Past due accounts will be billed after a late fee has been added. You will be charged an additional \$15.00 fee for any balance still payable as of the 10<sup>th</sup> of the month. *Your contract will be canceled for non-payment of fees or for delinquent payments.* Delinquent accounts will be sent to a collection agency. **Tuition may be requested early in some months, if there are holidays that limit our time available for processing.**

**CUSD Calendar:** CCDC follows the CUSD School Calendar with an additional 4 days added at the beginning of the school year and we are open our regular hours for CUSD Staff Development Days and minimum days.

**Additional Days:** Additional days may be added during the year on a space available basis. Rates are **\$70.00** to add a full day and **\$50.00** to add a half-day. Payment is due in advance.

**Attendance:** All children are encouraged to be here by 9:00 a.m. to participate in the morning program. We ask that a call is made to the office at 624-8047 before 9:00 a.m. if your child will not be attending on his/her scheduled day. Please state the specific illness or reason that your child will not be attending so that we can notify other families regarding certain communicable illnesses. There will be no adjustment in tuition for absences.

**Walking Field Trips:** Occasionally the children will walk to the field behind Carmelo School and Surrounding neighborhoods that are within walking distance of Carmel Unified School District property. We will also take one walking Field Trip across the street to the Fire Department. When a field trip is taken on a bus, there will be a separate authorization form sent home for parents to sign.

**Snacks:** Nutritional snacks are provided to all students in the morning and afternoon. **PLEASE INDICATE ON THE EMERGENCY CARD IF YOUR CHILD HAS DIETARY RESTRICTIONS.**

**Drop off and Pick up:** Per licensing requirements, siblings are required to stay with parents during drop off and pick up and are not allowed to play in the classroom or on the playground.

**Late Pick-up:** The half-day program ends at 12:30 pm. For half-day program a late fee of \$25.00 will be charged if your child is not signed out by 12:30 pm, even if you are on the premises. If your child is picked up after 12:45 you will be assessed a full afternoon fee. The full day program ends at 6:00 pm. If your child is here past 6:00 p.m., we will do the following in order to contact you: 1) Call your home, 2) Call your work, 3) Call emergency #'s listed on the child's card, If all of these steps are taken and we are unable to locate a responsible party we will Call the Monterey County Sheriff's Department. If a parent is late three times, the child may be dropped from the program. Late fees are as follows: \$25.00 for pick-up between 6:01 pm to 6:14 pm; \$50.00 for pick-up between 6:15 pm to 6:29 pm; and \$75.00 plus \$1.00 per minute for pick-up after 6:29 pm.

**Refund Policy:** There will be no credits, trading of days, or refunds for days your child is not in attendance. This includes days you take off for illness, family vacations, days we are closed due to the forces of nature, etc.

**Returned Check:** A service charge of \$40.00 will be billed for a returned check. You must pay for the returned check and fee by money order. All future payments must be paid by certified check or money order. This is a CUSD policy. No exceptions will be made.

- No optional or supplementary services are offered.
- Department of Social Services Licensing has the right to interview children and staff and review all files at any time.
- District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.
- This program refrains from religious instruction or worship.
- We welcome the enrollment of children with exceptional needs.
- We have an open-door policy and encourage parents to participate in the daily activities whenever possible.

Rates and terms are subject to change if the school calendar is changed, or an error is discovered. The days of operation are also subject to change. We will give you a 30-day notice if rates are to be increased or if terms of this contract are changed.

**Confidentiality of Records:** A variety of records are maintained on children enrolled in Child Development Center programs; developmental profiles, health information, etc. Parents are advised that either parent may request a parent conference to review her/his child's records. However, records related to the parent's eligibility and support services provided to the parent, such as sign-in sheets, record of payment, information gathered to determine eligibility for a subsidy, or social service referrals will not be released to the non-contracted parent unless requested by a valid subpoena. Furthermore, all confidential records may be shared with CUSD personnel only and will not be shared with outside agencies or individuals without consent from legal parents/guardians.

**Cancellation Policy: If you must withdraw your child or change their schedule during the school year, a 30-day written notice is required. You will be financially responsible for any tuition due during the 30 days. CANCELING DURING SUMMER\*: During the summer, we must be notified by July 1<sup>st</sup> if you are reducing or canceling your schedule. If we do not receive notification by July 1, you are responsible for the first month's tuition in full.**

Occasionally disenrollment occurs when a parent's or child's needs cannot be met. After following our "Procedures for Addressing Challenging Behaviors at School" We reserve the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow our policies may also result in disenrollment.

**Appropriate Conduct:** We always strive to maintain a warm, nurturing environment in which children feel welcome, comfortable, and can see adults modeling appropriate behavior. Accordingly, all parents on the premises of the infant/toddler program or participating in any program activities must always engage in appropriate conduct. We therefore reserve the right to take any lawful action necessary to ensure appropriate conduct on the premises and in our program, including but not limited to requiring parents to leave the premises in the event of inappropriate conduct.

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE PRECEDING PAGES, AGREE TO COMPLY WITH THE TERMS, AND WILL PAY ALL TUITION AND FEES:**

Signed: _____	Date: _____
Printed Name _____	Child's Name _____