

Contract for INFANT / TODDLER CHILD CARE PROGRAM 2019/2020 Fiscal Year



Dates: This contract is for services rendered during the fiscal year of **July 1, 2019 through June 30, 2020**. Our school year will be **August 7, 2019, through June 5, 2020**.

Contract Due Date: A signed contract for the **2019/2020** school year must be received by our office by Friday, April 12, 2018 to hold your child's spot. ***WE MUST HAVE A SIGNED CONTRACT BACK AT LEAST 60 DAYS BEFORE YOUR CHILD'S START DATE IN AUGUST. IF, DURING THE SCHOOL YEAR, YOU CHANGE YOUR MIND ONCE THE CONTRACT HAS BEEN COMPLETED AND RETURNED, YOU WILL BE REQUIRED TO GIVE US A 60 DAY NOTICE, AND YOU WILL BE RESPONSIBLE FOR AT LEAST ONE MONTH'S TUITION.***

Contracted Days: The infant/toddler room is open from 7:15 am – 4:30 pm Monday through Friday. A full day schedule is required. There are five weeks during the school year that the CUSD K-12 schools are closed. Carmelo school **will also be closed** during these break weeks.

Fees: There is a non-refundable annual registration fee of \$100.00 per student with payment and registration form due no later than Friday, **April 12, 2019**, for returning students. **Tuition:** Tuition is based on an annual cost and is divided into equal amounts paid over ten months (**August 2019 through May 2020**). 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. If your monthly payment is late three times, we reserve the right to cancel your contract.

Tuition Due Date: All tuition is due in advance. You can sign up for email courtesy reminders. Tuition is due on the **25th** of the month prior to service. Checks will not be deposited before the fifth of the tuition month. If payments are not received by the 25th of the prior month, they are considered late, and you will be charged a \$15.00 per child late fee. If the 25th falls on a weekend or holiday, the tuition will be due the **preceding** workday. If payment is not received before the 1st 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 10th of the month. *Your contract will be canceled for non-payment of fees or 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

Attendance: We ask that a call is made to our office at 624-8047 before 9:00 am if your child will not be attending his/her scheduled day. There will be no adjustment in tuition for absences.

Personal Items: For children over 12 months, our staff will provide a morning and an afternoon snack. All other meals, drinks, and formula or breast milk must be provided daily by a parent and will be given according to their Needs and Services Plan. You will also need to provide your child's diapers, wipes, blanket, and extra clothing. Please see the Parent Handbook for more details.

Late Pick-up: The full-day program ends at 4:30 pm. If your child is here past 4:30 pm, we will do the following: 1) Call your home, 2) Call your work, 3) Call emergency # listed on the child's card, 4) 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 4:31 pm to 4:44 pm; \$45.00 for pick-up between 4:45 pm to 4:59 pm; and \$65.00 for pick-up after 4:59 pm.

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

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Returned Check: A service charge of \$25.00 will be billed for a returned check. You must pay for the returned check and fee by money order or cash. After a second returned check, all future payments must be paid by certified check, money order, or cash. This is a CUSD policy and 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.
- Occasionally dis-enrollment occurs when a parent or child's needs cannot be met. We reserve the right to dis-enroll 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 dis-enrollment.

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.

Appropriate Conduct: We always strive to maintain a warm, nurturing environment in which children feel welcome, comfortable, and have the opportunity to see adults modeling appropriate behavior. Accordingly, all parents on the premises of the infant/toddler program or participating in any program activities must engage in appropriate conduct at all times. 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.

Cancellation Policy: If you must withdraw your child during the school year a 60-day notice is required. You will be financially responsible for any tuition due during the 60 days, or the prorated vacancy amount, whichever is less.

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

Signed: _____

Date: _____

Received by Facility Representative: _____ Date: _____
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