

# ORCUTT UNION SCHOOL DISTRICT ~ **CAMPUS CONNECTION**

## CHILD CARE PROGRAM

### PARENT CONTRACT

#### **REGISTRATION FEES**

Before my child is fully enrolled in the Orcutt School District Campus Connection child care program, I will have paid the registration fee. **REGISTRATION FEES ARE NON REFUNDABLE**. Please see the Parent Handbook for current registration and tuition fees.

#### **TUITION FEES**

Campus Connection is a pre-payment program. Tuition, based on contracted hours, is due in advance on the first (1st) of each month. A twenty-five dollar (\$25.00) late fee will be assessed on any account where the balance has not been paid in full by the fifteenth (15th) of each month even if the child no longer attends Campus Connection. All returned non-sufficient funds (NSF) checks must be repaid with a credit card, money order, cashier's check or cash including a \$25.00 NSF fee. After the second returned NSF check, all future payments must be made with a credit card, money order, cashier's check or cash.

#### **CHILD CARE SCHEDULE**

I understand that the days I schedule for my child to attend are fixed unless I utilize the monthly open schedule period to alter the days I've requested. I understand and agree to comply with the **ten hour per week minimum** stipulation. For safety reasons, **I understand my child will not be allowed to attend Campus Connection without a schedule in place.** If care is requested and there is no current schedule in place, a \$25.00 Late Fee will be added to the account.

**I will not be credited for the days or weeks he/she does not attend.** With prior approval, students may remain inactive for up to six weeks, but after six weeks of inactivity, a student's spot will need to be relinquished if a waitlist is in effect. **I will notify the site when my child will not attend on a scheduled day and I understand that scheduled days are contracted and I will still be charged.**

#### **SIGN IN/OUT PROCEDURES**

The sign in/out procedures are required to ensure my child's safety. Billing and other information is maintained through a computerized sign in/out system. For safety reasons, I am also required to sign in/out on a sheet providing a time and initials. **Failure to sign out on the computer and the sign in/out sheet will result in me being charged for a sign out time of 6:00 p.m.** Parents enrolled in outside agency/subsidized payment programs must also sign agency forms daily according to agency guidelines and have them ready by the last day of the month.

#### **LATE PICK UP FEES**

During the School Year, Campus Connection is open from **6:30 a.m. – 6:00 p.m.** Parents who pick up their child after 6:00 p.m. will be charged \$15.00 for every 15-minute period or part thereof after 6:00 p.m. ***Parents who are late picking up their child/children three (3) or more times in a forty-five (45) day period may be asked to find alternative care. Staff will make every effort to contact all persons listed on the information/emergency card. If no one arrives to pick the child up by 6:30 p.m., the Sheriff's Department will be notified.***

## **ABSENCES**

If my child is going to be absent from Campus Connection, I will notify site staff by school dismissal. These days cannot be made up or switched, 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. Repeated failure to notify the center could result in my child being dismissed from the program. If my child is absent from elementary school (for any reason) or sent home from school (for any reason), he or she may not attend Campus Connection on that day.

## **HOLIDAYS**

All centers will be closed on weekends and District Holidays. All dates of closure are stated in the parent handbook.

## **MEDICATION**

Only physician prescribed medication, in the original container, will be administered at Campus Connection. The container must be labeled by the pharmacist. Medication improperly labeled or contained cannot be administered at school. Children may never have any type of medicine (prescription or non-prescription) in their possession without proper documentation. A district consent form for the administration of medicine or for the child to carry emergency medication must be completed by the physician and parent/guardian and be on file at the Campus Connection site.

## **NUTRITION AND LUNCH**

An afternoon snack/supper is provided daily. You will be notified if a hot lunch will be available during non-school days. Please send a snack and lunch with your child if he/she is a TK student using Campus Connection in the morning during the school year.

## **PHONE CALLS**

I understand that my child may not use cell phones or watch phones during Campus Connection.

## **TERMINATION**

If at any time it is determined that my child is unable to benefit from the program, or that he or she impairs the ability of other children to benefit from the program, this agreement may be terminated by Campus Connection without notice. All regular school rules are in effect and failure to comply could necessitate consequences that might lead to suspension or termination from the Campus Connection child care program.

## **AGREEMENT**

I understand that Campus Connection will provide child care for my child only as I fulfill each of the above requirements and those in the handbook. In the event that Campus Connection must institute legal proceedings or other collection proceedings to enforce money owed, the fees incurred will be paid by the parent/guardian to Campus Connection. I also understand that I will be responsible for any reimbursement for damages to property caused by my child.

**I HAVE READ THIS CONTRACT, AGREE TO UPHOLD IT, AND MAY REQUEST A COPY. I HAVE ALSO READ THE PARENT HANDBOOK AND AGREE TO READ IT FOR DETAILED INFORMATION AND DISCUSS APPROPRIATE SECTIONS WITH MY CHILD.**