



CHILD CARE PROGRAM POLICIES

This form is required to continue in the child care program.

Read each item carefully. Print, Sign, and Send to the Child Care Office. See contact information on the signature page below.

PLEASE PRINT, SIGN & RETURN to the child care center or mail to the billing office @ 217 Ridgway Avenue, SR, CA 95401. Copies will also be available at the site.

1. **REGISTRATION / MATERIALS FEE:** There is an annual non-refundable \$50.00 registration/materials fee. Each fiscal year your account will be charged \$50.00. Payment options: Payment in full or minimum payments of \$10 per month until paid in full.
2. **NEW FAMILY REGISTRATION:** All new families must register online @ www.srscschools.org.

After you have submitted your online registration, you will receive an emailed summary. Please print, sign and return the registration summary to the child care billing office or the child care center. Your child will not be accepted into child care without a signed registration form on file.

Your email address used for the online Procare registration will be your account number. You will receive all program information and billing at this email. Please make sure any changes to your email address are up to date with the billing office at all times.

3. **SIBLING REGISTRATION:** Current accounts cannot add children online at this time. Adding other children to the account must be done manually. Call or email the billing office to request a registration packet. If you are registering two children online at the same time, there is an option for this. Once it is complete, future siblings cannot be added through the online portal.
4. **PROGRAM POLICIES & EMERGENCY FORMS:** These forms will be emailed or distributed at the site to the payer on the account each year. Please print, complete, sign and return to the child care center or billing office. Program policies and emergency forms must be completed and returned before your child may attend the child care program.

RATES: Current rates and information are available online and included in the child care information link. Rates subject to change. Please carefully evaluate your needs. All changes are required in writing prior to the first of the month. No mid month changes. Status change/drop forms are available at the child care center, online or by email request.

5. **STUDENT CHECK IN/OUT:** Staff will check students into our time clock system upon arrival. Parents are required to register their fingerprint into the time clock system in order to clock out their child. If you choose to bypass the fingerprint and use a numeric code, please use the last four (4) digits of your cell phone number. This will assure that we can remind you of your code when necessary. Family members and friends who will pick up your child will be required to register their fingerprint or numeric code in order to pick up your child. The time clock will verify the hours of attendance. It is the parent's responsibility to check out their child at pick-up time. Otherwise, the departure time will be considered 6:00 PM. In addition to the time clock, manual attendance is taken daily by the staff. Students cannot attend child care if he/she did not attend school when school is in session.
6. **AUTHORIZED PICK UP PERSON:** In addition to using the time clock, parents or authorized persons picking up the child must manually sign out before taking the child from the center. Please advise any person who will pick up your child that their signature will be required. We will not release a child to anyone other than the parent of the child or a person who is on the release form list. Identification

(ID) will be required. Pick up person must come into child care to pick up the child. Children are not able to walk to a car. The pick-up person must come into the child care and sign out the child. Please write the time of pick-up on the sign-out sheets to provide back up in the event of time clock issues. This will provide staff with exact times if the clock fails.

BILLING: Your monthly fee will be at a prorated amount upon acceptance. Statements will be emailed by the 15th of each month and payments are due by the 25th. You may view your account balance online at MyProcare.com. A second child in the family will receive a 25% family discount. (The 25% discount does not apply to Drop In or the reduced and minimum rates.) Payments received after the 25th of the month will be assessed a \$20 late fee. In the event that your payment is past due, your child care will be suspended pending payment. There will not be a credit for the suspended time in order to save your child's space in the program. Please contact the billing office immediately to set up a payment plan prior to returning to child care. After 3 late-payment fees, the fee will increase to \$30.00. Continued late payments will result in termination from the child care program. Payments: online can be made at MyProcare.com. You must use the account email address to set up an account. Enter the email address and choose Go. Enter the confirmation code sent to your email, choose a password, and press Go. Then you may view your child's account or make a payment with your card.

7. **MONTHLY FEE:** Remains the same regardless of the number of days/hours your child attends. If your child exceeds the registered hours there will be a charge for the additional time with an "Extra Hours" fee. If your child continues to exceed their registered hours you will receive notification of the automatic change in program status. You will be required to sign and return the change form. The monthly fee does not exceed four weekly fees. There are five-week months that are not charged. During Winter Break, you will receive a one-week credit for December. The month of January there are five weeks. There are no credits given in January for Winter Break. There are no credits given for District Holidays, Staff Development or Furlough Days. There will not be a credit for the week of Thanksgiving in lieu of the months with five (5) weeks.

SUMMER VACATION CREDIT: Prior to summer you will receive a reservation form or google survey. This form is crucial to the program's planning. In order to provide proper staffing, calculate billing/credits and provide the center with attendance list, sign-out sheets and program materials we must receive the information requested on the form by the deadline. Any forms received after the deadline will be denied credit.-READ FORMS CAREFULLY BEFORE MAKING CHOICES TO AVOID BILLING ERRORS.

Vacation credit requests must be received by the childcare office, in writing, by the last day of the month prior to the vacation month. Vacation credit may be received for five (5) consecutive days, Monday through Friday. Mid-week requests of five (5) consecutive days may be calculated at the end of the month and then given the correct credit for the hours less than the regular schedule for those weeks. This adjustment will not be given without prior written notice of vacation.

WINTER & SPRING BREAK: There will be a sign up list provided at the child care center. Please check the list of yes or no that you will or will not attend these weeks, then sign. This list is used to enter vacation credits and planning for these full time weeks. If your signature is not next to your child's name, you will not receive a credit. If your child does not attend during these weeks, without this signature, no credit will be given after the deadline.

8. **PAST DUE ACCOUNTS:** If an account is more than 60 days overdue, your childcare will be terminated. You must contact the child care billing office to make payment arrangements. Past due accounts are at risk of collections if a student is dropped from the program.
9. **RETURN CHECKS:** There is a \$20.00 return check fee. If there are two return checks, your checks will no longer be accepted. Payments with cash, money order or through MyProcare.com; will be accepted.
10. **STUDENT ABSENCES:** For the safety and security of your child, it is important that you inform the center of your child's absence, on a regularly scheduled day.

11. LUNCH & SNACKS:

Lunch: All days that child care is open and school is closed, parents must provide lunch for the child. (School lunches are not available when school is closed.) If your child arrives at child care without lunch, a call will be made to you requesting that you return with your child's lunch.

Snacks: Snacks will be provided daily in the after school program. When child care is open and school is closed, there will be a morning and afternoon snack provided. Families are welcome to send their child with their own snacks. No microwavable snacks allowed.

12. **LATE PICK-UPS:** A \$10 late pick-up fee will be charged for each 15 minutes or part thereof, after 6:00 PM. After three (3) late pick-ups, the fee will increase to \$20.00 for each late pick-up. After repeated late pick-ups, your child will be removed from the program.

13. **KINDER CARE & AM ONLY DROP IN:** The drop-in rate is \$10.00 per hour. The hours of attendance are calculated at the end of each month. You will receive a bill after the last day of the month. Payments are due on the 25th of the month. Drop-In is not available after school. Morning and kinder-care drop-in is available with limited space.

We reserve the right to refuse service to drop-in families when space is not available or when staffing is low.

14. **SUBSIDY:** All parents who had their subsidy terminated, the parent will be responsible for the payments. Parents are responsible for the check In/Out times on your subsidy attendance form in black ink. The staff will complete the morning "Out" to school and "In" from school hours according to the bell schedule of the school. If the monthly attendance sheet is not signed, dated and complete by the last day of the month, you may not bring your child to childcare and you will jeopardize your space in the childcare program. A signature is required in black ink on the last day of the month. All absence reasons must be on the attendance form including holidays. Each month you will receive a statement. Communications about the program will be addressed on or with your statement, please be sure to read your statement each month. All late pick-up fees will be

the responsibility of the parent. Your subsidy program will not pay for these fees. Attendance forms not signed by the last day of the month will incur a \$20 late fee. This is the responsibility of the parent. If your site director has not provided you with a subsidy attendance form to sign at the end of the month, it is the parent's responsibility to request one. If your form is not complete each month, the fee will be the responsibility of the parent if the subsidy program denies payment.

15. **DROPS**: Two weeks written notice is required to drop from the program, no exceptions.

If you no longer need childcare for your child, it is the parent's responsibility to inform the billing office in writing two-weeks prior to the last day of child care needed. Verbal notice to the site staff is not accepted. There will be no retroactive credits given for any notice received after the drop has occurred.

I understand there will be no retroactive corrections or refunds. _____

initial

16. **KINDER CARE**: Kinder care student pick-up time is 5 minutes prior to the upper grade dismissal time. Any student not picked-up at this time will be sent to the school office. Continued late pick-ups will result in termination of the kinder-care program.

17. **CORRESPONDENCE**: **VERY IMPORTANT** - Please include your **"Child's Name" and "School site" in all EMAIL correspondence in the SUBJECT line.** The SRCS Child Care program has multiple school site programs and this information will expedite the response time. *Sample*: SUBJECT: (Re: PT-Jane Doe) for Proctor Terrace Child Care. Use the following initials for each site- HV-Hidden Valley, PT-Proctor Terrace, AC-Arts Charter, CCLA-Cesar Chavez Language Academy, FAC-French American Charter. This will expedite our search for your child's account. Checks must be made payable to: Full Name of Child Care for bank to accept.

SRCS CHILD CARE PROGRAM POLICIES

SIGNATURE PAGE

THIS SIGNED FORM IS REQUIRED PRIOR TO START DATE.

School/Child Care Site:

Check the child care site below and email the signed copy to the Program Account Technician for your site or mail to 217 Ridgway Ave, SR CA 95401. Attn: Child Care Office.

___ Arts Charter: lgueretta@srcs.k12.ca.us
___ Cesar Chavez: rgueretta@srcs.k12.ca.us
___ French Charter: rgueretta@srcs.k12.ca.us
___ Proctor Terrace: gmathiesen@srcs.k12.ca.us
___ Hidden Valley: cthomases@srcs.k12.ca.us

Student Name (Print)	2nd Student Name (Print)	3rd Student Name (Print)

I have read, understand and agree to the 2022-23 Child Care Policies stated above. (Policy revision date 6/14/22)

Person Responsible for Payments (Print)	Parent Signature (Required)	Date

To receive text messages: Enter Service Network and Cell Phone Number below.

Network:	Phone #:
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