



## 2023-2024 Fiscal Year Contract

**Grades TK to 8<sup>th</sup> School Age Childcare Programs**

**TAX ID #77-0320745**

### **Parent Agreement Contract**

**Dates of Services:** This contract is for WUSD Extended Day Program services for TK to 8<sup>th</sup> grade to be rendered during the fiscal year between July 1<sup>st</sup> and June 30<sup>th</sup> in the years 20 to 20 *Parent signature*

**Contract Due Date:** A signed contract for each school year must be received by our office before acceptance.

**CANCELLING DURING SUMMER:** We must be notified by August 1st if you are changing or cancelling your schedule. If we do not receive notification by August 1<sup>st</sup>, you forfeit your deposit and spot in a program.

**Hours of Operation, Location, Schedule, Buses.** *Operation hours: 7:00 a.m. to 5:45 p.m.* Days of service follow the WUSD School Days calendar. All WUSD EDP programs are at Toro Park Elementary School, 22500 Portola Drive, Salinas, CA 93908. The AM, Before-School Program opens at 7:00 am. TK/Kindergarten students are escorted to classrooms. PM, After-School Programs begin after the final school bell. Busing is provided between schools for students in a full tuition WUSD EDP program. Drop-In students must purchase daily bus tickets from their school office. Parents must research transportation on the school website, educate their child and email/call the Director about any attendance changes. Students must take the correct bus to/from Toro Park Elementary School and only exit at the proper schools. Disruptive on-board bus behavior is unacceptable and may result in program disenrollment or suspension. *Parent initials/date*

**Absences:** If your child will be absent, notify the WUSD EDP Director in advance. Contracting parents/guardians are financially responsible for tuition during lost time due to any absences or suspensions. To attend an on-campus activity during WUSD EDP scheduled times, an Extra-Curricular Release Form must be submitted in advance.

**Enrollment/Disenrollment:** WUSD EDP enrollments are limited to space availability. We reserve the right to disenroll or suspend any child who presents a risk to the health and safety of other children or staff, as well as any child whose needs cannot be met by our program. Refusals or inability to follow our policies and practices can result in disenrollment.

**Snacks & Naps:** Nutritional, low sugar, snacks are provided daily for all students enrolled in a morning, midday, or afternoon program. TK students must bring a bag lunch and clean blanket for rest time after lunch. Mats with clean covering will be provided.

**Refund Policy:** There are no credits or refunds for days your child is not in attendance, including days out for illness, vacation, suspension, or days when school is not in session. See Cancellation and Changes for Deposit returns details.

**Health and Safety:** Children exhibiting signs of a fever, cough, or other symptoms of illness will be immediately quarantined away from others and a parent will be called for immediate pick-up. Children must have 48 hours fever free before returning/attending.

**Sign-in/Sign-out:** The signatures of authorized adults (18 or over) are required to sign children in and out of programs regardless of the child's age. Additional authorized adults for pick up must be listed in student emergency information as "authorized adults" and must present valid identification for verification at the time of pick up.

**Late Pick-up Procedures & Fees:** Call the Director or a teacher any time your child's stay might extend beyond 5:45 pm closing. When a child is left beyond their agreed schedule without notification, the following actions will occur: The attending teacher will (1) call your home, cell, or work phone; (2) call the emergency numbers provided; (3) call Monterey County Sheriff's Department whenever a responsible adult cannot be reached within an hour. (4) Late pickups are billed a "Dollar a Minute" up to 10 times then \$2/minute after the 10th late pick-up. Disenrollment may apply after the 20<sup>th</sup> time. *Parent initials/date*

**EDP Records:** Records related to a contracting parent, such as records of payments or social service referrals can only be released with a valid subpoena.



**Registration Fees:** A \$75 per child non-refundable registration fee is required for enrollment, it does not guarantee placement. All fees, paperwork and PROCARE online registration must be completed and submitted in advance for acceptance into an available program space. All applicants must be currently enrolled in a Washington Union School District academic program before their acceptance into an Extended Day Program. The \$75/child registration fee is waived when the full tuition is paid in advance of their school year. Program Changes after 60 days will incur a \$30 non-refundable fee. Parent initials/date

**Tuition & Deposits:** *Tuition is due in advance of services rendered.* Annual Tuition (AT) can be paid in full or with 10 Installments. A Tuition Deposit equal to 10% of the annual tuition is due by August 1<sup>st</sup> or (2) two weeks in advance for late starts. Deposits are held in reserve in your account and applied as the 10<sup>th</sup>/final installment once all balances are paid. Nine (9) additional installments are due on the 1<sup>st</sup> of each month from September 1<sup>st</sup> to May 1<sup>st</sup>. See schedule below:

Due Date	July 10th	Aug 1	Sept 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	June 1
Item	Registration Fee*	Deposit	Installment	Installment	Installment	Installment	Installment	Installment	Installment	Installment	Installment	Deposit Applied**
Amount Due	\$75/child	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	10% of AT	\$0

*Registration fee is waived if full Annual Tuition (AT) is paid in advance of the child's school year. \*\*Deposits are applied when balance is paid.*

**Drop-In program Deposits are \$100/child.** All Late-start tuition is calculated from start date to last day of school. Deposits are required to secure placement and all programs are limited to space availability.

**Payment Methods:** Make checks payable to **WUSD EDP** (Washington Union School District Extended Day Program). You can mail to: WUSD Extended Day Program, 43 San Benancio Road, Salinas, CA 93908 or hand deliver payments into a secure lock box in Room C during normal business hours. On-line payment services through "Tuition Express" can be found in your PROCARE account or you may sign up for electronic transfer payments, processing fees will apply. Contact the Director for more details. Parent initials/date

**Late Tuition Fees:** Tuition installments are due the 1<sup>st</sup> of the month, if this day falls on a weekend or holiday, payments are due the subsequent school day. Payment late fees are \$15 for each 15 days of delinquency up to 60 days. Unpaid accounts beyond 60 days can result in disenrollment and loss of deposit. Parent initials/date

**Returned Check:** A service charge of \$25 will be billed for any returned checks or \$35 for returned electronic payments. Payment for any returned item must be made by certified check, money order or cash within 3 days of being notified. After a second returned check, personal checks will no longer be accepted. Parent initials/date

**Cancellation or Changes:** A **30-day notice is required to cancel or change a program.** Written notification of cancellation or changes must be given/emailed directly to the Director. Contracting parents/guardians are financially responsible for the 30 (thirty) days of tuition. Deposits are applied once any outstanding balances are paid. Parent initials/date

Student's names: \_\_\_\_\_

Student's names: \_\_\_\_\_

*Your signature verifies you have read this Parent Agreement Contract and agree to comply with the terms and conditions for payment polices for all tuition, fees and deposits for the child(ren)'s names listed above.*

Contracting Parent's Name (printed) \_\_\_\_\_

Contracting Parent Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_

*All space is filled based on availability. These items MUST be submitted complete for approval to attend:*

- 1) Signed Parent Agreement.
- 2) Placement & Tuition Choice
- 3) Registration fees & Deposit
- 4) Emergency Information\*\*\*
- 5) Complete PROCARE \*\*\*

*\*\*\* Required each year for new or returning students.*

*Thank You!*