

San Diego Cooperative Charter School Extended Day Program Parent Contract Packet 2008/2009 – Enrollment Instructions

Welcome to SDCCS' Extended Day Program (EDP). If you are enrolling your child to EDP for the first time, you will need to complete this packet. Any additional forms that you may need are available on the EDP Office Door.

If you have any questions while completing our paperwork, please contact the EDP Director (Bekki Colley) at 619-549-5496 or edp@sdccs.org.

Steps for Enrollment:

1. Read and KEEP the first 4 pages of this packet. This will answer many questions you may have about the program and provides our contact information. Be sure to review the Key Policies and Procedures on Page 2.
2. Complete the Parent/Child Information Form. If a person is not listed as an authorized person on this form, your child will NOT be released to them without your prior consent. Be sure to indicate any allergies or medical conditions that we should be aware of.
3. Indicate your child(ren)'s schedule on the Enrollment Contract. If at any time you want to change your child(ren)'s schedule, including disenrolling from the program, you will need to complete a new Enrollment Contract (which is available on the EDP Office door).
4. Complete the PG Movie Permission Slip. You can either use the check box at the top to approve all movies on the list or indicate which movies you do and do not approve. Be sure to sign the bottom.
5. Drop off the Child/Parent Contact Information, Enrollment Contract, and PG Movie Permission Slip to either the EDP Office or to the SDCCS Office.
6. You will be contacted to confirm your child(ren)'s enrollment in the EDP Program and their start date with EDP.

Contact Information:

SDCCS Office: (858) 496-1613 7260 Linda Vista Road, San Diego, 92111

SDCCS Fax: (858) 467-9741

SDCCS EDP: (619) 549-5496

EDP Director: Bekki Colley, edp@sdccs.org

SDCCS Business Manager: Ken Rochells, krochells@sdccs.org

San Diego Cooperative Charter School Extended Day Program

Parent Contract Packet 2007/2008

If you have any questions regarding this document or the Extended Day Program (EDP) in general, please contact the EDP Director (Bekki Colley) at (619) 549-5496 or edp@sdccs.org.

Hours: The program is open from 6:30-8:30 am Monday through Friday before school; from 3:00-6:00 pm on Monday, Tuesday, Wednesday and Friday; and from 12:30-6:00 pm on Thursday after school.

Days: The program is open all school days and closed on school holidays, vacation periods, and Staff Development days.

NOTE: These are some of the key EDP policies and procedures. By signing up for EDP, you agree that you and your child(ren) will comply with all of EDP's Policies and Procedures. This document is available on request from the EDP Director.

Enrollment is open to all students grades K-8 attending San Diego Cooperative Charter School, without regard to race, sex, national origin, religion, physical handicap or disability, on a space-available basis. **Enrollment forms must be completed prior to a child's first day in the program and updated as changes occur.**

➤ **EDP's Mission Statement**

- To offer a quality before- and after-school childcare program that is based on the same cooperative philosophy employed by SDCCS which provides a safe, supportive environment and encourages parent participation.

➤ **Signing Children In and Out of the Program**

- **Please Note:** It is imperative to your child(ren)'s safety to sign them in to EDP each morning and out of EDP each afternoon that they attend. Please help us to ensure that your child(ren) arrive safely to school and are supervised during the entire time they are here. We also use our sign-in sheets to account for all students in the case of an emergency.
- **Before Care:** Child(ren) must be escorted into the Auditorium and signed in on the EDP clipboard. EDP Staff will take your child(ren) to their rooms when school is about to start.
- **After Care:** SDCCS teachers will drop off your child(ren) with their Aftercare Group Leader. Middle School students are responsible for checking themselves into aftercare, so please call to find the location they currently meet. Please come to the Auditorium, Playground or the Computer Lab to pick up/sign out your child. If you are ever unsure of your child's location, please feel free to call the EDP Director at 619-549-5496.
- **Authorized persons must sign children out of the EDP clipboard. There are NO EXCEPTIONS.** Initials and time are required. A child will not be released to anyone other than those individuals identified on the emergency contact form or the enrolling parent(s)/guardian unless there is written authorization on file. Parents must advise the staff in advance, in writing, if a person not listed on the emergency list is to pick up the child. Identification is required.

➤ **Schedule Changes**

- Any changes to your EDP schedule must be reflected in an amended EDP Enrollment Contract, which must be turned in to the EDP Office **3 days prior** to the change of schedule. EDP services not utilized without an amended contract indicating the change will be billed and must be paid. It is the enrolling parent's responsibility to complete the amended contract.

➤ **Unapproved and Approved Drop-ins:**

- EDP services that are utilized but not scheduled are considered **unapproved** drop-ins. This is any drop-in that is not approved ahead of time by the EDP Director and is charged at a higher rate than planned drop-ins. This includes any students who have not been picked up by 3:45 pm on Mondays – Wednesdays and Fridays or by 1:15 pm on Thursdays and also includes any students who arrive at school before 8:00 am on Mondays-Fridays. It also includes any drop-ins that are unaccompanied by the appropriate paperwork.
- To plan drop-ins in advance **for students who are not enrolled in EDP**, an EDP Enrollment Packet must be completed **7 days prior** to the drop-in and turned in to the EDP Office. **For students who are already enrolled in EDP**, an amended EDP Enrollment Contract must be completed **3 days prior** to the drop-in and turned in to the EDP Office. These will be considered **approved** drop-ins. Each type of drop-in will be billed at the appropriate drop-in rate as shown in the attached fee schedule.

➤ **Absences**

- Please call the program when your child will be absent. This enables us to ensure that we have all children in our care who are supposed to attend EDP that day.
- Unfortunately we cannot offer a refund for absences for any reason.

➤ **Payments**

- Monthly billing statements will be sent to the enrolling parent by the end of each month.
- Fees are due by the first day of the month in which care is to be provided, and will be considered late on the eleventh day. Payments should be delivered to the SDCCS Business Manager's mailbox in the main school office or mailed directly to the school office, please include "Attn: Business Manager, re: EDP." **The program strongly suggests that parents do not request their child bring payments to the office.** EDP Staff will NOT accept payments.
- Parents are responsible to contact the SDCCS Business Manager, in writing, to acquire receipts for their personal taxes, if needed. The program uses the school's tax number, which is 33-0931009.

➤ **Additional Charges**

- A fee of \$5.00 per child will be charged for every 15 minutes if children are picked up after closing time, 6:00 pm. This fee is rounded to the closest 15 minutes. Late pick-up fees will be added to monthly billing statements. Failure to pay the fees may result in termination of services.

➤ **Delinquent Fees**

- A delinquent fee notice including a \$15 late fee will be issued if payment is not received by the eleventh of the month, or if the bank returns a check.
- The parent must respond within one week of the date of the notice by either making the payment in full, or submitting a reasonable plan for payment. See Business Manager for more information.
- If payment is delinquent by more than 60 days, your child may be excluded from the EDP program until a reasonable plan for payment is made.

➤ **Items Not Allowed at EDP**

- Program staff cannot be responsible for lost articles.
- **Cell phones are not allowed at EDP.** If you need to talk to your child, please call the EDP Director at 619.549.5496.
- **No soda or energy drinks.**
- Toy weapons and wheelies are not allowed.
- Game Boys, iPods and other expensive toys are not permitted.
- Trading of any belongings or toys, including cards, is not permitted.

- **Illness and Medication**
 - If a child becomes ill at the program and cannot participate in the normal routine, the parent or emergency contact may be phoned, at staff discretion, and asked to pick up the child within the hour.
 - If your child requires medication, please see the EDP Director to make arrangements.
- **Injury**
 - All EDP staff are required to report any injuries. If your child has been injured, a report will be made which you will be required to sign when picking up your child. If your child has had an accident away from the program that resulted in an injury, please advise the program.
- **Registration**
 - One designated Parent/Legal guardian must sign the enrollment agreement as the “enrolling parent.” This parent is the only person authorized to make changes to the contract or other enrollment forms, and is responsible for payment of fees.
- **Program Overview**
 - SDCCS’s EDP high quality, well-supervised program offers a balance of activities designed to develop self-esteem and provide a creative educational and recreational experience for children. Involvement of parents is highly encouraged.
- **Homework**
 - 30 minutes, Monday through Thursday, are scheduled for children to work on their homework. The purpose of homework time is to give a structured setting to work on assignments, not to replace the individual attention that parents can provide.
- **Snack**
 - Two snacks will be provided each day for your child. If your child has any dietary restrictions, be sure to indicate them on the emergency sheet in the enrollment packet and inform the EDP Director and/or Assistant Director. While we will make every attempt to provide for any dietary restrictions, we cannot be responsible to accommodate them. Parents are responsible for providing lunches for their children on half days. It is not the program’s responsibility to ensure that your child finishes their meal.
- **Clothing and Outdoor Supplies**
 - Children will participate in a variety of activities, some of which may soil clothing. A change of clothing is encouraged for those children who may need it. Please send clothing appropriate to the season and the outdoors as we spend a significant of time outdoors all year, especially jackets or sweaters in the colder weather.
 - Sending bottled water and sunscreen with your child(ren) is a good idea in the warmer months.
- **Rules and Consequences**
 - Specific rules that children are to follow are available upon request.
 - Our program employs the “time-out” or redirection method, after which the child is free to rejoin the group’s activities. If a child is not responsive to our redirection methods after several attempts, or is in danger of causing harm to other students, staff members, or themselves, the parent will be called to remove the child. If the child is not removed within one hour of receiving notification from the site, the parent will be assessed a \$5.00 charge for every additional 15 minute period.
- **Parent Volunteering**
 - If you are interested in helping out, please contact a staff member for further information. Any time spent with us can be used towards fulfilling your volunteer requirements for the school.

San Diego Cooperative Charter School Extended Day Program

Parent/Child Information 2008/2009

Child(ren) Information:

	Child's Full Name	Nickname	Age	Teacher	Grade
1					
2					
3					

Parent/Guardian Information: Please mark the best number to reach you at with an asterisk (*)

1. Name: _____ Email: _____
 Telephone: Home: _____ Work: _____
 Cell: _____ Pager: _____
 Street Address: _____
 City: _____ Zip: _____

2. Name: _____ Email: _____
 Telephone: Home: _____ Work: _____
 Cell: _____ Pager: _____
 Street Address: _____
 City: _____ Zip: _____

Additional Persons Authorized to Pick Up Child:

Please place a check mark to indicate which people may also be contacted in an emergency

Name	Phone Number(s)	Relationship to Child	Emergency Contact
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Please mention below any special needs including allergies or other medical conditions:



San Diego Cooperative Charter School Extended Day Program ENROLLMENT CONTRACT 2008/2009

Child(ren)'s Name: _____

Today's Date: _____

Parent's Name: _____

Effective Date: _____

For Renewals: Is this change: Temporary/Drop-in Permanent

Dates for Temporary Change or Drop-in Days: _____

NOTE: A new Contract is to be completed 3 days prior to any change in your child's schedule. This includes participation in activities such as Mad Science or Intramural Sports.

Please mark an "X" in each box to indicate your child(ren)'s attendance:

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>
PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>

Monthly Fee Schedule:

Prices

Please note that monthly fees are based on annual costs divided into 10 equal payments. There is no fee adjustment for months that include holidays or half days.

Before and After School Care For One Month	\$250
Before Care Only	\$75
After Care Only - 5 DAYS PER WEEK	\$215
After Care Only - 4 DAYS PER WEEK - (not including Thursday)	\$175
After Care Only - 3 DAYS PER WEEK - (not including Thursday)	\$140
After Care Only - 2 DAYS PER WEEK - (not including Thursday)	\$100
After Care Only - 4 DAYS PER WEEK - (including Thursday)	\$200
After Care Only - 3 DAYS PER WEEK - (including Thursday)	\$175
After Care Only - 2 DAYS PER WEEK - (including Thursday)	\$140
After Care Only - 1 DAY PER WEEK - (not Thursday)	\$50
After Care Only - 1 DAY PER WEEK - (Thursday)	\$75
One Day of After Care- (Unapproved drop-in) (not Thursday) (must bring emergency info)	\$20
One Day of After Care- (Unapproved drop-in) (Thursday or Half Day)	\$25
One Day of Before Care- (Unapproved drop-in) (must bring emergency info)	\$15
One Day of After Care- (Approved drop-in) (not Thursday)	\$15
One Day of After Care- (Approved drop-in) (Thursday or Half Day)	\$20
One Day of Before Care- (Approved drop-in)	\$10
Fee for Late Payment	\$15
Fee for Picking up Child Late	\$5/15min

MONTHLY FEE CALCULATION:

Subtotal for month (not including extra days if used): \$ _____

Subtotal for planned drop-in days: \$ _____

TOTAL for month: \$ _____

OVER →

Subsidized Families:

Please check here if you are will be **subsidized** by another program, also include the name (eg, CDA, County, Free or Reduced Lunch): Program: _____.

NOTE: Subsidized families must also complete the “Addendum for Subsidized Fees”

Payment Information:

Please make checks payable to **SDCCS Extended Day Program.**

Payments should be delivered to the Business Manager’s mailbox in the main school office or mailed directly to the school office, please include “Attn: Business Manager, re: EDP.” **The program strongly suggests that parents do not request their child bring payments to the office.** EDP Staff will NOT accept payments

All fees are due on the 1st of the month and are considered late on the 11th. If additional days of aftercare or beforecare are used, payments are late, or child is picked up late additional fees will be on your next month’s invoice.

Upon this signature, I certify that:

- I have read and understood this document, which is a condensed version of EDP’s Policies and Procedures,
- I understand and agree to the fee schedule as well as any acquired fees,
- All of the information I have provided is true and up-to-date,
- I agree to fill out a Contract Renewal Form if there are any changes in schedule, fees, or information.

Enrolling Parent/Guardian 1 Signature

Date

NAME (PRINT) _____

Enrolling Parent/Guardian 2 Signature

Date

NAME (PRINT) _____

NOTES: _____

* The contract provided is a condensed version of our full Policies and Procedures document which is available for viewing upon request.