

CHILDCARE PROGRAMS AGREEMENT 2011-2012

The professional staff at San Luis Obispo Parks and Recreation sincerely believe that childcare services are a team effort, comprised of the family and the staff working to provide a nurturing, safe and fun environment. This necessitates that registered families understand and support the following expectations and policies:

1. I understand that I must fill out a registration packet, pay an annual registration fee of \$60.00 per child and pay program fees before my child can attend Youth Services Childcare programs.
2. Hourly: I understand that I will be charged \$4.00 per hour that my child attends with a minimum of 1/2 hour being billed and that a negative program hour balance must not exist at any time. **All refunds for amounts in excess of \$10.00 from unused hours will be processed in 5-6 weeks following the last day of school.**
3. Monthly: I understand that my child's spot will be forfeited if the monthly fee is not paid prior to the last business day of the month PRIOR to the month I wish my child to attend. I understand that monthly fees are not refundable or prorated due to changes in my child's attendance.
4. I understand that cash is not accepted at the sites; payments must be in the form of a check or money order. Cash and credit cards **are** accepted at the Parks and Recreation Department. **The receipt I receive upon payment is for my tax records.** I understand that the Parks and Recreation Department will provide a yearly total of my child care costs for a cost of \$5.00 and 3-5 business days to process my request.
5. I understand that Sun 'N Fun hours of operation are 7-8:30 a.m., open for all Kindergarten release times (given a minimum number of enrollees) and 2:25-6 p.m. at all sites, except where hours are posted. I understand that Club STAR hours of operation are 2:25pm to 5:30pm at all sites, except where hours are posted. I understand hours of operation are based upon the on-site clock.
6. I understand that for every pick-up after 6:05 p.m. (according to the on-site clock), that I will be charged the following (per child):
 - *\$1.00 per minute
 - *\$20.00 administrative fee
 - *Accumulative program hours for all time after 6 p.m. with a minimum of one half hour.
7. I understand that more than two late pick-ups per quarter will be reviewed and may result in child(ren)'s suspension from the program.
8. I understand that late fees must be paid in full before children may return to the program.
9. I will share with the Site Specialist any changes in my child's environment which may affect my child at the program.
10. I understand that my child may be asked to leave Youth Services childcare programs if any of the following incidents occur:
 - a. Failure to register or prepay for services
 - b. Failure to pay any negative balances
 - c. Continued late pick-up of child
 - d. Behavior problems on the part of the child
 - e. Lack of cooperation regarding policies and procedures
11. I understand that my child will **NOT** be released from the program to any person or activity without written permission from a parent or guardian. The note must specify dates, times and persons.
12. I understand that Youth Services childcare programs staff reserves the right to ask for photo identification from anyone attempting to take a child from the program.
13. I understand that if a Parks and Recreation staff member needs to sign my child in or out during the day (i.e. ride the bus home, attend after school activities, etc.), I must provide a note that specifies dates, times and activities.
14. I understand that if I need childcare during Spring Break or Teacher Work Days I need to register separately in advance for these programs at the San Luis Obispo Parks and Recreation Department Office, located at 1341 Nipomo Street.
15. I have read and understand all the items in the Program Handbook.
16. I understand that I have the right to drop in to the site at any time.
17. I understand that Sun 'N Fun is licensed by the State of California and they have the authority to inspect the site, to interview children or staff, and to inspect and audit child or facility records without prior consent. I understand that the Club STAR program is license-exempt.
18. I understand that I am required to sign my child in and out of the program using **MY FULL SIGNATURE.**
19. I understand that if I receive subsidized care from CAPSLO-CCRC, Parks and Recreation staff must receive notice of eligibility from CAPSLO-CCRC. If an attendance record from CAPSLO-CCRC is not received, I understand that I will be responsible for all program fees.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Child's Name: _____