

CHILDCARE PROGRAMS AGREEMENT: 2019-20

The professional staff at San Luis Obispo Parks and Recreation sincerely believe that child care 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:

REGISTRATION AND PAYMENT:

I must register and pay an annual registration fee of \$60.00 per child and pay program fees before my child attends Youth Services programs.

Hourly fees are \$5.00 per hour, with a minimum of 1/2 hour, and that a negative balance must not exist. A negative balance for more than 5 business days will result in forfeiture of my child's spot. I may not have more than 50 hours on account at any time. All refunds for amounts in excess of \$30.00 from unused hours will be processed in 5-6 weeks following the last day of school. Refunds will not be issued for amounts under \$30.

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 and hours may also be purchased online. 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 fee of \$5.00

If I receive subsidized care from CAPSLO I will be required to initiate all contracts and sign a separate agreement.

City childcare programs are provided on a first-come, first served basis; however, the programs are intended for families needing care due to work and/or school. Due to the high demand for programs and long wait lists, spots will be forfeited to families who do not demonstrate a need for consistent care: a minimum of 10 hours per month or who do not attend program in over 30 days.

I understand that if my child's spot is forfeited due to lack of attendance, staff are not required to notify me prior to the unenrollment.

HOURS OF OPERATION:

I have read the program hours in the Handbook and understand hours of operation are based upon the on-site clock and are subject to change should SLCUSD change.

Late fees will be charged for every pick-up after 6:00 p.m. or immediately after Kinder care time is over (according to the on-site clock) per child:

*\$1.00 per minute plus \$20.00 administrative fee plus accumulative program hours for all time after program end

More than two late pick-ups will be reviewed and may result in child(ren)'s suspension from the program.

Late fees must be paid in full before children may return to the program.

If I need childcare during Spring Break, Minimum Days or Teacher Work Days I need to register separately in advance for these programs.

GUIDANCE AND COMMUNICATION:

I will share with the Site Specialist any changes in my child's environment which may affect my child at the program.

I understand that my child may be asked to leave Youth Services childcare programs for any of the reasons listed under Dismissal/Suspension in the Family Handbook, or for any other reason deemed necessary for safety reasons.

- 1) Failure to register or prepay for services;
- 2) Failure to maintain a positive hourly balance;
- 3) Continued late pick up of child;
- 4) Lack of attendance (see attendance policy)
- 5) Behavior problem on the part of the child, including unsafe behavior and bullying;
- 6) Lack of cooperation regarding policies and procedures, including offensive, discriminatory or attacking behaviors towards staff or other children, from a child or family members;
- 7) At any time if a serious discipline situation occurs creating an unsafe environment.
- 8) Failure to provide updated contact information and/or respond to calls from staff regarding children while in the program within 30 minutes.

SIGNING IN AND OUT:

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 and be signed by parent/legal guardian.

If a Parks and Recreation staff member needs to sign my child in or out during the day, I must provide a note that specifies dates, times and activities. Youth Services childcare programs staff reserves the right to ask for photo identification from anyone attempting to take a child from the program.

I understand that I am required to sign my child in and out of the program using **MY FULL SIGNATURE**.

LICENSING AND OTHER

I have the right to drop in to the site at any time. 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. Club STAR program is license-exempt.

I have read and understand all the items in the Program Handbook.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____