



Saratoga Union School District
Extended Day Child Care

The Tree House

Located at Argonaut, Foothill, Saratoga Schools

Registration Packet and Rates 2019-2020

General Questions:

Contact Saratoga Union School District

(408) 867-3424, extension 0

**Registration Materials must be received
at least two business days prior to start of service**

SUSD Extended Day Child Care 2019-2020 Rate Sheet

- Registration Fee is \$75.00 per child/\$125 for two children/\$150.00 per family. Participants leaving the program for more than 30 days will be assessed the applicable Registration Fee upon return to the program, with the exception of the Flex Pass option.
- 1st month's tuition is due upon enrollment. A **two-week written notification** is required to cancel enrollment. Tuition will not be refunded or credited if proper written notification is not received **two weeks** to start.
- Fees are based on school year enrollment. Prorated amounts will **not** be granted for Winter/February/Spring recess. All variances in the school-year calendar have been factored into the tuition amounts listed.
- Credit is not given for any day your child is absent from the program.
- Tuition is due the **1st** business day of each month for the current month.
- The SUSD Extended Day Child Care program is a self-sustaining program funded through parent tuition and fees.

TK/Kindergarten Plan (Aug & Sept) 12:10p.m.-6:00p.m.

Monday-Friday Full-Time Care (4-5 days per week)

Monthly Fees

\$800.00

Check One

Monday-Friday Part-Time Care (2-3 days per week)

\$650.00

TK/Kindergarten Plan (Oct - June) 2:10p.m.-6:00p.m.

Monday-Friday Full-Time Care (4-5 days per week)

Monthly Fees

\$625.00

Monday-Friday Part-Time Care (2-3 days per week)

\$500.00

1st - 5th Grade Plan - Full-Time 2:10p.m.-6:00p.m.

Monday-Friday Full-Time Care (4-5 days per week)

Monthly Fees

\$575.00

This plan includes all Wednesdays from 12:10p.m. - 6:00p.m.

1st - 5th Grade Plan - Part-Time 2:10p.m.-6:00p.m.

Must be on a regularly scheduled basis. Requires completion of Part-Time Contract. (2-3 days per week)

Monthly Fees

\$450.00

This plan includes all Wednesdays from 12:10p.m. - 6:00p.m.

TK - 5th Grade Plan – One Day Per Week Only

Must be on a pre-designated day, consistent week-to-week.

Monthly Fees

\$240

Requires completion of Part-Time Contract.

TK - 5th Grade Plan – Flex Pass Option

A Flex Pass for up to 6 drop-in visits can be used on no more than two consecutive days. **Only one Flex Pass per student may be purchased once every 90 calendar days.**

Quarterly Fees

\$225

I have read and understand the information listed above.

Child's Name

Grade Level

School Site

Parent/Guardian Signature

Date

SUSD Representative Initials / Date ____ / ____

SUSD Extended Day Child Care Part-Time Contract

- Part-time rates vary due to the number of days each month.
- Fees are based on school year enrollment. Prorated amounts ***will not*** be granted for Winter/February/Spring recess (variances in the school-year calendar have been factored into the tuition amounts). Credit is not given for any day in which your child does not attend the program.
- Tuition is due the ***1st*** business day of each month for the current month.
- Part-Time plans must be on a regularly scheduled basis.
- There will be no refund for absences or early pick-up.
- Contract subject to change due to site availability.

Child's Name

Grade Level

School Site

Parent/Guardian Signature

Date

Part-Time Hours of Attendance

Please check *exact* days and list hours of attendance for each day.

Contracted Days:

Contracted Hours: (Example: List hour of the day ie "2 p.m.-3 p.m." ***not*** "1 hour")

Monday

Tuesday

Wednesday*

Thursday

Friday

*All Wednesdays are early release days

SUSD Representative Initials / Date ____ / ____

SUSD Extended Day Child Care Admission Agreement

As the parent or legal guardian of the below named child, I understand, agree to, and/or acknowledge the following:

- A. I have reviewed a copy of the SUSD Extended Day Child Care Parent Handbook and will comply with the policies set forth (handbook is available on the SUSD website).
- B. SUSD staff and volunteers are not allowed to babysit or transport children at any time outside of the SUSD Extended Day Child Care program.
- C. I am not to leave my child at the SUSD Extended Day Child Care program unless a SUSD staff or volunteer is there to receive and supervise my child.
- D. Should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Please do not put staff in a position where they have to make this judgement call.)
- E. SUSD is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.
- F. SUSD may terminate my child's enrollment for any of the following reasons:
 - Emergency names and phone numbers are incorrect.
 - Parent or Guardian is late picking up child after the SUSD Extended Day Child Care program closes.
 - Non/Late/NSF payment of tuition fees.
 - Failure to adhere to the sign-in/sign-out policies.
 - Failure to notify the SUSD Extended Day Child Care program that the child will be absent.
 - Child leaving the SUSD Extended Day Child Care program without authorized written permission.
 - Behavior that is continually disruptive or dangerous to others and/or self.
 - Behavior that is destructive to property and/or refusal to replace said property.
 - Any single incident that is deemed by the SUSD Extended Day Child Care Program Coordinator to be dangerous, harmful or disruptive.
 - Harassment, violent behavior or threat of such behaviors against a staff person or other member by parent/guardian or persons associated to the child (family member, family friend, etc.).
- G. Program participation requires SUSD tuition in good standing. Non-payment of fees will result in my child not being allowed to participate in the program. I further understand that there is an administrative processing fee for any payment returned by my bank or credit account. Refunds and/or credits are not given for any day in which a child does not attend the program including school closures or seasonal breaks.
- H. SUSD and the staff employed by SUSD will not become involved in any custody disputes between parent/guardian. If SUSD documents are requested, the court must request them. The staff's responsibility is to provide a safe environment for children.

I understand that I am required to give a two-week written notice when terminating services for the SUSD Extended Day Child Care program and tuition fees paid are non-refundable.

Parent/Guardian Signature

Date

SUSD Representative Initials / Date ____ / ____

SUSD Extended Day Child Care Registration Form

School Site: *Please check one* Argonaut Foothill Saratoga

Please check one:

Grade Level: TK K 1 2 3 4 5

Please check if applicable:

I am an employee of: SUSD LGSUHSD

(Employee discount rates apply subject to verification of employment and applicable to full-time and part-time rates only)

Child's Name *(please print):*

(Last)

(First)

(MI)

(Nickname)

Parent/Guardian #1: _____ Cell #: () _____

Parent/Guardian #2: _____ Cell #: () _____

Are there any legal or custodial restrictions of which we need to be aware? Yes _____ No _____

If yes, please attach a copy of the current order of custody.

Parent Email for Registration Confirmation *(please print):* _____

Parent/Guardian #1:

Employer: _____

Address: _____

Work Hours: _____ to _____

Work Phone #: () _____

Parent/Guardian #2:

Employer: _____

Address: _____

Work Hours: _____ to _____

Work Phone #: () _____

Please Note: Parent/Guardian contact information, emergency contacts authorized to pick-up your child and medical information are on file at your school office. This information will be shared with the SUSD Extended Day Child Care Program Coordinator. If there is any change to this information, please contact your school office directly.

Parent/Guardian Signature

Date

SUSD Representative Initials / Date ____ / ____