

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9722

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Torie F. England, Ed.D. - Superintendent

Williams Ranch Colt Club Before / After School Program 2018-2019

PLEASE TAKE PARTICULAR NOTE OF THE FOLLOWING:

The Before/After School program is available to students who are enrolled at Ready Springs or Williams Ranch Schools only.

The registration form should be returned immediately, along with the Emergency and Identification Information Form and your deposit. These items may be returned to the Before/After School Program or to the District Office.

You should register as soon as possible.

ALL OUTSTANDING FEES FROM THE PAST SCHOOL YEAR MUST BE PAID IN FULL BEFORE REGISTRATION FOR THE UPCOMING SCHOOL YEAR WILL BE ACCEPTED

- A minimum deposit of \$40.00 ***per child*** is required to enroll in the program. This deposit will remain on account until the end of the school year and applied to the final invoice for services. Should this become a financial hardship for your family, please contact the District Office **prior** to the use of services.
- Payment is due by the 10th of the current month - Invoices are generated at the beginning of the month for the prior month usage. A finance charge of \$10.00 will be assessed each month for overdue invoices. ***Your child will be suspended from the program if payment has not been received by the 15th of the month.***
- Example: Payment for September services are due by the 10th of October. Finance charges are assessed if payment has not been received by that date. Your child will be suspended from the program if payment has not been received by October 15th. The child will not be allowed to return to the program until payment has been received for all accrued charges to date. (If there is a financial hardship for your family, please contact the District Office for payment arrangements.)

CONTRACT RATES

- The program is open every school day.
 - Mornings from 7:00 am to 7:45 am. Morning care is billed at \$4.00 per morning.
 - Afternoons from 2:30 pm to 6:00 pm. Afternoon care is billed at \$4.00 per hour to the nearest ½ hour. If your child attends 10 minutes to 29 minutes, you will be billed for a ½ hour.
 - Wednesday Enrichment from 12:00 pm to 2:30 pm is free to all families, all other minimum days are billed the normal contract rates including Conference Days.

Payment for Before / After School is to be paid in accordance with the policy mentioned above. Late pick up fees are detailed in the Bill Procedures.

**PARENT COPY
RETAIN FOR YOUR RECORDS**

Parent Responsibilities / Agreement

I understand and agree that:

1. My child must be signed in and out each day by myself or an authorized person listed on the Emergency and Identification Information Form.
2. I must maintain communication with the Before/After School Program Coordinator about my child and keep staff informed of any pertinent changes, especially those related to health issues and emergency information.
3. I must notify the Before/After School Program Coordinator in writing of any daily departure changes.
4. If a medical emergency arises, the Before/After School Program will first attempt to contact me. If the emergency is such that immediate hospital attention is necessary, the Before/After School Program staff will secure appropriate treatment at the nearest medical facility. The child will be transported by trained medical professionals. I, as the Parent/Guardian will be responsible for all costs incurred.
5. If a child is to receive any medication during the hours of the Before/After School Program, the Before/After School Program Coordinator must have the following information:
 - Written statement from physician detailing method, amount, and time schedule
 - Written and signed request from the parent or guardian authorizing personnel to administer the medication. Medication must be in its original container as delivered by the pharmacy.

Billing Procedures

I understand and agree that:

1. Failure to sign out my child upon pickup will result in hourly charges through 6:00 pm.
2. I am responsible for the monthly payment of fees, **due and payable before the 10th of the month**
3. Failure to pay Before / After School Program invoices by the 10th of the current month will result in **a fee of \$10.00 per month.**
4. Failure to pay Before / After School Program fees by the 15th of the month is cause for removal from the program.
5. Any questions or disputes regarding billing issues must be resolved within 60 days of the original date of the disputed charge. No adjustments will be made to charges more than 60 days old.
6. The After School Program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay an overtime fee of \$5.00 per child per 10-minute increments. A ten-minute increment(s) is defined as follows:
 - 1-10 minutes= a ten minute increment= \$5.00 per child
 - 11-20 minutes= 2 ten minute increments= \$10.00 per child
 - 21-30 minutes= 3 ten minute increments= \$15.00 per child

Abandoned Child at Close of Program

If your child has not been picked up by 6:00 p.m. the following steps will be taken:

- Parents home and work telephone numbers including cell and pagers will be called.
- All other telephone numbers listed on the child's emergency card will be called.
- Staff will try all numbers again. Remember, staff may not release a child to ANYONE except those listed on the child's emergency card.
- At 6:30 p.m. the child is considered an abandoned child and the local Sheriff's Office or DSS Child Protective Services will be called.
- The child will be released to the responding agency and staff will share with them what steps they have taken to locate the parents and all persons they have called or left messages with.
- Staff will post a note on the door advising the parent who the children were released to.

Discipline

Discipline will be administered and maintained in a positive manner, which is child-centered and contributes to the child's development. Before/After School Program students will be required to follow established school rules.

This discipline policy applies to all children in order to ensure a fun, safe and wholesome environment. We appreciate your support and communication in this area. If discipline is required, the following process will occur:

- First Occurrence - The Before/After School Program Coordinator will discuss the unacceptable behavior with the child and explain why it is unacceptable.
- Second Occurrence . The Before/After School Program Coordinator will discuss the unacceptable behavior with the child and provide a time out and/or %student responsibility form+. They will discuss how the behavior will be changed.
- Third Occurrence . Should inappropriate behavior continue, the situation will be documented and a disciplinary incident report given to the parent. The form will outline the behavior problem, the stops that will be taken if the problem persists, and may include a specific %Behavior Contract+. Steps taken will range from suspension to dismissal from the program.

**PARENT COPY
RETAIN FOR YOUR RECORDS**

Before / After School Care Program Registration 2018-2019

Circle One

Child's Name _____ Birth Date _____ Grade for 2018-2019 _____ WR RS

Child's Name _____ Birth Date _____ Grade for 2018-2019 _____ WR RS

Child's Name _____ Birth Date _____ Grade for 2018-2019 _____ WR RS

Address _____ Home Phone # _____

City _____ State _____ Zip _____

Mother's Name _____ Father's Name _____

Mother's Work Phone _____ Father's Work Phone _____

Mother's Cell _____ Father's Cell _____

Please indicate days and hours attending program:

Monday Tuesday Wednesday Thursday Friday

Before School _____ _____ _____ _____ _____

After School _____ _____ _____ _____ _____

Please initial by your desired method of monthly invoice delivery:

_____ Please mail my invoice to the address above

_____ Please email my invoice to the following email address: _____

- I agree to pay the contract fees of \$4.00 per hour until this contract is cancelled.
- I agree to maintain a \$40.00 **deposit** on account per child attending the program.
- I agree to adhere to the "Parent Responsibilities / Agreement" enclosed with this contract.

Parent/Guardian Signature: _____ Date: _____

Please make checks payable to: PVUESD. Mailing address: 14806 Pleasant Valley Road, Penn Valley, CA 95946

REGISTRATION IS AVAILABLE ALL YEAR

Emergency and Identification Information

1. Family Information (One form per child)

Child's Name (Last, First, Middle): _____ Birth Date: _____

Mother's Name: _____ Father's Name _____

Child's Address: _____ Phone: _____

Mother's Work Address: _____ Phone: _____

Father's Work Address: _____ Phone: _____

2. Names of persons authorized to take child from the facility (child will not be allowed to leave with any other person without written authorization from parent or guardian)

Name	Telephone	Relationship
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3. Additional persons who may be called in an emergency to take child from the facility

Name	Telephone	Relationship
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4. Physician to be called in an emergency

Name _____ Phone _____

Address _____

5. Medi-Cal Number _____ Medical Insurance _____

Insurance Number _____

6. Allergies or Other Medical Limitations

7. Permission for Medical Treatment Administrative procedures vary among medical personnel and medical facilities with regard to provision of medical care for a child in the absence of parent/guardian. The exact procedure required by the physician or hospital to be used in emergencies should be verified in advance.

In case of an accident or an emergency, I authorize a staff member of the child development agency to take my child to the above-named physician or to the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of the child, at my expense.

Parent/Guardian Signature _____ **Date** _____

**Pre-Payment for Services Agreement
Colt Club
Before/After School Program
Williams Ranch School**

The Before/After School Program at Williams Ranch School is operated by the Penn Valley Union Elementary School District. The District does not receive funding for this program. The program is self-funded by attendance fees charged.

Before a student can attend the program an enrollment form must be completed and the pre-payment deposit received by the District for each child in attendance.

Failure to bring an account current or maintain the pre-payment deposit will result in revocation of the student(s) enrollment in the Before/After School Program. Should the student come to the program after revocation, he/she will remain with a staff member and will not participate in the program that day. Parent/guardian contact will be made at student pick up. Student will be allowed to return to the program when the account is brought current and pre-payment has been made.

The District is required to collect all fees due as a self-funded program due to the District taking the risk of being out of compliance by what would be considered a "gift of public funds."

By your signature below you agree and acknowledge that you have been informed of this pre-payment policy and agree to maintain your account with the District by the 10th of each month.

_____ _____
Parent/Guardian Signature **Date**

Student name(s): _____