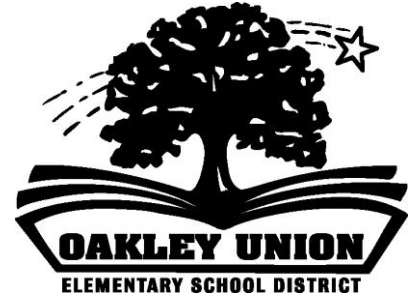


# The Extended Day Learning Center



## Contract

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_

### EDLC program site:

- Laurel       Gehringer       Iron House       Oakley       Vintage

The EDLC Program only serves children from Kindergarten through Fifth Grade currently attending school in the Oakley Union Elementary School District.

This agreement is a legal and binding contract between: The Oakley Union Elementary School District and \_\_\_\_\_ (parent/Guardian) specifying childcare services for \_\_\_\_\_ (name of child). Both parties agree to sign a new Contract annually.

### Full Time Program

- Full Time Program      \$425.00 per month  
Staff Development Days are included *only* in the full time program

### Part Time Program

- AM only 5 days per week      \$150.00 per month  
 PM only 5 days per week      \$290.00 per month  
 AM & PM 3 days per week      \$288.00 per month  
List Days: \_\_\_\_\_  
 PM only 3 days per week      \$192.00 per month  
List Days: \_\_\_\_\_

### Wednesdays Only Program

- Dismissal to 6:00pm      \$ 25.00 per day  
 2 hour or less      \$ 15.00 per day

**Staff Development Days are included in the full time rate only**

#### *For Staff Use Only*

- 10% additional sibling discount.  
Name(s) of sibling(s) enrolled in EDLC \_\_\_\_\_  
 10% OUESD employee discount

Parent Initials \_\_\_\_\_

**Hours**

The EDLC will be open to accept students beginning at 6:00 a.m. After school dismissal, the EDLC program will run until 6:00 p.m. Monday through Friday. Please see the section on Holidays for a list of holidays when the EDLC's will be closed. The full time program also provides care from 6:00 a.m. through 6:00 p.m. on Staff Development days.

**Fees**

Fees are to be paid in full on or before the first business day of the month for that month of care. Tuition will be considered late and a late fee will be incurred on or after the fifth of the month. A \$25.00 **per day** late fee will be imposed beginning on the fifth day of the month. This is a guaranteed rate with no credit for absent or sick days. Payments need to be made in advance of the first day of attendance by check, money order or cashier's check made payable to the Oakley Union Elementary School District or OUESD.

If your child will not be at the EDLC for any reason, please notify the school office that your son/daughter will not be attending the EDLC so that we know not to expect them.

**Registration Fee and Deposit**

There is a non-refundable \$25.00 per family registration fee due at the time of registration. A deposit of \$50.00 is also due at registration. This will secure your child's placement in the EDLC. The deposit will be refunded if your child leaves the program with a written two week notice to end the contract.

**Late Payment Policy**

If a tuition due date falls on a day that the EDLC is closed, the tuition will be due on the previous open day. If, for any reason, your child will not be attending the EDLC on the tuition due date, arrangements must be made to have the payment in on time to avoid late fees. Payments made in advance will be accepted.

**Return check policy**

There will be a \$25.00 handling charge, plus any fees assessed by our financial institution, for any returned or dishonored check presented for payment. If a check is returned, you will be required to pay with a cashier's check or money order from that point on.

**Pick-Up Information**

Anyone picking up your child must have their name on file with the EDLC and will be asked to show a photo ID before they will be allowed to take your child from the program.

The EDLC closes promptly at 6:00 p.m. If you are late picking up your child, you will be charged \$1.00 for every minute late, due upon late pick-up in the form of a check, money order or cashiers' check payable to OUESD.

**Modifications and Cancellation**

The first month of this Contract is a probationary period for the provider, parent and child. This agreement may be terminated at any time during this period. Parents may modify this Contract with 30 days prior written notice. Families will be given a two-week notice of any changes to this agreement by the EDLC. The Oakley Union Elementary

Parent Initials \_\_\_\_\_

School District and the EDLC reserve the right to terminate this agreement at any time, without prior notice, due to safety concerns, non-payment of tuition or other reasons as deemed appropriate by the Superintendent.

After the initial 30 day probationary period expires, a two-week written notice must be given when your child is leaving the EDLC Program. The \$50.00 deposit will be refunded if your child leaves the program with a written two week notice to end the contract. At that time tuition to be paid may be adjusted to account for the two-week period. Failure to give notice will result in the forfeiture of your deposit.

### Holidays

Parents understand that \$\_\_\_\_\_ is a guaranteed monthly rate regardless of the number of days your child actually attends. The EDLC will be closed in observance of the following Holidays: **\*Subject to change due to holidays that fall within the calendar/week.**

September 5, 2011	Labor Day
November 11, 2011	Veteran's Day
November 21-23, 2011	Non-School Day
November 24-25, 2011	Thanksgiving Holidays
December 23, 2011	Christmas Eve
December 26, 2011	Christmas
December 30, 2011	New Year's Eve
January 2, 2012	New Years
January 16, 2012	Martin Luther King Jr. Day
February 17, 2012	Lincoln's Birthday
February 20, 2012	President's Day
April 6 & 9, 2012	Non-School Days
May 28, 2012	Memorial Day

The EDLC Program will be open during the fall, winter and spring breaks and over the summer vacation. A separate fee schedule will be created for these break times.

### Meals

Breakfast is served through the Oakley Union Elementary School District Nutrition Services Department. If you wish to participate, the fee is **\$1.50** per day. (The breakfast price is set by the Nutrition Services Department and is subject to change each year.) The students will be released to the cafeteria at 7:50 a.m. for breakfast. Students in Kindergarten through Third grade will be walked over. An afternoon snack will be served after student specific dismissal times each day.

### Medicine

If your child requires medicine that needs to be administered while at the EDLC, you will need to complete the proper forms. The first form gives your permission for an EDLC staff person to administer the medications. The second form must clearly indicate specific dosage information and instructions. Medicine must be properly labeled in its original container. The container must have your child's name and the dosage instructions including the time for administering the medication. Any prescription medications must be in the original container with the prescription's label listing the child's name, dosage and name of the prescribing physician. Medications will be kept in the school office and the required forms must be on file with the school.

Parent Initials \_\_\_\_\_

**Immunizations**

All children are required to have a photocopy of their current and updated immunization/shot records on file. Parents are required to keep their children's immunization up to date and on file with the school office.

**Illness**

We must maintain a healthy environment for the benefit of your child and the other children enrolled in the EDLC. A child MUST stay home if they have a fever of 101 or above, if they are vomiting, have diarrhea or any illness which is determined to be harmful to your child or the other children attending the EDLC. If your child becomes ill while at EDLC, you will be notified right away. A parent will be required to pick-up an ill child as soon as possible, and within an appropriate amount of time.

**Parent Information**

Please keep the school and the EDLC updated on any address, employment, phone number(s) or emergency contact information changes.

**EDLC Handbook**

All other school procedures and policies are described and explained in the EDLC Handbook. Each family is responsible for reading the Parent Handbook and adhering to the procedures and policies within it.

I, (Parent name), \_\_\_\_\_ have read and will comply with this contract agreement between my family and the Oakley Union Elementary School District (OUESD). I have also received and read the EDLC Handbook and understand that I am held to the policies and procedures within it.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

First Day of Enrollment: \_\_\_\_\_

Child's age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Child's Grade/Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Initials \_\_\_\_\_