

# **Gravenstein Daycare 2009-2010**



## **Parent Handbook Fee Schedule Contract**

**3840 Twig Avenue  
Sebastopol, CA 95472  
(707) 823-8655**

**August 2009**

Gravenstein Union School District  
**Before and After School Daycare Program**  
Gravenstein Elementary School  
(707) 823-1552 (daycare)  
(707) 823-5361 (school office)  
(707) 823-7008 (district office)

**Welcome**

Our on site location offers a convenient, nurturing and fun place providing before and after school care for Kindergarten through 8<sup>th</sup> grade students. Our program includes a variety of supervised age-appropriate activities. We provide nutritious snacks, arts and crafts, homework time and assistance, computer experience, outdoor sports/recreation, as well as self-directed play.

**Mission Statement**

We intend to enrich minds, appreciate individuality and inspire peaceful cooperation in a nurturing and fun environment.

**Program Hours :**

**The Before and After School Care operates on the same calendar as the district schools. The daycare is not open during school holidays.**

**Regular Hours**      Before School - Monday through Friday 7:00 a.m. until 8:55 a.m.

After School - - Monday through Friday 2:00 p.m. until 6:00 p.m.

**Early Release or Minimum Day** - Open from school release until 6:00 p.m.

**Registration and Enrollment**

To reserve a space for your child, a nonrefundable registration fee of \$25.00 is due prior to the first day of requested attendance. A monthly contract is available to secure the days and times needed during the school year.

Drop-in days or extra time is available, if space permits, at an additional fee of \$20.00 per hour payable in quarter hour increments of \$5.00 per quarter hour. Drop in days are only available to registered students who are already attending daycare a minimum of two days per week. Late fees are an additional \$20 per hour payable in quarter hour increments of \$5.00 per quarter hour.

**Monthly Fees**

**7:00 – 8:55 a.m.**

5 days per week \$120  
4 days per week \$100  
3 days per week \$80  
2 days per week \$70

**2:00 – 3:45 p.m.**

5 days per week \$120  
4 days per week \$100  
3 days per week \$80  
2 days per week \$70

**2:00 – 6:00 p.m.**

5 days per week \$270  
4 days per week \$220  
3 days per week \$170  
2 days per week \$150

**3:20 – 6:00 p.m.**

5 days per week \$175  
4 days per week \$150  
3 days per week \$120  
2 days per week \$100

## **Prepaid Monthly Contracts**

- These contracts remain in effect throughout the school year.
- With a minimum of 2 weeks written notice, changes may be made by the Superintendent.
- There are no refunds or make up days for absences. This includes days that the school may close for reasons such as power outages, floods, etc.
- Late Fees hours are billed at the drop-in rate of \$20.00 per hour.

## **Drop-In Care**

Call or come in to confirm space availability, and we will fulfill short notice requests whenever possible. However, you must receive verbal confirmation from the Daycare personnel BEFORE sending your child. This allows us to plan adequate staffing, which promotes safety. Please cancel your child's reservation at least 24 hours in advance to eliminate payment obligation.

## **Payment Policies**

- Please make checks out to: Gravenstein Union School District.
- There will be a \$35 service charge on returned checks and the check will need to be replaced with cash or money order. We will not redeposit checks.
- We reserve the right to discontinue service when tuition is not paid by the 10<sup>th</sup> of the month that it is due.
- A \$20 late fee will be added to all late payments.

## **Late Pick-Up Policy**

Please remember our program closes promptly at 6 p.m. Please allow time to collect belongings, sign out, check the parent board and say good-byes. **A late fee of \$20.00 per hour is charged payable in quarter hour increments of \$5.00 per quarter hour.** After 3 occurrences, we reserve the right to discontinue service.

## **Arrival/Departure**

State law requires parents/authorized persons to accompany children into the building to personally sign children in and out daily.

## **Parent/Staff Communication**

Above the sign in/out sheet, there is a calendar and board that has daily, weekly and monthly notices and reminders to parents.

## **Absentees**

Please phone daycare as well as the school to inform us of your child's absence, saving us from unnecessarily searching for them on the scheduled days of attendance. There are **no** refunds or make up days for absences of any kind.

## **Illnesses**

Children exhibiting signs of illness should be kept home at least 24 hours after the last signs of illness have disappeared. Children in our care exhibiting signs of illness such as an extremely runny nose, fever, diarrhea, vomiting, etc., will require a parent or guardian to pick-up the child as soon as possible.

### **Medications**

We can administer prescription only medications in the original containers—and if accompanied by a signed physician’s note indicating dates, times and dosages needed.

### **Snacks**

A light nutritious snack is served a short time after arrival from school. The snack is posted daily. Please do not send candy, gum, chocolate, sodas and other non-juice drinks with your child. These items will be returned home uneaten.

### **Behavior Policies**

The same behavior policies in the school district student and parent handbook apply to daycare. If inappropriate behavior is recurring, we will request your assistance in redirecting your child’s behavior. We reserve the right to discontinue service without a refund if this behavior continues.

Child's Name _____	Age _____	Grade _____
Phone Numbers _____		
Home	Work	Cell
Parent/Guardians' Name(s) _____		

Please circle the sessions and days of the week needed (minimum 2 days per week)

7 am – 8:55 am	2 pm – 3:45 pm	2 pm – 6 pm	3:20 pm – 6 pm	Drop-In \$20 per hour
M T W Th F	M T W Th F	M T W Th F	M T W Th F	M T W Th F

**Monthly Fees**

<b><u>7:00 – 8:55 a.m.</u></b>	<b><u>2:00 – 3:45 p.m.</u></b>	<b><u>2:00 – 6:00 p.m.</u></b>	<b><u>3:20 – 6:00 p.m.</u></b>
5 days per week \$120	5 days per week \$120	5 days per week \$270	5 days per week \$175
4 days per week \$100	4 days per week \$100	4 days per week \$220	4 days per week \$150
3 days per week \$80	3 days per week \$80	3 days per week \$170	3 days per week \$120
2 days per week \$70	2 days per week \$70	2 days per week \$150	2 days per week \$100

Drop-in rates are \$20.00 per hour

I have received and read the Gravenstein Union School District Parent Daycare Handbook. I fully understand and agree to follow all policies and procedures, including those regarding fees. I agree to pay Tuition regardless of absences of any kind. I agree to give a minimum of two weeks' notice requesting changes to this contract.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have paid a nonrefundable registration fee of \$25.00 - Ck. # \_\_\_\_\_

*Updated August 2009*