

Gravenstein Daycare 2011-2012



Parent Handbook Fee Schedule Contract

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

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 8th 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 8:45 a.m.
After School - - Monday through Friday 1:50 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. For Drop-in fees or late fees see below.

Prepaid Monthly Contracts

- The contracts remain in effect throughout the school year.
- With a minimum of 2 weeks written notice, changes may be approved or 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. We do not charge extra on minimum or early release days nor charge less during months with vacation days.

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.

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 10th of the month.
- A \$12 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. **The late fee is \$12.00 per hour. The minimum amount charged will be \$6.00.** 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 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 only administer prescription 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.

Behavior Policies

The same behavior policies in the school district student and parent handbook apply to daycare. **We reserve the right to discontinue service without a refund if poor behavior continues.**

Gravenstein Union School District Daycare Contract

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 - 8:45 am	1:50 pm - 3:30 pm	1:50 pm - 4:45pm	1:50 pm - 6 pm	2:45 pm - 4:45 pm	2:45 pm - 6 pm
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	M T W Th F

Monthly Fees

<u>7:00 – 8:45 a.m.</u>	<u>1:50 – 3:30 p.m.</u>	<u>1:50 – 4:45 p.m.</u>	<u>1:50 – 6:00 p.m.</u>	<u>2:45 - 4:45 p.m.</u>	<u>2:45 – 6:00 p.m.</u>
5 days per week \$100	5 days per week \$100	5 days per week \$180	5 days per week \$270	5 days per week \$110	5 days per week \$180
4 days per week \$90	4 days per week \$90	4 days per week \$150	4 days per week \$220	4 days per week \$100	4 days per week \$150
3 days per week \$80	3 days per week \$80	3 days per week \$120	3 days per week \$170	3 days per week \$90	3 days per week \$120
2 days per week \$70	2 days per week \$70	2 days per week \$100	2 days per week \$150	2 days per week \$80	2 days per week \$100

The drop-in rate is \$10.00 per hour if there is an existing daycare contract in place.
 The drop-in rate is \$18.00 per hour if there is **no** existing daycare contract in place.

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 July, 2011