



Annunciation Extended Care

ADMISSIONS AGREEMENT 2020/2021

Annunciation Extended Care provides child care services to families and children enrolled at Annunciation School.

BASIC SERVICES AND RATES:

PROGRAMS	TIMES	MONTHLY BASIC RATES
Morning Program	7:30am-8:00pm	● \$2.00 per day of use per child
After School Program	Dismissal- 5:30pm (Noon to 5:30 pm on Early Dismissal Days)	● \$5.25 per hour per child

*There is a one-hour minimum charge per child per child for each month the Extended Care is used.

ADDITIONAL FEES:

- Late fees are assessed on a monthly basis at the rate of \$10.00 per month or 20% of the account balance. The rate assessed is at the discretion of the Director. An account is considered delinquent if we have not received a payment within the last 30 days.
- Bounced Check fees are \$20.00 per returned check. The Director reserves the right to request cash or money order payments on any account that accrues a returned check fee.
- A late pick-up fee of \$1.00 per minute may be assessed if your child is not picked up by 5:30 pm.
- Families who do not sign their child out of Extended Care, may receive a full day's charge for that day.
- Children who drop their children off for school before yard supervision is available at the elementary school, may be subject to a \$5.00 fine per occurrence.
- Extended Care fees are assessed in arrears after services have been rendered and therefore may not be refunded.

MORNING PROGRAM:

- Children signed into the Morning Program may finish their homework and work quietly by themselves or within a small group or cohort.
- Children signed into the Morning Program will be released to the playground supervisor at 7:50 am.

AFTER SCHOOL PROGRAM:

- All children on campus and not accompanied by a parent/guardian after 3:00pm (or Noon on Early Dismissal Days) will be signed into Extended Care and billed accordingly.
- Extended Care provides a variety of daily playground/gym activities, building materials, board and card games.
- All children are given the opportunity to work on schoolwork and homework while checked into Extended Care.
- Students are required to clean up their immediate area before leaving Extended Care.

EMERGENCY INFORMATION:

- EVERY family is required to have an Emergency Information form on file with Extended Care. This policy applies even if you do not intend to use this service. You may download the form directly from the school website, Annunciation-Stockton.org. This form helps your child contact you if necessary and will inform the Extended Care staff of who is authorized to pick up your child.

EXTENDED CARE SCHEDULE:

PROGRAM SCHEDULE	TIMES	+Please note Early Dismissal Days are once a month and begin at 12 noon.
	2:50-3:00pm	● Sign into Extended Care
	2:50-4:00pm	● Outside Time / Gym Study Time
	4:00-4:15pm	● Students clean up their area
	4:15-4:30pm	● Snack time
	4:30-5:30pm	● Homework Time / Quiet Activities

+The Program Schedule is adjusted on these days. * Snack will be served at 2:30 pm on Early Dismissal days.

PAYMENT INFORMATION:

Parents are charged only for the amount of time that the program is used. There is a one-hour minimum charge per child for each month that Extended Care is used.

Families will receive a billing statement the first week of each month through their personal email address. If you do not receive a statement, please contact Extended Care immediately to avoid any late charges.

Students may not transfer from another Catholic school until all outstanding balances at the previous school, including Extended Care, are paid.

Extended Care rates are reviewed yearly and parents are notified of any rate changes before utilizing the program for the new school year.

SCHOOL CAMPUS CLOSURE and COMMUNICATION

The conditions under which Extended Care remains open or may be closed are outlined in your school’s Reopening Operations Plan. In the event that Annunciation School is mandated to close to onsite instruction, we will follow the recommendations of the Diocese of Stockton and the County Public Health Department. Annunciation Extended Care holds a School Age license and we may be allowed to remain open for child care services. We will communicate all pertinent information to each family through Beehively.

WITHDRAWALS:

In the event you choose to withdraw your child from Annunciation School, your Extended Care account must be paid in full in order to register your child at another Catholic School.

DISCIPLINE PROCEDURES:

Children are expected to use respectable behavior at **ALL** times toward teachers and peers. Rude and inappropriate behavior is not tolerated. Discipline procedures will be handled as follows:

- A “Note Home” will be sent home for....
 - Inappropriate behavior
 - Not following directions and or not listening to teachers
- A Discipline Report will be sent home for...
 - Disrespect to teacher

- Destruction of property
- Seriously injuring/endangering another student or teacher
- Chronic behavior issues

If your child receives a Discipline Report in Extended Care, it must be signed by a parent and discussed with the Director before your child may return to Extended Care. Copies of Discipline Reports will be sent to the main school office. Chronic misbehavior will result in suspension from the program for a period of time to be determined on a case-by-case basis.

Every child who is signed into our program *MUST* clean up their area before leaving Extended Care. Any child who refuses to clean up will be assigned additional clean up assignments, such as re-organizing our game / toy cabinet. Our classroom belongs to our entire community and needs to be cared for and treated with respect.

LICENSING REGULATIONS

Regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

“The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.”

OTHER TERMS and CONDITIONS of this AGREEMENT:

- The Director of Annunciation Extended Care, or his/her designee, and the child's authorized representative shall sign and date the child's admission agreement no later than seven calendar days following admission.
- Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the persons specified above. Parents will be notified 30 days in advance of any changes or modifications to the admission agreement.
- Annunciation Extended Care shall keep the original copy of the admission agreement and give a photocopy to the child's authorized representative.
- Annunciation Extended Care shall comply with all terms and conditions set forth in the admission agreement.
- The admission agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.
- Families terminate their privilege to utilize the Annunciation Extended Care program if they choose to withdraw their child from Annunciation School.
- All Annunciation School policies and consequences stated in your school handbook apply to Extended Care as well.

CHILD’S FULL NAME		
PARENT’S NAME		
PARENT’S SIGNATURE		DATE:
PARENT’S NAME		
PARENT’S SIGNATURE		DATE:
DIRECTOR’S NAME	Shannon Rodriguez	
DIRECTOR’S SIGNATURE	<i>SRodriguez</i>	DATE: July 1, 2020