

Kids' Care Legacy Pre-enrollment Policy

Families that have children enrolled in the Kids' Care program for the 2007-2008 School Year receive first priority for program space in the 2008-2009 School Year, under the following conditions:

- Complete packets must be received in the CEF offices no later than May 5, 2008.

Mail to: Carlsbad Educational Foundation
P.O. Box 205
Carlsbad, California 92018

or

Drop off: CEF offices
5651 Palmer Way, Suite H
Carlsbad, California 92008

- All accounts must be in good standing (i.e. paid in full)
- Space is NOT guaranteed, even with pre-enrollment. Packets will be processed first come, first served – based on anticipated ratios determined by space made available to Kids' Care by the Carlsbad Unified School District at each school site.
- Legacy Families will be contacted no later than June 2, 2008 regarding their status as ENROLLED or WAITING LISTED.

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Kids' Care Enrollment Form for School Year 2008-2009

Kids' Care is subject to licensing ratios established by the State of California based on facility made available by each CUSD elementary school site. Every effort will be made to maximize each program to accommodate all parents with expressed need, within these parameters. We regret any inconvenience to families that are placed on the Waiting List.

The following must be completed and attached, or the application will not be processed:

- ___ Non-refundable Registration fee \$50 per year, per child (make check payable to "CEF")
- ___ Enrollment Agreement (front & back, 2 pages)
- ___ Identification and Emergency Information form (1 page) – attach all legal restraining/custody orders
- ___ Preadmission Health History (1 page)
- ___ Consent for Medical Treatment form (1 page)
- ___ Notification of Parents' Rights (half page)
- ___ Personal Rights form (half page)

Child's name _____ **entering grade** _____

Site location (circle one ONLY)

Aviara Oaks	Buena Vista	Calavera	Hope
Jefferson	Kelly	Magnolia	Pacific Rim Poinsettia

Guardian's Name (legally and financially responsible) _____

Driver's License (State and #) _____ **License plate#** _____

Home Address _____

Home phone (____) ____-____ **Cell phone** (____) ____-____

Place of employment _____ **Business phone** (____) ____-____

I understand that a completed Enrollment Packet must be submitted to the CEF offices or my Kids' Care application will not be processed and childcare space will not be guaranteed for the School Year 2008--2009. I acknowledge receipt of the 2008--2009 Rate Sheet and published late fees and charges.

Parent signature _____ **Date** ____/____/____

Anticipated Need (check each AND/OR any line as needed)

Full Regular Program		
7:00-8:00 a.m. and 2:30-6:30 p.m.	\$330 per month	_____
A.M. Only	\$110 per month	_____
P.M. Only	\$305 per month	_____
5:30-6:30 P.M. (21st Century Ases Grant only)	\$110 per month	_____

Kindergarten

Morning		
7:00-9:35 a.m. or 12:35.-2:30 p.m.	\$165 per month	_____
7:00-11:15 a.m. or 7:00-8:00 a.m. & 11:15 a.m.-2:30 p.m.	\$250 per month	_____
Full Day	\$355 per month	_____

7:00-8:00 a.m. & 11:00 a.m.-6:30 p.m.
 7:00-9:30 a.m. & 1:00—6:30 p.m. (available only if need warrants per site's K schedule)

Half Day		
1:00 p.m. – 6:30 p.m.	\$320 per month	_____
11:15 a.m.-6:30 p.m.	\$335 per month	_____

Afternoon Only		
11:15 a.m.—2:30 p.m.	\$210 per month	_____
1:00 p.m.—2:30 p.m. (available only if need warrants)	\$130 per month	_____

For CEF Office use only – received by _____ **Date** ____/____/____ **Time:** ____:____

Carlsbad Educational Foundation

Kid's Care Rates

2008-2009 School Year

Non-refundable Registration fee for all programs	\$50 per year
Full Regular Program	
7:00-8:00 a.m. and 2:30-6:30 p.m.	\$330 per month
A.M. Only	\$110 per month
P.M. Only	\$305 per month
5:30-6:30 P.M. Only (21st Century ASES Grant Only)	\$110 per month
Kindergarten	
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7:00-8:00 a.m. & 11:00 a.m.-6:30 p.m.	\$355 per month
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Half Day	
1:00 p.m. – 6:30 p.m.	\$320 per month
11:15 a.m.-6:30 p.m.	\$335 per month
Afternoon Only	
11:15 a.m.—2:30 p.m.	\$210 per month
1:00 p.m.—2:30 p.m. (available only if need warrants)	\$130 per month
Additional Care	
School Holidays and Summer Care	\$45 per day
Summer/Holiday Full Day Care	\$160 per week

- 10% reduction in fees for second child (not applicable for Holiday Care).
- **Payment is due by the 1st of each month. Tuition payments are due *prior to holidays* and may be turned in to your site director or may be mailed directly to the CEF Kids' Care office located at 5651 Palmer Way, Suite H, Carlsbad, CA 92010**
- The fee for late pickup is \$1.00 per minute.
- The fee for late payment is \$10.00 after the 1st and \$20.00 after the 5th. **Payments that have not been received by the 15th will result in care being withheld.**
- **The fee for a returned check is \$31.00 (a third NSF will result in only Money Orders or Cashiers Checks being accepted as payment for tuition).**
- Before a child can attend, all paperwork must be completed and submitted to the Director.
- Kindergarten programs are subject to enrollment of enough children to meet staffing and program costs. We work with the schools and scheduling of children when possible to ensure the availability of childcare.
- **Fees are based on a 9 month payment schedule. Nine full equal payments are due September through May. Any Holiday Care is subject to the additional fee stated above.**
- Start and dismissal times, as well as kindergarten times, vary as much as 30 minutes per school site. Schedules shown may not be the exact times of care.

CEF Kids' Care

Enrollment Agreement

(please initial each one to verify accordance)

1. I understand that I am committing myself to participate in the Carlsbad Educational Foundation Before and After School Child Care Program for the duration of the school year, unless unforeseen events make withdrawal necessary. If withdrawal is necessary, I will provide a 30 day written notice. _____
2. I understand that agreement to the time(s) childcare services will be provided requires the Carlsbad Educational Foundation to commit staff and resources for my child, and that I am committed to the payment for the time contracted whether my child attends or not. _____
3. I understand that I am responsible for fee payment prior to childcare services being provided. Monthly checks are due the 1st of each month. Checks are to be made payable to Carlsbad Educational Foundation.

4. I understand that payments are due on the 1st of each month. Any tuition payment after the 1st will be subject to a \$10 late fee. Payments received after the 5th will be subject to a \$20 fee. If the tuition payment is not received by the 15th of the month, I understand that care will be withheld until my account is in good standing. _____
5. I understand that payments are due prior to holidays and weekends. Payments may be given to the director/teacher on duty or may also be turned in directly to our CEF Kids' Care office located at 5651 Palmer Way, Suite H, Carlsbad, Ca 92010. _____
6. I understand that if I am late picking up my child, a late fee will be charged, with increased charges for each occurrence. A 5th occurrence will result in a dismissal from the program. _____
7. If my child remains in the Center after closing and the Center has not heard from me, the Center will first call you, then the emergency contacts you have listed on the Emergency Medical Form as authorized to take the child from the facility. Center staff will stay with my child as long as possible, but, if after one hour and the Center has been unable to reach me or an emergency contact, the Center will call the local child protective services agency. _____
8. I understand that there will be a \$31 charge for non sufficient funds. If there is a third NSF check against my account, further payments can only be made in by money order or cashier check. Cash will not be accepted.

9. I understand that my child will not be released to any person(s) not listed on the enrollment form and emergency card. All individuals must provide proper identification. _____
10. I, or the person designated on the enrollment form and/or emergency card, will sign (full signature) my child/children in and out daily. _____

11. If the childcare staff notifies me, or my designee(s), that my child is ill, I must pickup my child immediately. If my child is absent due to a reportable disease, my child may return only with a physician's note indicating that he or she is no longer contagious. (State legal requirements). _____
12. I understand that if my child is absent from regularly scheduled school due to an illness, my child may not attend Kids' Care that day to prevent any possible spreading of germs. _____
13. In case of emergency, CEF Childcare has my permission to administer first aid or to obtain emergency medical treatment in my child's best interest. _____
14. I understand that my child is not to take any medications at the center, except as allowed and in accordance with the medication's policy. (See handbook). _____
15. If my child is having problems in the program, a conference will be arranged between the parent, teacher and program director. _____
16. I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory. _____
17. I understand that if the school district cancels regular school before the start of the regular school day, childcare services will be closed. If conditions arise during the school day and schools are closed, my child/ children will be housed at his/her regular childcare site until I or my designee arrives to pick up my child. _____
18. I understand that unforeseen natural disasters may occur (i.e. fires, earthquakes), therefore forcing school closures. I understand that payment for those days closed are required in your regularly paid tuition. _____
19. The before and after school program operates according to the school system calendar. Before and after school programs during designated school holidays, vacations, and summer have separate fees. _____
20. I give permission for my child to participate in center field trips, whether by foot or vehicle. I understand that special field trips may require additional fees or expenses which I may be required to pay in order for my child to participate. _____
21. If I receive subsidized tuition based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for underpaid tuition. _____

I have read and agree to all policies and fee procedures outlined within the application and in the Parent Handbook. I understand it is my responsibility to contact the Center director with any questions I have about the information contained in the Parent Handbook or any document relating to enrollment policies, procedures, fees or fee schedules.

Signature of Parent: _____ Date _____

Signature of Director: _____ Date _____