



Newark Unified School District

TK – 5TH Grade Before School Child Care Application

5715 Musick Avenue, Room 21
Newark, CA 94560-2554

Phone: 510-818-4159 Fax: 510-791-5004
www.newarkunified.org

2024-2025 Before School Child Care
Fee based program
\$190.00 per month per child

I wish to enroll my child(ren) in Child Care at _____ Elementary for the 2024-2025 school year.

Child #1 Name: _____ Grade: _____

Child #2 Name: _____ Grade: _____

Child #3 Name: _____ Grade: _____

Children will be accepted into the Child Care program regardless of sex, race, religious affiliation or national origin, providing the program meets the needs of the child.

The Newark Unified School District TK – 5th grade Before School Child Care Contract is for families who need Child Care for TK – 5th grade students 7:00am – until the start of school.

TK – 5th grade before school care covers the following hours

Birch Grove Primary

- 7:00 am until 8:25 am Monday through Friday

BGI, Kennedy, Lincoln, Coyote Hills and Schilling

- 7:00 am until 8:10 am Monday through Friday

The before school child care program is a fee based program. The cost is \$190.00 per month, per child. Fees are based on 180 school days divided into 9 equal monthly payments (August/September & May/June (as needed) combined).

Child Care Expectations and Payment Policies:

1. A Disaster Release and Emergency Information form per child will be required for this contract.
2. The Newark Unified School District Program cannot assume responsibility for the child until he/she has been signed in by a parent. A parent/guardian must sign in each child, unless they come directly from

- school. A parent/guardian must sign out each child when picking up. If a child must be released to another adult, the parent/guardian must send written authorization unless they are already on the emergency form.
3. Children who attend the Newark Unified School District Child Care Program are required to follow school rules. If a student is suspended from school, on in-house suspension, etc., he/she cannot attend Child Care for the duration.
 4. Enrollees are subject to the regulations of the Newark Unified School District Child Care policies and procedures.
 5. Alternative Payment Program (APP) Enrollment: Families that are enrolled in an APP must follow all procedures and requirements that are outlined by the APP. All APP sign-in/sign-out sheets must be signed daily; with a final signature at the end of each month by the parent participating in the APP. Failure to comply with these procedures will lead to immediate termination. Any fees not paid by APP will be the parent's responsibility. Any services provided without an APP contract will be parent responsibility.
 6. Fees are due and payable on the first day of the month and are delinquent the day after the invoice due date with a \$25.00 late fee charge. If the due date falls on a weekend or holiday, the fee is due the following school day. (Please check the due date on your invoice.) The parent/guardian will be notified in writing if fees are delinquent. Fees and other charges not paid by the 15th of the month will result in immediate termination.
 7. Fees may be paid by cash, personal check, or money order to Newark Unified School District (NUSD). Direct payments from banks are accepted; due dates still apply. Credit cards are accepted at www.myschoolbucks.com.
 8. A \$25 fee will be charged for returned checks; subsequent payments must be paid by cash, certified check, or money order. If a returned check causes a late payment, an additional \$25 late fee will be added to the total due.
 9. If there are any outstanding child care fees on the last day of school, student report cards will be withheld until all charges have been paid. Additionally, students will not be able to enroll in Child Care for the new school year until fees are paid.
 10. Child Care Office must receive an Exit Notice two weeks in advance if the student(s) will be dropped from the program. Balance on the account must be paid by the last attendance day.
 11. Please return your application by e-mail to: childcareinfo@newarkunified.org
 12. If you have any inquiries, please email us at: childcareinfo@newarkunified.org or please call us at 510-818-4103 ext. **4138** (Marlene), ext. **4223** (Patricia), or **4159** (Ofelia)

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**Parents/Guardians:** Please provide the following information and return this enrollment contract to the NUSD Child Care Office. **By signing, you agree to follow the enrollment agreement policies and procedures outlined above and as outlined in the NUSD Child Care Handbook.**

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|-------------------|-------|---------------|-------|
| Guardian #1 Name: | _____ | Relationship: | _____ |
| Home Address:     | _____ | Home #:       | _____ |
| City, State, Zip: | _____ | Cell #:       | _____ |
| Legible Email:    | _____ | Work #:       | _____ |
| Signature:        | _____ | Date:         | _____ |

Guardian #2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Legible Email: \_\_\_\_\_ Work #: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY NUSD CHILD CARE STAFF ONLY**

**Notes:**                      **Number of Children:** \_\_\_\_\_                      **Start Date:** \_\_\_\_\_  
                                         **Customer #:** \_\_\_\_\_                      **Date Activated:** \_\_\_\_\_

\_\_\_\_\_