



Newark Unified School District Pre-Paid Drop-In Service Child Care Enrollment Contract

5715 Musick Avenue, Portable 24

Newark, CA 94560-2554

Phone: 510-818-4138 Fax: 510-791-5004

www.newarkunified.org

School Year: 2021-2022

Desired Start Date: _____

I wish to enroll my child(ren) in Child Care at _____ Elementary.

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 Pre-Paid Drop-In Service Child Care Contract is for families who need:

- a) Pre-paid Child Care Service provided no more than twice a month. The minimum fee is \$78.00 for 10 hours and those hours can be used through the last day of the school year.
- b) Short term pre-paid child care. The minimum fee is \$156.00, the balance can be used through the last day of the school year. A \$10.00 Administrative fee will be added for this service.

Any other usage of Newark Unified School District Child Care will require a monthly contract.

Please describe the intended schedule (days and hours) of the care needed, if known:

Choose from two payment options for the Pre-Paid Drop-In Service:

1. Pre-payment of \$78.00 for 10 hours of Child Care
2. Pre-payment of \$156.00 for up to 20 hours of Child Care

Each child will need his/her own pre-payment for 10 or 20 hours.

Fees may be paid by cash, personal check or money order to Newark Unified School District, a \$25 fee will be charged for any check that is returned. Credit cards are accepted at www.myschoolbucks.com with an added fee.

1. A Disaster Release and Emergency Information form will be required for this contract.
2. Usage is calculated in increments of 30 minutes. There is no sibling discount. Service will be denied if the fee for additional hours is not pre-paid. Unused hours cannot be carried into a new school year or refunded.
3. Staff at each site's Child Care center will track hours utilized by each child, but it is the responsibility of the parent/guardian to ensure that sufficient funds are available for hours to be used.
4. If a child remains at the Child Care Center past 6:00 PM, a charge of \$25.00 for 1 to 15 minutes and \$1.00 for each additional minute up to 60 minutes will be due immediately. Children not picked up by 7:00 PM will be referred to the Newark Police Department.
5. Delinquent fees will be sent to a collection agency after 6 months of delinquency and will incur further fees.
6. The Newark Unified School District Program cannot assume responsibility for my 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.
7. 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.
8. Enrollees are subject to the regulations of the Newark Unified School District Child Care policies and procedures.
9. The State of California Licensing Agency has the following authority: (1) To interview children, or staff, and to inspect and audit child or facility records without prior consent; and (2) To observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

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.

Guardian #1 Name:	_____	Relationship:	_____
Home Address:	_____	1 st Contact #:	_____
City, State, Zip:	_____	2 nd Contact #:	_____
Legible Email:	_____	3 rd Contact #:	_____
Signature:	_____	Date:	_____

Guardian #2 Name:	_____	Relationship:	_____
Home Address:	_____	1 st Contact #:	_____
City, State, Zip:	_____	2 nd Contact #:	_____
Legible Email:	_____	3 rd Contact #:	_____
Signature:	_____	Date:	_____

TO BE COMPLETED BY NUSD CHILD CARE STAFF ONLY

Pre-paid Fee: _____	Number of Children: _____	Start Date: _____	Customer #: _____	Date Activated: _____
----------------------------	----------------------------------	--------------------------	--------------------------	------------------------------