



Newark Unified K – 6th Child Care Enrollment Contract

5715 Musick Avenue, Portable 24
 Newark, CA 94560-2554
 Phone: 510-818-4138
 Fax: 510-791-5004
 www.newarkunified.org

Desired Start Date: _____

I wish to enroll my child(ren) in Child Care at _____ Elementary for the **2021-2022** 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. Please indicate with a checkmark the shifts you will be using Child Care for each child; **the shifts and hours that you indicate on this contract are the only shifts that your child may attend unless special arrangements are made.**

Days/Child Care Hours	Child #1	Child #2	Child #3
Monday 7:00 - 8:00 AM			
Monday 2:32/2:47 - 6:00/6:15 PM			
Tuesday 7:00 - 8:00 AM			
Tuesday 2:32/2:47 - 6:00/6:15 PM			
Wednesday 7:00 - 8:00 AM			
Wednesday 2:32/2:47 - 6:00/6:15 PM			
Thursday 7:00 - 8:00 AM			
Thursday 2:32/2:47 - 6:00/6:15 PM			
Friday 7:00 - 8:00 AM			
Friday 1:05/1:20 - 6:00/6:15 PM			
Total Hours per Week:			

Child Care fees are based on 180 school days divided into 9 equal monthly payments; August/September and May/June are combined.

Plan	Weekly Hours per Child	Hours per Month	Payments		
			1 Child	2 Children	3 Children
A	0-6 Hours	24	\$175	\$350	\$525
B	6.5-12 Hours	48	\$350	\$700	\$1050
C	12.5-18 Hours	72	\$525	\$1050	\$1575
D	18.5-24 Hours	96	\$700	\$1400	\$2100

1. Methods of Payment

- Full Fees Paid by Enrollee: Newark Unified School District's Child Care sign-in/sign out sheets must be signed daily by the person picking up the student. Failure to comply with these procedures will lead to immediate termination. Contract items 2-13 will apply to enrollee.
- 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 parent responsibility. Any services provided without an APP contract will be parent responsibility. Contract items 4-13 will apply to enrollee.

2. 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**.

3. 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.
4. **The monthly invoice total is based on the number of hours indicated on the first page of the Child Care Enrollment Contract. It is the responsibility of the parent/guardian to notify child care staff regarding changes in hours of service by the 20th of the month preceding the change in hours. We must receive the NUSD Revised Child Care Enrollment Contract with the updated hours from the parent or guardian to make any changes. A \$10.00 administrative fee will be charged for revising the contract.**
5. If a child remains at the Child Care Center past 6:00/6:15 PM (6:15PM Birch Grove Primary), 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.**
6. **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.**
7. 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.**
8. **Delinquent fees will be sent to a collection agency after 6 months of delinquency and will incur further fees.**
9. Newark Unified School District Program cannot assume responsibility for any 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. A parent/guardian must notify Child Care staff if a student is picked up early from school or is absent.** If a child must be released to another adult, the parent/guardian must send written authorization unless they are already on the emergency form.
10. Children who attend 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.
11. Newark Unified School District School Age Child Care Program is partially funded by the Alternative Payment Programs and operated in conjunction with the Newark Unified School District. Enrollees are subject to the regulations of the Newark Unified School District policies and procedures, and Alternative Payment Programs policies and procedures as applicable.
12. 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).
13. 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.**

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 above.

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

Plan: _____	Number of Children: _____	Start Date: _____
Fee: _____	Customer #: _____	Date Activated: _____