



NUSD Child Care Contract – Coyote Hills Elementary

K – 6th Grade 2021/2022

5715 Musick Avenue, Portable 21, Newark, CA 9456-2554

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

www.newarkunified.org

Desired Start Date: _____

Parent/Guardian Name: _____

School Site: **Coyote Hills Elementary**

Child # 1 Name _____ Grade _____

Child # 2 Name _____ Grade _____

Child # 3 Name _____ Grade _____

Children will be accepted to the NUSD Child Care Program regardless of sex, race, religious affiliation, or nominal origin, providing the program meets the needs of the child.

Monday to Friday	Child # 1	Child # 2	Child # 3
AM Schedule: 7:00am – 8:15am			

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

Morning Plan	Weekly Hours per Child	1 Child Monthly	2 Children Monthly	3 Children Monthly
A	Morning Care	\$175	\$350.00	\$525.00

Continue to next page

Child Care Rules and Procedure:

1. **Methods of payment and Child Care Rules:**
 - a. 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 2-12 will apply to the enrollee.
 - b. 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. Contract items 4-12 will apply to the 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.
5. 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.**
6. 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.**
7. **Delinquent fees will be sent to a collection agency after 6 months of delinquency and will incur further fees.**
8. 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 the 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 school card.
9. 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.
10. 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.

11. 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).
12. 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 Phone # _____
City, State, Zip: _____ Cell # _____
Legible Email: _____ Work # _____
Signature: _____ **Date:** _____

Guardian # 2 Name: _____ Relationship _____
Home Address: _____ Home Phone # _____
City, State, Zip: _____ Cell # _____
Legible Email: _____ Work # _____
Signature: _____ **Date:** _____

TO BE COMPLETED BY NUSD CHILD CARE STAFF ONLY			
Plan: _____	Number of Children: _____	Start Date: _____	
_____	Customer #: _____	Date Activated: _____	