

**Child Care**  
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## 2019-2020 REGISTRATION PROCEDURES CVUSD CHILD CARE PROGRAMS Family Information Packet

### REGISTRATION

Complete the attached Application form and return it to the *Child Care Office-University Center* at which time it will be time/date stamped. When turning in the Application form, the \$50 per child, non-refundable Application Fee must be attached (cash, check, Visa/MC accepted). Beginning April 15, 2019, the Application fee increases to \$75 per child.

- Open walk-in registration begins February 4, 2019 on a First-Come/First-Served basis for all applicants. Forms will only be accepted in the Child Care Office (see address above) or through our on-line registration available at [www.cvusdchildcare.com](http://www.cvusdchildcare.com).
- Open on-line registration will be available beginning at 7:30 am February 4, 2019 and continuing through 4:00 pm, May 31, 2019, also on a first-come, first-served basis (walk-in registrations only accepted after June 1).

### TIMES OF OPERATION

- **Before/After School Care (AM/PM) Program:** 7 am until on-site Campus Supervision is provided and from School Ending up to 6 pm
- **TK/Kindergarten Enrichment (KE):** One-hour program, 1:30-2:30 only (end of Kindergarten day to end of regular school day)

### TUITION

#### Tuition Rates & Program

- All monthly tuition rates can be found on the back of this page
- All fees listed are level pay amounts. You will pay the same amount each month August through May (10 equal payments), regardless of the number of days Child Care is offered.
- Your first tuition payment is due August 5, and no later than August 9. All future payments are due on the 1<sup>st</sup> of each month, and considered late after the 10<sup>th</sup>. \$30 late fee applies after the 10<sup>th</sup>. There will be no tuition owed for June 2020.
  - Part Time - 10 days monthly maximum.
  - Kindergarten Enrichment (KE) only - Students may attend 1:30-2:30 only
  - Kindergarten Enrichment+AM/PM - Students may attend before and after school.

Tuition Assistance - For information please call the Child Care Office.

- **Scholarships** - Partial Scholarships are based on gross monthly income level and child care need. Scholarships are accepted in September, January and April (for Summer Camp).

## Monthly Tuition Rates:

<u>PROGRAMS</u>	<u>Full Time</u> (11+ days/mo)	<u>Part Time</u> (Max 10 days/mo)
Before/After School Care (AM/PM)	\$385	\$308
Kindergarten Enrichment Only (KE)	\$132	N/A**
Kindergarten Enrichment + AM/PM	\$517	\$412.50

**(No KE programs or Child Care at Conejo and Glenwood)**

Program availability is subject to change.

## WAIT LIST PROCEDURES

In the event a program/Child Care center is full, a Wait List will be created.

- Your name will be kept on the Wait List for the entire 2019-2020 school year.
- Each center will have a Wait List, *if needed*. As an opening becomes available, a call will be placed to the first name on that Wait List.
- A call will be made to either the work or cell number, and the home number as necessary. Messages will be left and it will be *your responsibility to respond*.
- You will have 24 hours to respond to our call/message.  
Your name will be removed from the Wait List and we will proceed to the next name if you do not respond within 24 hours. Once you have been called off the Wait List and you do not accept the open spot, you are considered ineligible for priority registration for the following year.

In order that we may effectively serve you, please keep us informed of any changes in phone number/s and or addresses.

## CALENDAR

Our Child Care calendar is the same as the CVUSD school calendar. We begin and end on the same dates. The 2019-2020 District school calendar is available to view on the District website.

**NOTE: The first day of school for the 2019-2020 school year is  
Wednesday, August 21, 2019.**

Child Care will continue to be open on some holidays and during some breaks. The dates are being determined and will be listed on the 2019-2020 Back-to-School Calendar, which will be available to view and print on our Child Care website in August.

**Summer Camp** is offered yearly. Please check the Child Care website, [www.cvusdchildcare.com](http://www.cvusdchildcare.com), for information regarding mid-March registration, camp locations, dates, fees and programs.

**NOTE:** Please visit our page on the CVUSD website at: [www.conejousd.org](http://www.conejousd.org) or [www.cvusdchildcare.com](http://www.cvusdchildcare.com) for current Child Care information and future updates. You may contact us via email at [cvusdcc@conejousd.org](mailto:cvusdcc@conejousd.org).