



# CVUSD CHILD CARE PARENT POLICY AGREEMENT 2018-2019

**IMPORTANT PARENT POLICY HIGHLIGHTS:** Please acknowledge that you have read and understand each item below by placing your initial at each statement. Please complete this form, sign and return the form to your Child Care center.

**I have read the following policies and procedures:**

**TUITION IS DUE ON THE 1<sup>st</sup> OF EACH MONTH. Tuition is considered late on the 11<sup>th</sup> of each month.**

- **Monthly tuition is billed Sept-June. For our full-time families there are 9 equal payments (Sept-May) and 1 payment at a reduced rate in June. Tuition rates can be found on the website or on page 1 of the Policy Agreement Handbook.**
- **A \$30 fee will be charged to late accounts and payments must be made through the Child Care office, either in person or by phone. Centers cannot accept late payments after the 10<sup>th</sup> of the month.**
- **My child will be unable to attend Child Care the following month if my tuition is not paid by the last business day of current month.**
- I understand the Sign-In and Sign-Out procedure and the Emergency/Sign-Out Authorization form.
- I understand the **Late Pick-Up Policy and Charges** and understand these fees must be paid as my child will be unable to attend Child Care until they are paid.
- It is my responsibility to call the staff at the Child Care center about absences.
- I have communicated with staff regarding homework completion and review.
- I understand that attendance during Winter Break and Spring Break has specific sign-up deadline dates and additional activity fees.
- I understand behavior standards involving Written Warnings and termination of services.
- I understand the Program Withdrawal and Changes procedures and notifications of any changes being made in my child's enrollment.
- **I understand that if there is an unpaid balance, or drop from the current school-year program any time after priority registration has been submitted (including June), I will lose my child's guaranteed enrollment status for the upcoming school year.**

**I have read, understand, and I agree to follow the guidelines of the Conejo Valley Unified School District Child Care Program as set forth in detail in the Child Care Parent Handbook.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Center: \_\_\_\_\_

Student Name: \_\_\_\_\_ Center: \_\_\_\_\_