

Child Care
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2018-2019 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, 2018, the Application fee increases to \$75 per child.

- Open walk-in registration begins February 1, 2018 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.
- Open on-line registration will be available beginning at 7:30 am February 1, 2018 and continuing through 4:00 pm, June 1, 2018, 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
(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**
- **Part Time** - See program availability and fees on application form.
NO family discounts are given. 10 days attendance is the monthly maximum.
- **Family Rate** - For families who have two or more children attending KE only or *full time AM/PM*. (First child pays full time rate.)
- **Kindergarten Enrichment+AM/PM** - Students may attend before and after school.
- **All fees listed are level pay amounts.** You will pay the same amount each month, September through May (9 equal payments), regardless of the number of days Child Care is offered. For our Full-Time families, June tuition will be reduced to the Part-Time rate. June tuition for Part-Time families will remain the same. KE Only will pay a reduced rate for June.

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> (1 st child) (11+ days/mo) | <u>Family Rate</u> (2 nd child) (11+ days/mo) | <u>Part Time</u> (no family discount) (Max 10 days/mo) |
|---|--|--|--|
| Before/After School Care (AM/PM) (No Child Care at Conejo and Glenwood) | \$385 | \$352 | \$308 |
| Kindergarten Enrichment Only (KE) | \$132 | \$121 | N/A** |
| Kindergarten Enrichment + AM/PM (No KE programs or Child Care at Conejo and Glenwood) | \$517 | \$473 | \$412.50 |
| **KE Only reduced rate for June | \$110 | \$110 | |

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 2018-2019 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 2018-2019 District school calendar is available to view on the District website.

**NOTE: The first day of school for the 2018-2019 school year is
Wednesday, August 22, 2018.**

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 2018-2019 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, 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 or www.cvusdchildcare.com for current Child Care information and future updates. You may contact us via email at cvusdcc@conejousd.org.