



CVUSD CHILD CARE PARENT POLICY AGREEMENT 2023-2024

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 1st OF EACH MONTH. Tuition is considered late if not paid on the 1st.

- **Monthly tuition is billed Aug-May. There are 10 equal payments (Aug-May). We are not able to offer sibling discounts. 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 10th of the month.**
- **If payment is not made by the 15th of the month, my child care services will be terminated.**
- 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: \$20/day for full time students & \$40/day for Kindergarten Enrichment students.
- 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: _____