



Introduction

WVCA Cougar Club is a licensed school age child care exclusively serving students of West Valley Christian Academy during the school year, and open to the public for Summer Camp. Our program offers a variety of child care program options intended to meet the unique needs of our families. Please review the program options below, and indicate which program options your child will enroll on the application.

Application Fee *\$100 Due at time of enrollment*

Annual Re-Enrollment Fee *\$100 Due after priority re-enrollment period*

Non-refundable First Month Tuition *Due as Scheduled on or before first day of attendance*

WVCA Cougar Club Child Care Program Options

AM &PM Extended Child Care **\$300/month**

Monday-Friday 7:00 AM-8:30 AM & 3:30 PM-5:30 PM

WVCA Cougar Club before and after school care provides child care onsite exclusively to WVCA students including breakfast and an afternoon snack. Students will be in the care of fully qualified licensed teachers who will provide an authentic childhood before and after school experience with outdoor play, organized sports and activities, creative art, and homework support in the afternoons. **Minimum Days are included in tuition.**

AM Extended Child Care **\$200/month**

Monday-Friday 7:00 AM-8:30 AM

AM Extended Care provides morning activities, breakfast, and a supervised transition to WVCA K-8th.

PM Extended Child Care **\$225/month**

Monday-Friday 3:30 PM-5:30 PM

PM Extended Care provides an afternoon snack, physical activities, homework support, and includes full day care on minimum days, and school year camps (Thanksgiving and Spring Break). Summer requires enrollment, registration, and billed monthly.

WVCA Cougar Summer Camp **\$200 Week/ Billed Monthly**

Cougar Club Summer Camp provides a full day camp atmosphere with weekly themes and daily activities that include Rallies, Dress-up Days, Water Play Days, Creative Art, Bible Lessons, onsite special events, and walking field trips.

The enrollment process includes submission of the online application, Community Care Licensing Forms, and receipt of Application and/or Re-enrollment Fee. Placement is guaranteed at time of acceptance upon receipt of email enrollment confirmation from the director.



Annual Admissions Agreement for Returning Families

Child's First Name: _____ **Last Name:** _____ **Grade:** _____

Hours of Operation

West Valley Christian Academy Cougar Club Child Care Operates from **7:00 AM-8:25AM, and 2:50 PM-5:30 PM** Monday through Friday during school days, and **8:00 AM-5:00 PM on Full Day Summer Camp.** See annual calendar for closure dates.

General Services

West Valley Christian Academy Cougar Club Child Care is currently providing child care services to children entering K-8 Grades in a Community Care Licensed facility, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview.

Department of Health and Human Services Right

West Valley Christian Academy Preschool and Cougar Club Child Care is licensed by the California Department of Health and Human Services, Community Care Licensing Division, Title 22.

Preschool LIC #3903307976

Cougar Club LIC #390313312

- (a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535.
- (b) The Department has the authority to interview children or staff without prior consent.

Admissions Agreement Pandemic/Communicable Diseases

All families upon enrollment are to accept the following terms of enrollment:

Communicable Disease is one that spread from one person to another through a variety of ways that include contact with bodily fluids; breathing in an airborne virus.

- WVCA Cougar Club cannot prevent exposure to COVID-19 or any other communicable disease, but will do our best to implement all guidelines outlined in the Child Care Guidelines published by the California Public Health Department. All enrolled children and families are aware of the risk to exposure to potential communicable diseases at the facility before enrollment.
- WVCA Cougar Club cannot exclude children with pre-existing medical conditions, and it is the parent's responsibility to understand that enrolling their child has a higher risk for vulnerability to COVID-19, and other communicable diseases.
- WVCA Cougar Club is not liable for any child or family's exposure, illness, or expenses related to exposure or illness of any communicable disease.
- Enrolled families are required to communicate family and individual exposure to any communicable disease/virus to the Director immediately for compliance with Community Care Licensing.
- Upon exposure of a communicable disease the WVCA Program will be required to follow instructions from San Joaquin County Public Health Department with less than 24 hour notice. In extreme circumstances, this may result in a temporary closure.



Pandemic/Communicable Disease Financial Policy

In the event that the preschool, or cohort of the preschool, is required to close due to COVID-19/ Communicable Disease exposure, no credits or refunds will be issued due to the cost of employment and operations to respond to the event, and prepare for reopening. Enrolled families will be guaranteed placement upon return.

Pandemic/Communicable Disease Financial Policy

In the event that Cougar Club, or a cohort of Cougar Club, is required to close due to COVID-19/ Communicable Disease exposure, no credits or refunds will be issued due to the cost of employment and operations to respond to the event, and prepare for reopening. Enrolled families will be guaranteed placement upon return.

Mediation and Arbitration Policy

If at any time an enrolled, or previously enrolled, family of WVCA Cougar Club is in an irreconcilable conflict with WVCA Cougar Club or any entity of Tracy Community church, they are to initiate arbitration or mediation to resolve the conflict biblically following the Matthew 18 Principle.

The parties agree for the arbitration process to be conducted in accordance with “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these “Rules”, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Colorado Springs (719358-4900), shall be asked to provide the name of qualified person who will serve in the capacity. Consistent with the “rules”, the arbitrator shall issue a written opinion within a reasonable time.

Designated Financial Responsibility

Please indicate who will be financially responsible, paying tuition, for the enrolled child.

Name: _____ Preferred Email Address: _____

Financial Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received, and late on the third (3rd) of each month which a \$50.00 late fee will be charged. Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal and/or account sent to collections. A \$10 fee will be charged for any returned check.



Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1st) of each month, and late on the Fifth (5th) of each month. The following payment options are available:

We accept Check, Cash, ACH, and online Credit Payments through ProCare (Tuition Express). Below is the breakdown of fees.

1. Cash and Check do not have any associated fees.
2. ACH (you set-up reoccurring payments through your bank)
3. Credit Card Fees are flat rate fees associated to the service fees charged by your credit card company, and will be added to monthly tuition for any family who is currently paying with credit. **If you decide to pay in cash or check on month, we will always credit your account back the flat rate service fee.**
 - a. AM and PM Cougar Club Program Option Monthly Rate including Credit Car Service Fee **\$305**
 - b. AM Cougar Club Program Option Monthly Tuition Rate including Credit Card Service Fee beginning July 1: **\$205**
 - c. PM Cougar Club Program Option Monthly Tuition Rate including Credit Card Service Fee beginning July 1: **\$230**
 - d. Cougar Club Summer Camp **\$5** Credit Card Service Fee for each week tuition.

Late Pick-up and Drop-off

- All onsite program options require children to be at school no later than 9:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice.
- All onsite program options conclude promptly at 5:30 PM. A fee of \$20 for every 15 minutes (per child) will be added to your monthly invoice. Persistent late pick-up will result in student dismissal.

Holiday Closures

All school closure days, inclusive of holidays, are published annually on the WVCA Cougar Club Calendar, and are calculated into the monthly fees. No tuition credit is given for school closure or student absence. WVCA Cougar Club Calendar is subject to change, and follows the school closures outlined in the WVCA K-8 Calendar.

Withdrawal

A family initiated withdrawal must be in writing and submitted a minimum of two week notice in advance of the last desired date of attendance. A \$250 fee will be applied automatically to the account if written withdrawal notification is less than two weeks before the desired last date of attendance. First month tuition and registration payments are non-refundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal.



Termination of Admission Agreement

The Admissions Agreement can be terminated resulting in dismissal of child and family for the following conditions:

- Non-compliance with Community Care Licensing Regulations, Title 22 (available for review at www.cclcd.ca.gov)
- Delinquent Accounts
- Violation of written policies outlined in the Preschool Parent Handbook
- False information on written documents
- Inappropriate behavior toward staff on the part of parent or child.
- Challenging behavior that impact the personal rights of enrolled children and/or employee rights, including but not limited to biting, hitting, kicking, and throwing of objects.
- A child has obtained eligibility for special education services that are recommended to be provided by a public and/or private special education service in compliance with the child’s right to the Least Restricted Environment as outlined in their IFSP/IEP or eligibility for services documentation.

WVCA Cougar Club & Summer Parent Handbooks

I have read and will abide by the policies outlined in the Parent Handbooks available for review at <http://wvcapreschool.com> under the "Cougar Club" tab.

Non-Discriminatory Statement

West Valley Christian Academy Preschool and Child Care does not discriminate against any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at this center.

Program Enrollment Option

Please check ALL program option you are re-enrolling for into the 2024-2025 School Year:

<input type="checkbox"/>	WVCA Cougar Club Summer Camp 2024
<input type="checkbox"/>	AM Cougar Club 2024-2025
<input type="checkbox"/>	PM Cougar Club 2024-2025
<input type="checkbox"/>	AM and PM Cougar Club 2024-2025

*Any changes to the above selections require a minimum of a two-week written notice. Adding program options require at least a 48 hour notification and enrollment confirmation from the Director.

I have read, understand, and will abide by the Admissions Agreement:

Authorized Representative Signature: _____ Date: _____

Director Signature: _____ Date: _____