

WOODBRIIDGE CHILDREN'S CENTER

Admission Contract

Registration Information

Registration for the 2018-19 school year for returning families, families on waiting lists, as well as **NEW** Kindergarten/TKs will be available between April 1st and May 1st. After May 1st, registration will be available on a **first come first serve basis**.

Contracts must be completed and turned in to the Site Director no later than August 1st in order to be processed **BEFORE** your child is able to attend on the first day of school. Contracts may be turned in during June and July at Las Juntas, Morello, and John Swett during the summer Camp Programs.

In order to maintain quality of the program and Staff, priority in registration is given to families who contract with Woodbridge for the school year, August through June, full time Monday through Friday.

TUITION RATES: 2018-2019

REGISTRATION FEE (**non refundable**): \$55 1st child
\$50 siblings

YEARLY CONTRACT

1st child (one with most hrs), \$6.50 per hr, siblings \$5.75 per hr. Minimum attendance at 10 hrs a week.

CUSTOMIZED CONTRACT

The availability of customized contracts is limited, and Woodbridge Children's Center reserves the right to limit the number of customized calendar we accept.

Customized calendars will be received on a first come first serve basis each month. Schedules must be turned in 2 weeks in advance of attendance with payment. \$8.50 per hr. No sibling discounts; 24 hour notice pre attendance required. Minimum attendance of 3 days/6 hrs a week.

ADDITIONAL HOURS: ADDITIONAL HOURS ARE AVAILABLE FOR CARE TO YEARLY AND CUSTOMIZED CONTRACTS AT \$9.50 PER HOUR. NO SIBLING DISCOUNT. (24 hr notice pre attendance required.)

DROP-IN: \$9.50 Drop-in care **IS NOT AVAILABLE BY CONTRACT**. It can be provided occasionally only if space is available on the day/time desired, **with 24 HR PREVIOUS NOTICE**. Drop-in care must be paid for on the day of use. **BEFORE SCHOOL ONLY:** \$9.50 pre day.

A child may not attend Woodbridge without tuition having been paid in advance of care.

There will be a \$30 charge for returned checks. After 2 returned checks, payments are required to be made by money order or bank check.

SNACK FEES:

Snacks fees are per child.

\$20 for 3-5 days a week. \$10 for 2 days or less a week, \$40 for 2 snacks a day.

LIGHT BREAKFAST: Available at \$10 per ticket

HOT CHOCOLATE OR MILK: at \$5 per ticket

In case of emergency, a lunch will be prepared for your child at Woodbridge, and you will be billed at the current cost of a school lunch.

LATE PICK UP: (After 6:00 pm) 6:00-6:15= \$25, 6:15 and longer= \$50.

Late fees must be paid by separate check at the time of pick up.

Please have 3 current emergency contacts listed on the emergency information sheet in case you are not available to pick up your child.

TUITION PAYMENTS OR ANY OTHER PROGRAM FEES MAY NOT BE PAID FOR WITH CASH. (EXCEPTION...FIELD TRIP SPENDING MONEY).

FINDERS FEE: \$25 will be assessed..... if Woodbridge Staff must search for child contracted to be at Woodbridge on a given day. (This includes a missing call or written parent notification). The school office does not notify Woodbridge if a student is absent. **PLEASE CALL!!!**

Payment of tuition is due on the first school day of the month, and is considered delinquent if delivered after the 5th. If the 5th falls on a weekend, payment will be due on the following Monday. A \$25 late fee will be charged for late tuition payments.

DAILY ATTENDANCE:

KINDERGARTENERS/TKS ARE ESCORTED TO AND FROM THEIR KINDERGARTEN CLASSES DAILY BY WOODBRIDGE STAFF. All other children (1st through 5th) are expected to arrive promptly at Woodbridge after school to be signed in.

PARENT SIGNATURE:

I have read, understand, and agree with the stated tuition and program policies and fees:

Woodbridge requires signature of both parents/guardians.

Parent signature _____ **date** _____

Parent signature _____ **date** _____