



2018-2019 Wee Care Day Care

1790 Sequoia Blvd.

Tracy, CA 95376

(209) 832-4072

WeeCare@WVCATracy.com

Child's Name _____

First

Last

Hours of Operation

Wee Care Day Care operates from **6:00 AM to 6:00 PM** Monday through Friday. Children's attendance is outlined with program and schedule option, and enrolled families are responsible to adhere to their child's enrolled program and schedule option.

General Services

Wee Care Day Care Preschool provides preschool and child care services to children 2 through entering Kindergarten, in a Community Care Licensed facility, and is a department of *Tracy Community Church* and adheres to a Biblical Worldview. _____ **Initial**

Department of Health and Human Services Right

Wee Care Day Care Preschool is licensed by the California Department of Health and Human Service, Community Care Licensing, Title 22: LIC #390307976.

CCL, Title 22 101200

- (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.

_____ **Initial**

Attendance Schedule

Tuition is based on attendance schedule. Wee Care Day Care publishes an annual *Preschool Fee Schedule* outlining program options, attendance schedules, fees, and is available for view at WeeCareDayCare.com or pick-up in the Wee Care Day Care Office.

I have read the *Wee Care Day Care Preschool Fee Schedule* in its entirety, and understand that tuition schedules are published annually before the start of a school year, and will not be changed within less than thirty (30) day notice according to CCL, Title22. _____ **Initial**

Indicate the Program Option of your choice:

- Preschool Full Time** (Select Schedule Option Below)
- Preschool Part Time** (Select Schedule Option Below)
- 5 Day 4 Days 3 Days 2 Days
- 5 Days 4 Days 3 Days 2 Days
- Pre-Kindergarten** (MWF 8:30 AM-12:00 PM) *Must be 4 YRS and eligible for Kindergarten

Financial Policy

Accounts are due on the first (1st) of each month whether or not a courtesy statement is received. Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal. There is a grace period until the last working day before the third (3rd), after which a \$50.00 late fee will be charged. In addition, a \$10.00 fee will be charged for any returned check.

Payment Options

New and enrolled families will receive a monthly invoice. First month tuition is due in person before the child's first day of attendance. Payments are due on the first (1st) of each month, and late on the third (3rd) of each month. Alternative payment schedules must be approved by administration. The following payment options are available:

1. **Personal Check, Cashier's Check, Money Order, or Cash** paid at the Wee Care Day Care Office.
2. **Credit Card and Online Tuition Submission (i.e. Paypal)** (\$5 processing fee)

Account activity, payment, and/or inquiry will be made in person, online or by mail to the Wee Care Day Care Office:

Wee Care Day Care
1790 Sequoia Blvd.
Tracy, CA 95376
(209) 835-2787

Or www.WeecareDayCare.com

Late Drop-off and Pick-up Fees

Children arriving after 9:30 AM will be charged a \$10 late drop-off fee for each occurrence. A late pick-up fee of \$20 after 6:00 PM for Full Time, and 2:30 PM for Part Time, will be added to for every fifteen (15) minute interval or portion thereof. Persistent late pick-up for Full Day students will result in termination due to CCL regulations of program hours. _____ **initial**

School Closures

All school closure days, inclusive of holidays, are posted on our Parent Board in the Wee Care Day Care Office annually, and are calculated into the monthly fees. No tuition credit is given for school closure or student absence. _____ **initial**

Status Change

Two status changes are permitted without fee per school year (September-August). Additional status change requests will result in a \$25 fee added to your bill. Status changes are reflected on the next billing period per date of submission of the *Status Change Request Form*. All status changes must be approved by the Director, and a new Admissions Agreement must be completed. _____ **initial**

Student Schedule Form

Full Time and Part Time Schedules require a *Student Schedule Form* identifying regular scheduled attendance. Student schedule changes require the submission of an updated *Student Schedule Form* within five business days of the schedule change. Persistent non-compliance will result in termination of services due to Title 22 teacher: child ratio, and food service compliance. Wee Care does not provide drop-in services or emergency care. _____ **initial**



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Withdrawal/Withdrawal with Intent to Return

A family initiated withdrawal must be in writing and submitted a minimum of two weeks 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 application payments are nonrefundable, and will not be prorated for withdrawal in the first month of enrollment. No refunds will be provided for mid-month withdrawal. Refunds will be provided for services that were not received, but paid for. _____ *initial*

Families who withdraw with intent to return are terminating the Admissions Agreement, and will be required to submit a new Application for review and acceptance by the Director no sooner than the day after the last day of attendance. A new admission decision letter with instruction will be sent. Families who withdraw with intent to return are not guaranteed placement; placement is based on current enrollment availability and may result in placement on the waitlist.

Termination of Admission Agreement The Admissions Agreement can be terminated resulting in dismissal of the 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.

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Non-Discriminatory Statement

Wee Care Day Care Preschool 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.

Authorized Representative Signature _____ Date _____

Director Signature _____ Date _____