



Cougar Camps 2020-2021

2020 Cougar Camps Admissions Agreement

1790 Sequoia Blvd.
Tracy, CA 95376
(209) 832-4072

Admissions@wvcapreschool.com

Admissions Agreement 2020-2021

Child's Name _____ Grade: _____
First Last

Hours of Operation

West Valley Christian Academy Child Care Cougar Club operates from **6:00 AM to 6:00 PM** Monday through Friday during calendared full day camp care. See *Cougar Club Annual Calendar*.

General Services

WVCA Child Care Cougar Club provides child care and camp services to children entering Kindergarten through entering eighth grade, 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

WVCA Child Care Cougar Club is licensed by the California Department of Health and Human Service, Community Care Licensing, Title 22: LIC #390313312.

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**

Tuition Schedule

Tuition is based on weekly pre-registration completed on the *2020-2021 Camp Registration Form* and completed by the parent or guardian, outlined by the *West Valley Christian Academy Child Care Cougar Club Fee Schedule*, and billed monthly.

WVCA Child Care publishes an annual *Fee Schedule* outlining program options, attendance schedules, fees, and is available for view at WestValleyChristianAcademy.com, posted on the parent board, or available for pick-up in the Child Care Office.

I have read the *West Valley Christian Academy Child Care Cougar Club 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**

Select Program Option(s):

Selection	Program Option	Schedule
	2020 Summer Cougar Camp	Monday-Friday 6:00 AM-6:00 PM
	2020 Thanksgiving Camp	11/23-11/25 Full Day School Closure Camp
	2021 Spring Break Camp	4/5-4/9 Full Day School Closure Camp



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Additional Weeks (Summer)

Additional unregistered weeks can be added with a minimum of a week notice, or if ratio can be accommodated at time of request with director approval. Tuition for additional weeks will be added to the following monthly invoice.

Schedule Changes

Schedule changes require a two (2) week written notice, approval by the director, and are subject to a \$50.00 processing fee. _____ *initial*

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 (3) of each month which a \$50.00 late fee will be charged congruently until paid in full. Any account which becomes thirty (30) days delinquent from the first (1st) of each month will result in student dismissal and/or sent to collections. A \$10.00 fee will be charged for any returned check.

Designated Financial Responsibility

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

Name: _____ Preferred Email Address: _____

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 Child Care Office.
2. **Credit Card Tuition Submission** (\$5 processing fee)

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

WVCA Child Care Cougar Club
1790 Sequoia Blvd.
Tracy, CA 95376
(209) 835-2787

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 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*



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School Closures

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

Unscheduled Emergency Care

In the event that a Cougar Club student requires care outside of their enrolled schedule option, a \$50 fee will be billed for each occurrence. Emergency care is only available to enrolled Cougar Club students, and when ratio permits with director approval. _____ *initial*

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 \$175 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. Refunds will be provided for services that were not received, but paid for when a two week notice is submitted in writing. _____ *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 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.

_____ *initial*



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Non-Discriminatory Statement

WVCA Child Care Cougar Club 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 _____