

West Valley Christian Academy Child Care-Cougar Club

1790 Sequoia BLVD.
Tracy, CA 95376
WestValleyChristianAcademy.com



Admissions Agreement 2020-2021

Child's Name _____ Grade: _____
First Last

Hours of Operation

WVCA-Cougar Club school year operates from **6:00 AM-8:25 AM** to **2:50 PM- 6:00 PM** Monday through Friday, and **6:00 AM-6:00 PM** on Holiday Camp Child Care days. See *WVCA Annual Calendar*.

General Services

WVCA-Cougar Club provides child care and summer 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-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 enrolled program option and billed monthly.

WVCA-Cougar Club publishes an annual *WVCA Cougar Club 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 Office.

I have read the *WVCA-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**

Program Schedule Option

Select the program option for enrollment: *Cougar Camps Require Cougar Camp Admission Agreement*

Selection	Program Option	Schedule
	2020-2021 Before <u>AND</u> After School Care	Monday-Friday 6:00 AM-8:25 AM, School Dismissal Time- 6:00 PM <u>AND</u> School Thanksgiving/Spring Break Camps.
	2020-2021 Before School Care	Monday-Friday 6:00 AM-8:25 AM
	2020-2021 After School Care	Monday-Friday School Dismissal Time- 6:00 PM and Minimum Days

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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 and Online 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*

School Closures

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

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Unscheduled Emergency Care

In the event that a WVCA-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 fee of \$200 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 only. _____ *initial*

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.
- Dismissal from WVCA and/or no-longer in good academic/behavioral standing with WVCA.
- 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.

_____ *initial*

Non-Discriminatory Statement

WVCA-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 _____