



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.

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

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 **\$210/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.

Summer and Holiday Camps **\$185 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.



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 **7:00 AM-5:30 PM** on scheduled school closure days when Cougar Club is open. 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. _____ *initial*

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.

_____ *initial*

Admissions Agreement COVID-19 Implications

All families upon enrollment are to accept the following terms of enrollment under COVID-19 Pandemic:

- WVCA Cougar Club cannot prevent exposure to COVID-19, but will do our best to implement all guidelines outlined in the WVCA Reopening Plan available for review at www.WestValleyChristianAcademy.com. All enrolled children and families are aware of the risk to exposure to COVID-19 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.
- WVCA Cougar Club is not liable for any child or family's exposure, illness, or expenses related to exposure or illness of COVID-19.
- Enrolled families are required to communicate family and individual exposure of COVID-19 within 24 hours to the Director.
- Upon exposure of COVID-19, the center or cohorts of the center may be required to close for up to 10 days, and all children and staff will have to follow instructions from a San Joaquin County Public Health Official as outlined by the California Department of Public Health with less than 24-hour notice.

_____ *initial*



Fee Schedule

Tuition is based on program enrollment option and attached to the Admission Agreement Document. I have read the West Valley Christian Academy Cougar Club Child Care Fee Schedule in its entirety. _____initial

COVID-19 Financial Policy

Due to the current global pandemic of COVID-19 and all curriculum materials and supplies required to meet current regulations that are purchased and provided at time of enrollment, **first month tuition is non-refundable**. In the event that the child care is required to close due to COVID-19 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. _____initial

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.

_____initial

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. _____initial

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 third (3rd) 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) is a flat \$1 fee per transaction.
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: **\$215**
 - 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. _____ *initial*

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. _____ *initial*

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. _____ *initial*



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.

_____ *initial*

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.

_____ *initial*

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 each program option you are re-enrolling for into the 2022-2023 School Year:

<input type="checkbox"/>	WVCA Cougar Club Summer Camp 2022
<input type="checkbox"/>	AM Cougar Club 2022-2023
<input type="checkbox"/>	PM Cougar Club 2022-2023
<input type="checkbox"/>	AM <u>and</u> PM Cougar Club 2022-2023

*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.

Authorized Representative Signature: _____ Date: _____

Director Signature: _____ Date: _____