



### Introduction

WVCA Cougar Club is a school age child care provider committed to providing a club atmosphere enriching the lives of the students enrolled with opportunities to participate in art, science, sports, and a variety of creative outlets. Summer and School Closure Camps provide a camp environment with weekly themes and activities. Please see the *WVCA Preschool-8<sup>th</sup> Grade Re-Opening Plan* for our response to COVID-19.

**Non-refundable Registration Fee** \$100 Due at time of acceptance.

**Non-refundable First Month Tuition** *As Scheduled* Due before first day of attendance.

### **Summer and School Closure Camps**

Cougar Club Summer Camp and School Closure Camps provides a 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.

### **Before & After School Care**

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. Students are escorted to school, and supervised to the care of Cougar Club afterschool.

### **Tuition**

**Monday-Friday Full Day Summer Camp** \$700/month

- AM and PM Extended Child Care included in tuition (7:00 AM-9:30 AM/2:30 PM-5:30 PM)
- Breakfast, Lunch, and Afternoon Snack Provided.
- Thanksgiving Camp (NOV23-25) \$110
- Spring Break Camp (APRIL 5-9) \$175
- 1:14 Teacher to student ratio. Spots are limited.

**Before AND After School Care** \$300/month

- Breakfast and Afternoon Snack
- Homework Support
- Minimum Day Afterschool care w/Lunch
- Waived Camp Registration



## **Tuition cont.**

**Before School Care 7:00 AM-8:25 AM** **\$200/month**

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- Breakfast at 8:00 AM
- Supervised walk to school
- Waived Camp Registration

**After School Care Release Time-5:30 PM** **\$210/month**

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- Afternoon Snack
- Homework Support
- Minimum Day Afterschool care w/ Lunch
- Waived Camp Registration

## **Cougar Club Distance Social and Creative Activities**

WVCA Cougar Club enrolled students will automatically be provided Activity Kits for at home creative arts and mental health activities in response to school closure from COVID-19.

- Activity Kits with materials for non-academic creative fun with an emphasis on mental health activities as recommended by the CDC provided every two weeks/twice a month.
- Weekly Zoom for social interaction with a Cougar Club teacher supervising content with games and activities.
- Tuition Rate for Distance Social and Creative Activities \$100 per month.
- Will be automatically enrolled if program is required to close for two or more weeks.
- Families may opt-out within 3 business days of closure.



**Child's First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Hours of Operation**

West Valley Christian Academy Cougar Club Child Care Operates from **7:00 AM-5:30 PM** Monday through Friday.

**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. 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 immediately to the Director at (510) 300-4232.
- Upon exposure of COVID-19, the center will be required to close, 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.** \_\_\_\_\_ *initial*

In the event of a closure due to COVID-19 regulations Tuition payed will be credited towards accounts for future care or *Cougar Club Distance Social and Creative Activities*, but will not be refunded due to services prepared and purchased at time of enrollment. Children will automatically be enrolled in *Cougar Club Distance Social and Creative Activities* if the center is required to be closed for two or more weeks. Families who do not want to participate must opt-out in writing within 3 business days or their account will be charged the Distance Social and Creative Activities fee of \$100 per month. \_\_\_\_\_ *initial*

### Payment Options

New and enrolled families will receive a monthly invoice. Payments are due on the first (1<sup>st</sup>) of each month, and late on the third (3<sup>rd</sup>) of each month. The following payment options are available:

1. Personal Check, Cashier's Check, Money Order or Cash paid at the WVCA Office.
2. Credit Card Tuition (\$5 processing fee)

### Financial Policy

Accounts are due on the first (1<sup>st</sup>) of each month whether or not a courtesy statement is received, and late on the third (3<sup>rd</sup>) of each month which a \$50.00 late fee will be charged. Any account which becomes thirty (30) days delinquent from the first (1<sup>st</sup>) 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*

### Designated Financial Responsibility

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

Name: \_\_\_\_\_ Preferred Email Address: \_\_\_\_\_

### 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.



## Enhanced Regular Program Operations Schedule & Admissions Agreement

Response to COVID-19 Regulations  
[Admissions@wvcapreschool.com](mailto:Admissions@wvcapreschool.com)

- 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*

### School Closures

All school closure days, inclusive of holidays, are posted on our Parent Board in the WVCA Preschool Office annually, 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](http://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*

### 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.

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_