



Introduction

WVCA Cougar Club is a licensed school age child care exclusively serving students of West Valley Christian Academy. 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. You may enroll in multiple program options.

WVCA Cougar Club Child Care Program Options

Full Day School Age Child Care \$575/month 10 month commitment

Monday- Friday 8:15 AM-3:30 PM

WVCA Cougar Club is offering school day child care with onsite distance learning services exclusively to WVCA students. Eligible students must be enrolled in WVCA and WVCA Child Care-Cougar Club. Students will be in the direct supervision of a licensed child care teacher working in contract with WVCA K-8 teachers providing the service of implementing the WVCA Distance Learning Plan through the *Schoology* Platform with supports during independent study where distance learners would need adult support. Students are not in class with their teacher as usual. See handbook for details. Each WVCA classroom is a licensed child care classroom during WVCA school closure periods, and students will be placed in their grade level classroom while adhering to the WVCA Preschool-8 Reopening Plan for COVID-19 health and safety guidance. **Sibling discounts will be honored.**

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.

AM Extended Child Care \$200/month

Monday-Friday 7:00 AM-8:30 AM

Breakfast and escorted transition to school is included in tuition.

PM Extended Child Care \$210/month

Monday-Friday 3:30 PM-5:30 PM

Afternoon Snack, homework club, and extended care on minimum-days is included in tuition.

Summer and Holiday Camps \$175/week

Cougar Club Summer Camp and School Closure Camps 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.



WEST VALLEY
CHRISTIAN ACADEMY
PRESCHOOL - 8TH

WVCA Child Care- Cougar Club
Fee Schedule
& Admissions Agreement

Response to COVID-19 Guidance & Regulations
Admissions@wvcapreschool.com

Child's First Name: _____ Last Name: _____ Grade: _____

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.

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 immediately to the Director at (510) 300-4232. This communication can be outside of school hours.
- Upon exposure of COVID-19, the center, or cohorts of the center, may be required to close for up to 14 days, and all children and staff will have to follow instructions from a San Joaquin County or State Public Health Official as outlined by the California Department of Public Health with less than 24-hour notice.

_____ *initial*



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Fee Schedule

Tuition is based on program(s) 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*

Enrollment in the Onsite Distance Learning Program is a 10 month commitment with dual enrollment to West Valley Christian Academy regardless of onsite attendance in WVCA Child Care Cougar Club.

_____ *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 Child Care Cougar Club is in an irreconcilable conflict with WVCA Child Care 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 a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

_____ *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:

1. Personal Check, Cashier's Check, Money Order or Cash paid by sending to 1790 Sequoia Blvd. Tracy, CA 95376
2. Credit Card Tuition through Tracy Community Church Giving at <http://tracycommunitychurch.com/give>. Select "WVCA Tuition" from the drop-down menu.



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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*

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 8:30 AM regardless of program schedule. A fee of \$10 per incident will be added to your monthly invoice.
- Onsite Distance Learning concludes promptly at 3:30 PM, and Extended Care 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 posted on our Parent Board in the WVCA Preschool Office annually, located on our website, and are calculated into the monthly fees. No tuition credit is given for school closure or student absence. Enrollment in the *Holiday Closure Full Day Camps* is required to attend WVCA Child Care- Cougar Club on scheduled school closure days, when Cougar Club is open. _____ *initial*

Withdrawal

A family initiated withdrawal must be in writing and submitted a minimum of a 30 day notice in advance of the last desired date of attendance. Accounts will not be pro-rated or refunded if notification is less than 30 days 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. Withdrawal from the Onsite Distance Learning Program Option is excluded and does not apply. _____ *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 Parent Handbook and/or WVCA PS-8 Reopening Plan



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- 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.

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____