

Rincon Valley Union School District

EXTENDED DAY CARE PROGRAM
ENROLLMENT AGREEMENT

School Year 2008-2009

How to Register:

- Complete the information below. Note whether you are enrolling for full-time, part-time or limited use and circle days of use. You must sign this form for your enrollment to be accepted.
Complete information on the Student Information Form.
Submit both completed forms to the Day Care Program Coordinator at your school site.

STUDENT INFORMATION

Student's Name (Last) (First)

School Grade M () F () Birth Date

PARENT/ GUARDIAN INFORMATION

Name Phone: Work

Address Home

City Zip Email Cell

Person(s) Responsible for Payment Phone

WEEKLY FEE SCHEDULE- Regular School Days

Fee Schedule-Other Charges

Please check the appropriate box.

Table with 2 columns: Charge Type and Amount. Includes Late Payment (\$5 per child), Returned Check (\$15), Late Pick-up (\$5 per 10 minutes), and additional charges for 2nd and 3rd time pick-ups.

- Full-Time (5 days)--\$75/week (circle days of use)
Part-Time (3-4 days)--\$65/week
Limited Use (1-2 days)--\$55/week

Parents/Guardians using the Extended Day Care Program services agree to the following:

- I have received the Parent Handbook and understand that it contains program policies, rules of discipline, and payment expectations.
I understand all children, with no exceptions, must be able to maintain good behavior to stay in the day care program.
I understand that day care fees are based upon a weekly rate.
I agree at the time of enrollment that my child will be attending day care.
I have indicated above the days my child will be attending day care.

Name

Date

Rincon Valley Union School District

Extended Day Care Program
STUDENT INFORMATION

Student's Name (Last) _____ (First) _____
School _____ Grade _____ M () F () Birth Date _____
Parent/Guardian(s) Name _____ Phone Work _____
Address _____ Home _____
City _____ Zip _____ Email _____ Cell _____

AUTHORIZATION FOR CHILD PICK-UP

Automatic authorization for pick-up is given to the parent(s)/guardian(s) listed in the student information above. I authorize school personnel to release my child to the following individuals:

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Parent/Guardian _____ Date _____

Please tell us anything about your child that you feel may be important for the day care staff to know (likes, dislikes, interests, hobbies, special needs, etcetera).

STUDENT MEDICAL INFORMATION

LIST ANY SERIOUS MEDICAL CONDITIONS: _____

My child has the following allergies: _____

In the event of a life threatening allergic reaction, I authorize trained school personnel to give emergency treatment (adrenaline via Epi-pen) to my child.

Signature of Parent/Guardian

Date

My child is taking a prescription medication and will need to have the medicine administered during Day Care. Please send me the Permission to Administer Prescription Drug form to complete.

_____ Yes _____ No

STUDENT EMERGENCY INFORMATION

In case of emergency, illness or accident to my child, the school is authorized to proceed as indicated. Number each item 1,2,3, etc., in order of desired action:

[] CONTACT MOTHER AT: Name _____ Phone _____
Address _____

[] CONTACT FATHER AT: Name _____ Phone _____
Address _____

[] CONTACT OTHER FAMILY MEMBER AT: Name _____ Phone _____
RELATIONSHIP _____ Address _____

[] CONTACT NEIGHBOR OR FRIEND AT: Name _____ Phone _____
Address _____

[] CONTACT FAMILY PHYSICIAN AT: Name _____ Phone _____
Address _____

[] OTHER DESIRED PROCEDURES: Name _____ Phone _____
Address _____

IN CASE OF AN EMERGENCY, I AUTHORIZE THAT MY SON/DAUGHTER BE TAKEN TO THE NEAREST MEDICAL CENTER FOR TREATMENT, IF I AM UNAVAILABLE.

Signature of Parent/Guardian

Date

Dear Day Care Parents/Families:

Thank you for choosing the RVUSD Extended Day Care Program for your family. We would like to provide the best possible care to every family in our district. For that reason, we enforce a discipline policy in day care very similar to what the children experience during the school day. Specific behaviors are not permitted at day care, due to their harmful nature to the children. This letter is a reminder of the discipline policy that we will enforce and the consequences of children's actions in day care. Please carefully read through it so that you can be clear on the expectations.

The following behaviors are not allowed at day care under any circumstances:

- Physical assault (hitting, kicking, biting, spitting, etc.) of any person, including staff and other children.
- Use of profanity
- Willful destruction of property
- Intimidation or harassment of others
- Theft

These behaviors may be cause for removal from the program. If any of these behaviors occur, a conference will be called between the director and the parents of the involved student(s). Action will be taken based on the severity of the offense.

The following behaviors are problematic in the day care environment:

- Lack of self-control (ie outbursts of anger, running away from staff, etc.)
- Using intentionally hurtful words towards others.
- Non-cooperation with other children, staff or established rules.
- Any other behaviors against school policy.

In the case of these types of behaviors, staff will intervene in the following ways:

1. In the first instance, the child will have time away from the group to process what happened through discussion or drawing. Staff will always emphasize the choices the child has to change their behavior. They will also work to help the child take responsibility for their behavior and take control of their actions.
2. In the second instance, staff will contact the parents and relay the occurrence to them, also reiterating the previous conversation with the child and reminding them of their options for behavior.
3. In the third instance, a meeting will be called between the child, the parent(s)/guardian(s) and the director to establish what has occurred and what course of action should be taken to solve the problems.
4. In the fourth instance, the child will be removed from the day care program.

The day care staff reserves the right to remove a child from the program at any time if the severity of the occurrence requires it.

Please be aware that staff will always work to resolve any problems in a timely and respectful manner. If you have any questions, please contact me at (707)542-7375 ext 113. Please sign that you agree to the discipline policy outlined in this letter and that you will support the staff in reinforcing it.

Thank you,

Hannah Bates
After School Programs Director

Please sign below to acknowledge receipt and review of our discipline policy. Return this form to the day care site. It will be kept on file and referred to if needed.

Parent/Guardian Signature(s)

Date
