



Dear Prospective CSACC Family,

Attached is the fall enrollment form for Community School Age Child Care (CSACC)-Kids Club. Please complete the attached form with your intended schedule for the 2010-2011 school year.

Rates for 2010/2011 School Year are as follows:

AM Kids Club: 7:15-8:30am - fee per session: \$7.10 per morning
PM Kids Club: 3:40-6:00pm - fee per session: \$11.00 per afternoon

Admission Procedure

Enrollment forms will be considered on a first come first served basis. When conflicts occur between competing schedules, the date the form was received will determine priority. Community School Age Child Care is open to all children regardless of race, sex, creed, ethnic or national origin and regardless of sex, marital status or sexual preference of the parent. We value our relationship with the school and the families we serve. To ensure quality programming, we need to meet a minimum number of enrolled children in order to operate.

Schedule Changes

Kids Club opens the first full day of school. Please notify one of the directors as soon as possible with any schedule changes. Please note: You are financially responsible for your child's reserved schedule after August 1st 2010.

Please call or email with any questions you may have. We look forward to having you join the CDC family.

Sincerely,

Mary Anna Dickinson
Lawton & AALC Program Director
maryanna@communitydaycareinc.org

Rachel Tewari
Assistant Director

Laura Stidham
Executive Director



REGISTRATION FORM
COMMUNITY SCHOOL AGE CHILD CARE

Sponsored by Community Day Care
1611 Westminster, Ann Arbor, MI 48104
ph: 734.761.7101 fax: 734.761.9610

School year: _____

Registration Fee: \$45.00

Child's Name: _____ Grade in fall _____

Primary Parent's Name*: _____ Day Phone: _____

* (List the person who should receive the monthly invoice and will be responsible for payment.)

Address: _____ zip code: _____ Eve. Phone: _____

Email address: _____

Parent's Name: _____ Day Phone: _____

Address: _____ zip code: _____ Eve. Phone: _____

Email address: _____

Please check ALL that apply. MINIMUM ENROLLMENT OF TWO AM OR PM SESSIONS PER WEEK.

Ann Arbor Learning Community: _____ Burns Park: _____ Lawton: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Before	0	0	0	0	0
After	0	0	0	0	0

Does your child have any allergies/medical conditions/special needs staff should be aware of? YES NO
Are any of these life-threatening? YES NO

CSACC (Kids Club) provides before and after school care at the school site during regular school days. DAYS WHICH THE CHILDREN DO NOT HAVE SCHOOL (AND WE CAN STAFF) ARE CONTRACTED SEPARATELY. The program begins the first full school day and runs until the end of the school year. Children will be enrolled on a first come, first served basis as space permits. The CSACC (Kids Club) program is licensed by the Department of Human Services Bureau of Children and Adult Licensing. .

An enrollment packet and schedule confirmation will be mailed to you in **August**.

TO COMPLETE REGISTRATION

1. **RETURN THIS REGISTRATION FORM ALONG WITH \$45 REGISTRATION FEE;** 1611 Westminster, Ann Arbor 48104.
2. **BEFORE** the first day of attendance, return emergency form, permission slip, consent form, statement of good health, immunizations statement, and child information form to the main office. Also read and understand CDC's Financial Policies. (A packet will be emailed to you in August.)
3. I understand that this is a **CONTRACT FOR SERVICES** and that I am responsible for the tuition charged for the above schedule.
4. **FINANCIAL INFORMATION RELEASE:** Financial information will **ONLY** be released to those who sign below. Anyone not named below will obtain information from those signed.

Guardian Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Start Date: _____	Reg. Fee Pd: \$ _____	Ck #: _____	Date Pd: _____
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Contract Agreement for Services of Childcare
CONTRACT AGREEMENT FOR SERVICES OF CHILDCARE

We _____ (guardians) agree to enroll our child, _____ (child's name), in **Community Day Care & Preschool Center Inc. (CDC) Kids Club** licensed by the State of Michigan. We agree that our registration fee of \$_____ is non refundable unless the organization is unable to enroll my child due to space.

We have received and read the attached program policies developed by Community Day Care and agree to comply with all of the rules, policies and responsibilities stated therein. Community Day Care has reserved the right to modify the rules and policies at its sole discretion with 30 days written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

The hours of operation for CDC Kids Club are **7:15am-8:30am** and **3:40pm -6:00pm**. Hours of operation for the school age "Reporting Days," when available are 7:30 am – 5:30 pm.

We agree to pay the provider monthly for childcare services. This fee includes snack. We agree to pay the full fixed daily rate regardless of absences. We understand the Community Day Care & Preschool Inc. reserves the right to adjust the fixed daily rate with thirty (30) days written notice.

We further agree that the child **care fees are to be paid in full monthly**, unless a payment plan had been established with the Executive Director. We also agree to pay any **late payment penalties** and **late pick up fees** established in the parent policy manual

We acknowledge that Community Day Care & Preschool Inc. will release _____ (child) to only those persons authorized on the Child Information Record. We further acknowledge agreement with Community Day Care & Preschool Inc. standard procedures will be used for the release of children in special circumstances.

Finally, we agree that **either party may terminate this agreement with one month written notice**. In the event we do not provide one month written notice of withdrawal, we agree to pay Community Day Care & Preschool Inc. an amount equal to one month of child care fees. We also acknowledge that Community Day Care & Preschool Inc. may terminate this agreement without notice if _____ (child's name) continued participation in the program creates a direct threat to the safety of _____ (child's name), other children, or Community Day Care & Preschool Inc. (Kids Club) staff.

If any provision of this contract, the attached program policies, rules and responsibilities, are held invalid or unenforceable, it should be ineffective only to the extent of the invalidity, without affecting the validity or enforceability of the remainder of the provision or remaining provisions and the intent of this contract.

This contract constitutes the entire agreement among the parties to it and supersedes any prior understandings or agreements. Each party acknowledges and states that no representation, inducement or condition not set forth in this contract has been made or relied on by either party. This contract shall be governed by the laws of the State of Michigan.

Guardian Signature

date signed

Guardian printed name

Guardian Signature

date signed

Guardian printed name

Community Day Care Financial Policies

Community School Age Child Care

Registration Fee: There is a \$45.00 annual registration fee, payable at the time of enrollment.

Families who have an unpaid balance outstanding with CDC will not be permitted to enroll their children in any CDC program.

Tuition: Tuition is calculated monthly based on the number of mornings and/or afternoons contracted for each month. Scholarships, based on family income levels, are available on a first-come, first-served basis. Contact the Program Director or Executive Director for more information about scholarships

Payments: Invoices are sent to families on the 1st of the month. Payment is due on the 15th of each month. Any alternate payment arrangements must be made with the Executive Director. To ensure proper credit, please include the child's name on the check if it differs from yours. A \$50.00 late payment fee may be charged to any account not paid by the due date.

Returned checks: A \$25.00 fee will be charged for returned checks.

Absences: If you have notified the school that your child will be absent for the entire day families are not required to notify Kids Club. If your child will be at school, but absent from Kids Club, please call the direct line to your program by 3:30pm for afternoon absences. There is a \$10 charge per day for unreported absences. If you repeatedly fail to inform the site of your child's absence, you could lose child care services. Families are expected to pay for all days in which your child is enrolled, even when your child is absent because of illness, vacations or other reasons. If an illness is serious or prolonged, please contact the Director.

Withdrawal Policy: One month written notice of intent to withdraw from CDC is required. You are responsible for one month tuition from date of notice.

Schedule Changes - A reduction in schedule requires a **ONE MONTH** notice given to the program director. You are responsible for the tuition based on the greater schedule **ONE MONTH** from the date the notice is received. **You are responsible for full payment of the invoice issued. Any Changes to your previous invoice will be reflected on the following month's invoice.** Additions to schedules can be made at any time if space is available. You must first inform the main office. You will be charged a progressive fee for each schedule change: \$5.00, \$10.00, and \$15.00 successively. **More than three changes will be assessed a \$25.00 processing fee each time.**

Late Pickup Fee: A \$25.00 per child late pick up fee is assessed during the first 15 minutes for families whose children are still at the site after the program closes. A \$1.00 per minute fee per child is charged for each additional 15 minutes. The fees will double and triple for the second and third offense respectively. After the third offense corrective action will be taken which could result in disenrollment. These fees apply even if the center was informed that the child would be picked up late.

Drop-in: Drop-in service is available only when space permits. Due to licensed enrollment limits, space may not be available. To determine if drop-in is available to you, call the Director at the main office 24 hours in advance. Drop in fees are billed separately and have a separate rate.

School Holidays: CSACC programs are closed during scheduled school holidays and vacations; you will not be billed for these days. For other scheduled school closings ("reporting days"), our programs may be open to provide care; these days are contracted and billed separately.

School Closing: If the Ann Arbor Public Schools are closed due to road conditions all CDC programs will be closed. If the Ann Arbor Public Schools are closed for any other reason the school-age programs will be closed but the preschool may be open. WAAM (1600 AM) radio station will announce official closings. **PAYMENT IS EXPECTED FOR ANY SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS.**

Vacation: There is no scheduled vacation allotment.

Joint Custody: If separated or divorced parents have joint custody, each parent will contract separately with the Center. The rates for preschool will be based on each parent's income. The number of days/weeks for which each parent is financially responsible is to be determined by the parents and reported to the Program Director.