

Educational Programs, INC. dba

Dove Day School

908 West Arrow Highway * San Dimas, CA 91773

SCHOOL AGE CARE RESERVATION AGREEMENT 2020-2021

In consideration of the acceptance of the nonrefundable Registration Fee or Registration Deposit and this agreement by Educational Programs, Inc. dba Dove Day School, the undersigned agrees to pay required fees as indicated on this and the reverse of this page. It is understood that by signing this document the sponsors will abide and agree to all the terms and conditions on both sides of this contract and the Dove Day School Handbook.

Tuition must be paid in advance. Families will have until Tuesday night to settle up before an \$15 per child late fee is assessed. Any discount is forfeit on overdue accounts. Students whose account remains unpaid on Friday will not be admitted to school and their account reviewed for potential termination and forfeit of registration. This agreement is unconditional and no portion of such fees paid or outstanding will be returned or canceled for absence, dismissal, holiday (please see handbook for holiday schedule) non attendance outside of school holidays. *A two-week advance written notice is necessary to formally end this agreement.*

Registration or Registration Deposit: \$165

Center hours: 6:00 am to 6:30 pm

BEFORE SCHOOL ONLY

- I/we agree to pay **\$106 per week for 4/5 days of before school care.**
- I/we agree to pay **\$80 per week for 3 days of after school care.**
 - o \$20 per day to add after school or all day care.
 - o \$27 to add an extra day.

Check the days				
MON	TUES	WED	THURS	FRI

AFTER SCHOOL ONLY

- I/we agree to pay **\$132 per week for 4/5 days of after school care. (Compact days included)**
- I/we agree to pay **\$99 per week for 3 days of after school care.**
 - o \$10 per day to add before school or all day care.
 - o \$5 per day for early release, Kindergarten pick up, and 3 day option compact day.
 - o \$33 to add an extra day

SCHOOL AGE COMPLETE, BEFORE, AFTER AND SCHOOL BREAKS.

- I/we agree to pay **\$154 per week for 4/5 days of before and after school care. (all extra time included)**
- I/we agree to pay **\$115 per week for 3 days of before and after school care.**

TRANSPORTATION AUTHORIZATION

- Our child attends _____ School, with Mr/Ms/Mrs_____
 - o I/we request and authorize Dove Day School to transport my/our child between the above named school and Dove Day School in their company vans driven by Dove Day School Staff. I understand the drivers, subject to the FBI, DOJ, and CAI Clearance requirements of all center staff, are licensed but not professional drivers.
 - o I/we take responsibility for providing current bell schedules to Dove Day School.
 - o I/we will notify Dove Day School when my/our child will not require care to avoid the \$10 "Panic Charge".
- I/we understand this program is licensed by the State of California and "The Department has the authority to interview children or staff *without prior consent*. The licensee (Dove Day School) shall ensure that provisions are made for private interviews with any children or staff members. The Department (Community Care Licensing) has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Removal of records shall be subject to the requirements in (Title 22) Sections 101217 (c) and 101221 (d)."

PLEASE NOTE:

- A 10 % Sibling discount is available to accounts in good standing and credited against the oldest child(ren)'s tuition.
- Water bottle to take to off site school \$1
- Payment is due no later than Monday in advance of service. Unpaid accounts are charged \$15 on Wednesday.
- Replacement invoices or other document handling other than transcripts \$5
- ACH from bank accounts is free, credit/debit cards cost up to 3%, and payment handling is \$2 per transaction.
- Late Pick Up Fee starts at 6:31, \$30 for 15 minutes or portion thereof. Time is marked at family's departure.

Administration may immediately suspend or revoke admission of a student if;

- The student's behavior is consistently beneath standards established in our Code of Conduct, (see parent handbook).
- The administration finds that Dove Day School is unable to meet the needs of the child or the family.
- The family fails to keep their financial obligation.

Applicant Section

Child's name: _____
(last) (first) (date of birth)

ENTERING
GRADE

Address: _____
(Street, City and Zip)



Sponsor Names: _____
(primary sponsor) (relationship)

(secondary sponsor) (relationship)

BEST CONTACT CELL PHONE # _____ (to be used for texting in an emergency)

Contact: _____
(Primary Daytime number) (Primary's Cell number) (Primary email)

(Secondary Daytime number) (Secondary Cell number) (Secondary email)

1. When a family elects to enroll at Dove Day School it is assumed to be from the start date to the last day of school noted on the reverse of this form. Otherwise the below signed agrees to notify the center in writing two week in advance of withdrawl.
2. I/we understand that child care must be paid in advance. A late charge of \$15 will be applied on Wednesday, the following Monday the student will not be admitted and the account will be reviewed for potential termination and forfeit of registration.
3. All add on fees are due on the first of the month; in arrears and subject to late fees with that week's fees.
4. I/we accept the rules, conditions, and Dove Day School practices as stated in the parent handbook and as referred to on both sides of this document.
5. I/we confirm the need for check in and out and pledge to keep this "chain of custody" accurately. It is understood that missing check in/out expose the center to licensing citation and for this reason I/we may find my/our account charged as much as \$5 per missing check in/out.
6. I/we further agree to assume full responsibility for the child care charges and all fees related to this child's enrollment for the enrolled school year.
7. I/we understand my/our child's elementary school will need to be notified of this arrangement with Dove Day School for after school care.
8. The fees quoted on this contract expires June of 2021 and a new contract is required for the next school year. Fees for the next school year are published in March.

Primary Sponsor Signature and date: _____

Secondary Sponsor Signature and date: _____

Application accepted by _____ on _____

<p>PICK UP BEGINS:</p> <p>_____/_____/_____ PICK UP ENDS:</p> <p>_____/_____/_____</p>
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<p>For office use only:</p> <p><input type="checkbox"/> ProCare</p> <p><input type="checkbox"/> Primary Check in</p> <p><input type="checkbox"/> Secondary Check in</p> <p><input type="checkbox"/> Keyless Entry</p> <p><input type="checkbox"/> Emergency books</p> <p><input type="checkbox"/> Added to Remind App</p>
