

# WEST COVINA CHRISTIAN SCHOOL

## DAY CARE PROGRAM

Dear Parents,

Day Care is for those parents who need supervision of their children before and/or after school. Our Child Care is an extension of the school day - Day Care opens at 6:30 am and closes at 6:00 pm. We provide adult supervision and activities on the school playground. Picnic tables are available for children who want to do homework. A classroom is provided for student use in inclement weather.

When you drop off your child in the morning, your child will be automatically charted into day care by a day care worker. For the safety of your children, we are asking that parents sign their children out in the Day Care office after school. Parents, or parent designate, must initial the pick up time on the sign-in sheet each day. (Children will not be released to anyone who is not listed on their emergency cards.) Please be aware that all children on campus before 8:15 am and after 3:15 pm will automatically be signed into, and charged for, day care -- no child is left unattended at the parking lot.

Charges for Day Care will be done either on a flat monthly rate or computed at an hourly rate. You may choose to pay for Day Care at one of the following rates:

Single child monthly rate:

\$255.00 per child (grades K-8)

Family Monthly Rates: (more than one child)

\$375.00 per family, per month (grades K-8)

Hourly rate of \$5.00 per hour (or any portion thereof) per child.

Any parent may switch billing options (monthly vs hourly) once during any school year, with the exception of June.

There is a penalty charge for any child not picked up by 6:00 pm. The fee is \$1.00 for the first 5 minutes and \$1.00 per minute thereafter.

Payment for monthly rates are due on the 1st of the month. All fees become delinquent after the 10th of each month.

Payment for the hourly rate is due on or before the 15th of the month.

If you wish to enroll your child in Day Care please complete the enclosed Day Care Contract and return it on Fall Processing Day or to the school office.

WCCS Administration



# DAY CARE CONTRACT

I am registering my child/children for Day Care Supervision.

Date: \_\_\_\_\_

- AM
- PM
- Both

Child's Name: \_\_\_\_\_ Grade in Sept.: \_\_\_\_\_ Day Care time: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Method of payment I choose is: (please check one)

**Annual Day Care Rate:** 9 payment plan

Unlimited use between 6:30am – 6:00pm. Payments are based on a 9 payment plan from September – May. Annual Day Care payments are due on the 1st of the month. Day Care bills are considered delinquent if not paid by the 10th of the month.

- For 1 child in grades K-8 Annual rate at \$2295.00 in 9 monthly payments of \$255.00
- Family rate 2 or more children Annual rate at \$3375.00 in 9 monthly payments of \$375.00 in grades K–8.

**Hourly Day Care Rate:** For those who use Day Care less than 10 hours a week. You are charged for the actual hours that your child(ren) use per month. Hourly bills are due upon receipt of bill.

- Hourly rate at \$5.00 per hour (or any portion thereof), per child

My child will be picked up by 6:00pm or I understand I will be charged a penalty fee of \$1.00 for the first 5 minutes and \$1.00 per minute thereafter, that he/she is in Day Care past 6:00pm. Billing for hourly payments are mailed home at the end of each month. Payments are to be received on or before the 15th of the month.

Families may make one change during the year from monthly to hourly day care. This change may not occur in June.

**Day Care Agreement:** Our child's Day Care account must stay current. Monthly/hourly payments must be paid on time. If my account becomes more than 1 month delinquent, I realize that my child may lose the privilege of using the Day Care services.

Parent/Guardian Signature \_\_\_\_\_ Daytime Phone: \_\_\_\_\_