

CITY OF SACRAMENTO  
 THE 4TH "R" SCHOOL-AGE CHILD CARE  
 2009/2010 SUMMER & SCHOOL BREAK  
 REGISTRATION AND AGREEMENT FORM



4th "R" Site: \_\_\_\_\_  
 T-Shirt Size \_\_\_\_\_  
 Family Discount \_\_\_\_\_  
 email address \_\_\_\_\_

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_  
 School Attending \_\_\_\_\_ Grade (09-10 School-year) \_\_\_\_\_  
 Parent /or Guardian Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Eve. Phone \_\_\_\_\_  
 Parent /or Guardian Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Eve. Phone \_\_\_\_\_  
 Child's Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**SUMMER DATES:** Open Monday-Friday 7:00am - 6:00pm, SCUSD Traditional: June 15<sup>th</sup> – Sept. 4th; Natomas School District: June 15<sup>th</sup>-August 7<sup>th</sup> Twin Rivers School District: June 4<sup>th</sup> August 12<sup>th</sup> (Closed July 3<sup>rd</sup> & program wide field trips.)

**SUMMER REGISTRATION:** \$50 enrollment fee per family *due at time of registration* (NON - REFUNDABLE)  \_\_\_\_\_

**SUMMER RATES:** **Full Time**, Prearranged Unlimited use..... \$120.00 per week  
**Part Time**, 0-30 Prearranged hours per week..... \$ 90.00 per week  
 (Please note: Field trip time will count towards your 30 hours.)

**A FAMILY DISCOUNT of 10%** will be deducted from fees when more that one child in a family is registered for the same week.

**ALL HOURS OF ATTENDANCE MUST BE PRE-PAID AND PREARRANGED.** Please mark an "X" on the lines for the weeks (FT or PT) that your child will be attending each month. Enrollment is guaranteed only for those months that are pre-paid, see payment schedule listed below. To avoid a late payment charge, please pay by the due date listed below.

<b>JUNE 15 – JUNE 26</b> Payment due on or before 6/1	June 15th - June 19th	FT _____	PT _____
	June 22nd - June 26th	FT _____	PT _____
<b>JUNE 29 – July 31</b> Payment due on or before 7/1 7/3 is a City Holiday	June 29th - July 3 <sup>rd</sup>	FT _____	PT _____
	July 6th - July 10 <sup>th</sup>	FT _____	PT _____
	July 13th - July 17 <sup>th</sup>	FT _____	PT _____
	July 20 <sup>th</sup> - July 24th	FT _____	PT _____
	July 27th - July 31st	FT _____	PT _____

<b>AUGUST 3rd – Sept 4th</b> Payment due on or before 8/1	Aug. 3rd - Aug. 7th	FT _____	PT _____
	Aug. 10th - Aug. 14th	FT _____	PT _____
	Aug. 17th - Aug. 21st	FT _____	PT _____
	Aug. 24th - Aug. 28th	FT _____	PT _____
	Aug 31 <sup>st</sup> - Sept. 4 <sup>th</sup>	FT _____	PT _____

<b>SPRING BREAK</b>	_____ - _____	FT _____	PT _____
<b>WINTER BREAK</b>	_____ - _____	FT _____	PT _____

\*registration fee and 10% discount does not apply to spring & winter breaks

**PAYMENT:** By Check, Money Order, Visa, or MasterCard is accepted, payable to the City of Sacramento.  
**NO CASH WILL BE ACCEPTED.**

**OTHER FEES & CHARGES:**Late payment, late pick up, category overuse, and optional field trip fees may apply.

**RETURNED CHECKS/DECLINED CREDIT CARDS:** : A charge of \$50 will be made by the Revenue Division of the City of Sacramento for all checks and/ or credit cards returned from the bank. If there is more than one returned check or declined credit cards, no more checks or credit cards will be accepted.

**RATE INCREASES:** The rates that are set forth in the registration and agreement form are subject to revision by the City of Sacramento at any time. Families will receive a written notice of rate changes.

## AGREEMENT- SUMMER & SCHOOL BREAKS 2009/2010

1. **ENROLLMENT AND ATTENDANCE:** I must complete and submit all enrollment forms provided by The 4th "R" prior to my child's attendance. Enrollment is on a space available basis with preference given on a first come first serve basis. Children must be signed in and out upon arrival and departure. Consult with your Program Coordinator for details on hour calculations and special activities
2. **FEE AND LATE PAYMENT PENALTY:** I agree to pay the City of Sacramento Registration and Monthly Fees for my child to participate in The 4th "R". My full monthly payment is due the 1st calendar day of each month and is late after 6:00 p.m. on the 7th calendar day of that month. A \$25.00 fee is charged for payment received after 6:00 p.m. on the 7th calendar day of the month. If full payment (including late charge) has not been received by 6:00 p.m. on the last calendar day of the month, disenrollment will immediately occur. Re-enrollment will be allowed if space is available and all outstanding bills are paid in full. \_\_\_\_\_ (initial)
3. **ENROLLMENT AND CATEGORY CHANGES:** Request for enrollment and/or category changes will only be accepted prior to the first day of a month and must be listed on the fee collection envelope. \_\_\_\_\_ (initial)
4. **OVER USAGE:** If my child attends the program more hours than my category enrollment for that week allows I will be billed the difference between the full and part time rate. This amount is due and payable on Friday of the over usage week. If the OVER USAGE amount is not paid, my child will be disenrolled from the program and a late fee of \$25.00 will be charged. \_\_\_\_\_ (initial)
5. **LATE PICK UP PENALTY:** If I do not pick up my child by 6:00 pm, I will be charged a late pick up fee of \$5.00 for being late 1 to 5 minutes, \$10 for being late 6 to 10 minutes and so on. This charge is per child until the child/ren is picked up. If the program staff have been unable to contact me or other persons designated as emergency contacts by 6:45 pm, Child Protective Services will be called. Payment of the late pick up fee is due with next month's fees. If payment is not received by the 7th, a \$25.00 late fee will be added to my next month's fees. I understand that (4) late pick up charges within a three (3) month period will result in disenrollment from the program. \_\_\_\_\_ (initial)
6. **ILLNESS:** My child will not attend when ill. If my child becomes ill during attendance, I or my emergency designee will pick up my child within one (1) hour of notification by The 4th "R" staff. \_\_\_\_\_ (initial)
7. **DISCIPLINE:** Participation in The 4th "R" is on an initial 5 day probationary period. My child must be able to get along with others and adhere to the rules of the program. I also understand that it is necessary for parents/guardians to conduct themselves in a respectful and mature manner when at The 4th "R". I understand acceptable behavior is required to insure continued participation throughout the enrollment period. If disenrollment occurs, a six month waiting period must pass before re-enrollment can occur at any 4th "R" location and is on a space available basis. \_\_\_\_\_ (initial)
8. **TERMINATE ENROLLMENT:** If I wish to disenroll my child from The 4th "R" and terminate this agreement, I must do so in writing by 6:00 p.m. on the first day of the month that I wish to be disenrolled. If I fail to do so, I will be held responsible for paying all remaining fees. \_\_\_\_\_ (initial)
9. **PARENT INFORMATION:** I will read all other parent information and discuss any questions I have with the Program Coordinator. I have read and understand the 4th "R" policies, procedures, and responsibilities as outlined in the Parent Handbook. State licensing which governs our program through Title 22 and/or Title 5 will be making periodic visitations to all 4th "R" sites to evaluate the program to make sure we are in compliance. The licensing analyst may speak with any 4th "R" participants during these visitations and we want to make you aware of this in advance. 4th "R" does not practice corporal punishment \_\_\_\_\_ (initial)
10. **SIGN IN/OUT:** I give permission for the staff to sign my child out of 4th "R" and into summer school and back into 4th "R" after summer school. I understand that The 4th "R" is not responsible for my child while he/she is attending summer school. \_\_\_\_\_ (initial)
11. **MEDIA RELEASE AGREEMENT:** I give permission for the staff to photograph or videotape my son/daughter & release it to be used in a brochure, web page, or other means of promoting The 4th "R" Program to the general public. \_\_\_\_\_ (initial)

I have read, understand and will abide by the conditions of this entire Registration and Agreement. I am signing below as an indication of my intent to have my child \_\_\_\_\_, participate in The 4th "R".

Printed Name of Parent/Guardian	Date	Signature of Parent/Guardian
Date of Birth _____	Driver License # _____	
Printed Name of Parent/Guardian	Date	Signature of Parent/Guardian
Date of Birth _____	Driver License # _____	

**Program Coordinator use only**

This Registration/Agreement becomes effective \_\_\_\_\_ and supersedes all previous agreements.

Date

Printed Name of Program Coordinator	Date	Signature of Program Coordinator
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