



CITY OF SACRAMENTO
THE 4TH "R" SCHOOL-AGE CARE
REGISTRATION AND AGREEMENT FORM
June 1, 2011 – June 1, 2012

4th"R"Site: _____
Family Discount: _____

Child's Name: _____ Birth date: _____ Age: _____

School Attending: _____ 2011/2012 Grade: _____ Teacher: _____

Parent/Guardian's Name: _____ Email address _____

Day Phone: _____ Cell Phone: _____

Parent/Guardian's Name: _____ Email address _____

Day Phone: _____ Cell Phone: _____

Child's Home Address: _____ City: _____ Zip: _____

Open Monday-Friday 7:00am - 6:00pm

Closed for all City holidays: 06/17 staff development, 07/04, 09/05, 11/11, 11/24, 11/25, 12/23, 12/26, 01/01, 01/16, 02/20, 03/26, 05/28 _____ (initial)

REGISTRATION FEE: \$100 per family due upon enrollment for 2011/2012 year
REGISTRATION FEE IS NON-REFUNDABLE _____ (initial).

First month of enrollment Category: _____ Ongoing monthly Category: _____

- A) \$565 Prearranged usage of greater than 125 hours and above
- B) \$500 Prearranged usage of greater than 100 hours and up to 125 hours
- C) \$450 Prearranged usage of greater than 80 hours and up to 100 hours
- D) \$375 Prearranged usage of greater than 65 hours and up to 80 hours
- E) \$335 Prearranged usage of greater than 50 hours and up to 65 hours
- F) \$295 Prearranged usage of greater than 35 hours and up to 50 hours
- G) \$250 Prearranged usage of greater more than 25 hours and up to 35 hours
- H) \$175 Prearranged usage of more than 15 hours and up to 25 hours
- I) \$125 Prearranged usage of more than 9 hours and up to 15 hours
- J) \$50 Prearranged usage of more than 15 minutes and up to 9 hours

REGISTRATION AND AGREEMENT FORM 2011 - 2012 SCHOOL YEAR

1. ____ (initial) **ENROLLMENT AND ATTENDANCE:** I must complete and submit all necessary forms provided by the 4th "R" prior to my child(ren)'s attendance which will include: enrollment and licensing information. Enrollment is on a first come/first serve/space available basis. **Per Community Care Licensing regulations and 4th "R", Child Care Program policies, all participants in the program must be checked in and out of the program upon arrival and departure with a full legal signature.**
2. ____ (initial) **CATEGORY CHANGES:** If your child exceeds hours in their designated category, the difference between categories is owed. **Amendment/calendars forms must be turned in by the 15th** of the month prior to care. Amendments/calendars not received by this date will result in continued billing in the assigned category.
3. ____ (initial) **MULTI –CHILD DISCOUNT:** 10% will be deducted per family from fees when more than one child in a family is registered and attending simultaneously. There will be no discount applied for category over usage.
4. ____ (initial) **SIGN IN/OUT:** I give permission to the 4th "R", staff to sign my child in/out before/after school. I understand that the 4th "R" is not responsible for my child while he/she is attending school.
5. ____ (initial) **ILLNESS:** My child will not attend when ill. If my child becomes ill while attending the 4th "R", my emergency designee or I will pick up my child within 1 hour of being notified .
6. ____ (initial) **DISCIPLINE:** Participation in the 4th "R" is on an initial 20-day probation period. My child must be able to get along with others and adhere to the rules of the program. I understand that acceptable behavior is required to ensure continued participation throughout the enrollment period. If disenrollment for disciplinary reasons occurs, a 6-month waiting period must pass before re-enrollment can occur at any 4th "R", site, and only on a space available basis. If your Child is suspended from school, they are also suspended from 4th "R".
7. ____ (initial) **PARENT/GUARDIAN CONDUCT:** I understand that it is necessary for parents/guardians to conduct themselves in a respectful and mature manner while at the 4th "R" site and administrative office. Failure to do so will result in disenrollment of your child/ren from the 4th "R".
8. ____ (initial) **PARENT/GUARDIAN INFORMATION:** I have read all information provided and discussed any questions I have with the Program Coordinator. I have read and accept the 4th "R" policies, procedures, and responsibilities as outlined in the Parent Handbook. The Department of Social Services, Community Care Licensing, which governs our program through Title 22 and/or Title 5, will be making periodic visits to all 4th "R" sites. These visits are to evaluate the program and to ensure that all state mandated regulations are being maintained. The licensing analyst may speak to 4th "R" participants during these visits and we want to make you aware of this in advance. The 4th "R" does not practice corporal punishment.
9. ____ (initial) **MEDIA RELEASE AGREEMENT:** I give permission to the 4th "R" staff to photograph or videotape my son/daughter and release it to be used in a brochure, web page, or other means of promoting the 4th "R", Child Care Program to the general public.
10. ____ (initial) **PAYMENT:** The following forms of payment will be accepted by the 4th "R" Program: Visa, MasterCard, money order or check made payable to the City of Sacramento. **NO CASH WILL BE ACCEPTED and NO PAYMENTS WILL BE ACCEPTED AT SITE (except for first time enrollment fees).**
11. ____ (initial) **FEES AND LATE PAYMENT PENALTY:** I agree to pay the 4th "R" the annual registration fee and on-going monthly fees for my child/ren to participate in the 4th "R" Program. **My full monthly payment is due by the 1st calendar day of each month and is late by the 7th calendar day of that month (must be postmarked by the 7th). A \$25 fee will be charged for payment received after 6:00 p.m. on the 7th calendar day of the month (if the 7th falls on a weekend or city of Sacramento holiday payment is due the next business day).** If full payments including any accrued fees /charges have not been received by the last calendar day of the month, disenrollment will occur. Re-enrollment will be permitted if there is space available and all past due fees are paid in full.
12. ____ (initial) **LATE PICK-UP PENALTY:** I understand that if I or my designees do not pick up my child(ren) by 6:00 p.m. 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 up to 45 minutes after the program has closed. This charge is per child until the child/ren is picked up. If the program staff is unable to contact emergency contacts by 6:45 pm, Child Protective Services will be called. Payment of the late pick up fee will be charged on the next billing cycle. If payment for the late pick-up is not received by the 7th when billed, a \$25.00 late fee will be assessed to your account. **I understand that four late pick up charges within a contract year will result in disenrollment from the program.**
13. ____ (initial) **RETURNED CHECKS/DECLINED CREDIT CARDS:** A charge of \$25 will be assessed by the Revenue Division of the City of Sacramento for all returned payments from the bank and the 4th "R", Program. **If you have one returned check or declined credit card payment, no more checks or credit card payments will be accepted under this contract.**
14. ____ (initial) **DELINQUENT ACCOUNTS:** Upon disenrollment, delinquent accounts will be forwarded to the City of Sacramento Enforcement and Collections office (and /or a collection agency). After disenrollment, this referral will be for all monies due and incurred including additional collection fees.
15. ____ (initial) **REFUNDS:** The 4th "R", does not provide refunds for unused time, lesser time used per day, or disenrollment for any reason.
16. ____ (initial) **TERMINATION OF AGREEMENT:** If you wish to terminate your agreement with the 4th "R", a thirty (30) day notice must be submitted to the administration office in writing. Failure to do so will result in a category fee assessment for services being enforced through the thirty (30) day period.
17. ____ (initial) **RATE INCREASES:** The rates that are set forth in this registration and agreement form are subject to revision by the City of Sacramento at anytime; families will receive written notice of rate changes in advance.

REGISTRATION AND AGREEMENT FORM 2011 - 2012

I have read, understand and will abide by the conditions of the entire 2011/2012 *Registration Agreement* and *Parent Handbook* (viewable on our website or on-site). My signature(s) below indicates my intent to have my child/(ren) participate in the 4th "R" Child Care Program.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Date of Birth _____

Drivers License # _____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Date of Birth _____

Drivers License # _____

Administration Use Only

This registration agreement supersedes all previous agreements. EFFECTIVE DATE: _____

Print Name of Administration Staff

Date

Signature of Administration Staff

Registration fee received: _____
Date

Type of payment/#

Initials

Family ID: _____

Child ID: _____

