HARDING ELEMENTARY SCHOOL CHILD CARE/AFTER SCHOOL PROGRAM

2014-2015 School Year Wait List Information Sheet

To put your child's name on the Wait List you must complete the following:

1. School-Age Childcare Wait List Form: This form must be completed in full. Incomplete forms will be returned to you to be completed. You will be put on the list when your returned forms are completed and the registration fee is paid.

2. Bring Proof of Residency (El Cerrito Residents Only): You must attach a copy of a current utility bill (water, phone, PG&E, etc.) with your name and address printed on it. We are sorry that we can not accept Driver Licenses as proof of El Cerrito residency.

3. $65.00 Non-Refundable Registration Fee/Per Child

4. Emergency ID Card **including Photograph of Child**

5. Signed Bill Policy Form

<u>You must re-enroll on the waiting list for each new school year.</u> Our waiting lists do not roll over from year to year.

REGISTRATION PRIORITY:
1. First priority for fall childcare spaces is given to the children who are currently enrolled in the program.
2. Second priority goes to siblings, whose names are on the waiting list, of the children currently enrolled in the program.
3. Kindergarten children whose names are on our waiting list are given next priority until the kindergarten portion of the program is full.
4. Five day a week service needs receive priority.
5. Remaining spaces are given to those on our waiting list. Waiting list forms are taken on a first come, first serve basis.
6. El Cerrito Residents have priority registration until 03/01/2014.

CHANGE OF ADDRESS/PHONE NUMBERS: It is your responsibility to notify the Administrative Specialist at the Community Center if your address or home/work phone number changes. If we try to contact you and your address/phone numbers are incorrect your space and registration fee will be forfeited.

QUESTIONS ABOUT THE PROGRAM please contact Cori Diaz, Supervisor at (510) 559-7003.
QUESTIONS ABOUT THE WAIT LIST please contact Susan Ortega at (510) 559-7006.

HARDING ELEMENTARY SCHOOL: Before and After School Program

Registration Wait List Form 2014-2015

Activity# 521110

Please complete the form below and return it with a **$65.00** non-refundable registration fee/per child to the El Cerrito Community Center Office at 7007 Moeser Lane, El Cerrito, CA 94530

FORMS WILL BE PROCESSED ON A FIRST COME, FIRST SERVE BASIS.

CHILD'S NAME:	DATE OF BIRTH:
PARENT/ GUARDIAN'S NAME 1: PARENT/GUARDIAN NAME 2:	GRADE 2014/2015: ❑ BOY ❑ GIRL
ADDRESS:	HOME PHONE:
CITY: ZIP:	CELL PHONE PARENT 1: CELL PHONE PARENT 2:
E-MAIL:	WORK PHONE PARENT 1: WORK PHONE PARENT 2:

KINDERGARTEN ONLY:

AM (AM Care) 7:00am-8:30am	M	T	W	TH	F
PMK (PM Kindergarten Care) 11:50am-2:30pm	M	T	W	TH	F
PMKC (PM Kindergarten Continuous Care) 11:50am-5:30pm	M	T	W	TH	F
PMEX 5:30pm-6:00pm	M	T	W	TH	F

1st-6th Grade ONLY:

Before School (AM) Care 7:00am-8:30am	M	T	W	TH	F
PM 2:40pm-5:30pm	M	T	W	TH	F
PMEX 5:30pm-6:00pm	M	T	W	TH	F

----------PLEASE COMPLETE BACKSIDE OF FORM ----------

Liability Release: To the extent permitted by law, I hereby absolve the City of El Cerrito, its employees and volunteers from all liability that may arise as the result of my participation in the activities mentioned on this sheet, and, if the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of El Cerrito, its employees and volunteers from such liability. I realize that the City of El Cerrito is not responsible for lost or stolen articles. I understand that participants in the City of El Cerrito programs do so at their own risk and the City does not provide accident insurance.

Photo Release: I acknowledge that the City of El Cerrito takes photographs and videotapes of its activities and events for publicity purposes and authorize the use of my image or my child's image by the City for such purposes. I understand I will not be compensated for use of photos or videos.

Behavior Policy: I understand that my child is expected to follow all rules established by his or her instructor, and any failure to comply may result in dismissal from the program. I also understand that no refunds will be given. A copy of our policy is available upon request.

I have received, read and understand the *2014-2015 School Year Waiting List Information Sheet*.

Parent/Guardian Signature:_____ **Date:** _____

Signature indicates agreement to registration days/times and understanding of policies and releases listed above.

Staff Initials/Receipt/Date

Updated 8/28/2013

City of El Cerrito Recreation Department

School Aged Childcare Fee Schedule

2013-2014

Harding Child Care

Programs	Start Times	End Times	Hours	Resident	Non-Resident	Reduced Lunch Resident	Reduced Lunch Non-Resident	Free Lunch Resident	Free Lunch Non-Resident
AM (AM Care)	7:00 AM	8:30 AM	1.5	$ 10.50	$ 12.00	$ 8.25	$ 9.00	$ 7.50	$ 8.25
PMK (PM Kindergarten)	11:50 AM	2:30 PM	2.67	$ 18.69	$ 21.36	$ 14.69	$ 16.02	$ 13.35	$ 14.69
PMKC (PM Kinder Continuous Care)	11:50 AM	5:30 PM	5.67	$ 39.69	$ 45.36	$ 31.19	$ 34.02	$ 28.35	$ 31.19
PM (PM Afterschool Care)	2:40 PM	5:30 PM	2.83	$ 19.81	$ 22.64	$ 15.57	$ 16.98	$ 14.15	$ 15.57
PM WED (PM Afterschool Wednesday)	2:05 PM	5:30PM	3.42	$ 23.94	$ 27.36	18.81	$ 20.52	$ 17.10	$ 18.81
PMEX (PM Extended Care)	5:30 PM	6:00 PM	0.5	$ 3.50	$ 4.00	$ 2.75	$ 3.00	$ 2.50	$ 2.75
Fees Based on Hourly Rate of				**$7.00**	**$8.00**	**$5.50**	**$6.00**	**$5.00**	**$5.50**

*To Apply for Reduced and/or Free Lunch Rates, Contact WCCUSD School Food Services at (510) 307-4580.
If your family qualifies for the reduced and/or free lunch rate, you must provide the City of El Cerrito Recreation Department with a copy of the approval letter issued by the West Contra Costa County Unified School District.

FEES ARE SUBJECT TO CHANGE

ATTENTION PARENTS- IMPORTANT CHILD CARE BILLING INFORMATION:

Your child care invoices are generated on the 15th of the month (or closest business day to the 15th) for the following month. For example, on November 15th, December bills will be generated.

If a household has provided an email address all receipts, bills and statements will ONLY arrive electronically; no bill will be sent in the mail. If a household has not provided an email address, the invoice will arrive in the mail. Households that receive a bill by mail should receive their bill no later than the 20th of each month.

- **Fees may be paid online, by phone, in person or mailed to the El Cerrito Community Center, 7007 Moeser Lane, El Cerrito, CA 94530.**
- Directions for online payment can be found at www.el-cerrito.com/Recreation

If you do not receive an invoice by the 25th of the month please call the Admin. Clerk Specialist at (510) 559-7006 or email sortega@ci.el-cerrito.ca.us

A late fee of $16 shall be charged for any payments not received by the tenth day of the month. For example, if payment has not been made for December by December 10th, a $16 late fee will be applied.

Please be aware that auto-debit does NOT roll over from the previous school year / summer. If you would like to enroll in auto-debit you can do so by:

- Coming in to the Community Center office and providing your credit card information
- Or by calling the Admin. Clerk to set up your auto-debit over the phone.

Once your household has enrolled in auto-debit, the debit will be made the 1st business day of the month and your receipt will be emailed or mailed (only if no email is provided).

- If the card was declined for any reason, your receipt will indicate this by displaying a current household balance and indicating a **$0.00** payment was made.

Collections Notice: If your City of El Cerrito child care bill is one month or more past due, we reserve the right to send any past due balances to a collection agency.

- Each month's billing statement is sent to households either via email or USPS mail service- this includes all outstanding balances.
- The City is **not** required to make any additional contact in regards to past-due accounts but may send additional mailing or make a courtesy phone call.
- **Family members sent to collections will not be able to participate in any programs offered by the City of El Cerrito until the amount due is paid.**
- Please contact us before your account is past due to set up a payment plan to avoid sending your account to collections.

_____ _____

(Print Child Name) (Print Parent Name)

_____

(Parent/Guardian Signature) (Date)

By signing this form, I acknowledge that I have read and understand the information above and agree to abide by this payment policy.

PLEASE SIGN AND RETURN THIS COPY TO THE
EL CERRITO COMMUNITY CENTER

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(Print Child Name) (Print Parent Name)

_____

(Parent/Guardian Signature) (Date)

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PARENT / GUARDIAN'S COPY

ATENCIÓN PADRES – IMPORTANTE INFORMACIÓN SOBRE SU FACTURA MENSUAL:

Su cuenta mensual del cuidado despues de escuela sera calculada y generada el día 15 del mes (o día siguiente si el 15 cae en fin de semana) para el mes siguiente. Por ejemplo, el 15 de noviembre, se generará el bill de Diciembre.

Si cuando se inscribio para el programa usted nos proporciono una dirección de correo electrónico todos sus recibos, factura mensual y recibos solo le llegarán electrónicamente; no se enviará por correo. Si usted no ha proporcionado una dirección de correo electrónico, todo le llegará en el correo. Los hogares que reciben una factura por correo deben recibir su factura mensual a no más tardar de el día 20 de cada mes.
• Su factura mensual puede ser pagada por internet, por teléfono, en persona o por correo al Community Center de El Cerrito, 7007 Moeser Lane, El Cerrito, CA 94530.
• Instrucciones para pagar por internet se pueden encontrar en www.el-cerrito.com/Recreation

Si usted no recibe una factura mensual por el dia 25 del mes por favor comuniquese con la Administrative Clerk Specialist al numero 510-559-7006 o por correo electronico, sortega@ci.el-cerrito.ca.us

Se cobrará un recargo de $16 para cualquier pago no recibido por el décimo día del mes. Por ejemplo, si el pago no se ha hecho para el 10 de Diciembre para su facture de Diciembre, se aplicará un recargo de $16.

Tenga en cuenta ese débito automático NO se transfiere del año escolar anterior o el verano. Si desea inscribirse en auto-débito puede hacerlo por:
• Venir a la oficina del Community Center y proporcionar su información de tarjeta de crédito
• O llamando a Susan Ortega para poner su cuenta en auto-débito por teléfono.

Una vez que usted se a inscribido en auto-débito, el débito sera cobrado a su cuenta el primer día hábil del mes y su recibo será enviado por correo electrónico o por correo (sólo si no se proporciona ningún correo electrónico).
• Si la tarjeta fue rechazada por cualquier razón, su recibo indicará mostrando un saldo actual de su cuenta y que un pago de $0.00 fue hecho.

Aviso de Colecciones: Si su cuenta del programa de despues de Escuela esta un mes o más atrasados, nos reservamos el derecho de enviar cualquier balance vencido a una agencia de colección.
• Cada factura mensual se envía a los hogares ya sea vía correo electrónico o servicio de correo USPS - esto incluye todos los balances pendientes.
• La Ciudad de El Cerrito no está obligado a hacer ningun contacto adicional en respecto a cuentas delincuentes, pero puede enviar correo adicional o hacer una llamada de cortesía.
• **Los miembros de la familia que son enviados a colecciones no serán permitidos a participar en los programas ofrecidos por la Ciudad de El Cerrito hasta que se pague el balance total que se debe.**
• Favor de conmunicarse con nosotros antes de que su cuenta sea delincuente para establecer un plan de pago para evitar el envío de su cuenta a colecciones.

_____ _____
(Nombre del niño) (Nombre del padre)

_____ _____
(Firma del padre/tutor) (Fecha)

Al firmar este formulario, reconozco que he leído y entendido la información de arriba y cumplire con esta política de pago.

FAVOR DE FIRMAR Y REGRESAR ESTA COPIA AL EL CERRITO COMMUNITY CENTER

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(Nombre del niño) (Nombre del padre)

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COPIA PARA PADRES / GUARDIANES