

# Contra Costa Christian Family Care Policies 2010-2011

## Hours of Operation

Full K - 5th Grade 3:00-6:00 pm - Any student on campus after 3pm will be checked in.

6th - 8th Grade - 3:30-6:00 pm - Any Middle School Student still on campus at 3:30 is required to check in to Family Care.

## **NO MORNING CARE AVAILABLE**

## Cost

Annual Flat Fee: \$2000.00

Pre-Pay - \$5.50 per hour (must have a monthly contract)

Drop-In - \$7.50 per hour



## Billing

**Annual Flat Fee:** You pay one fee and use the Family Care Center for the entire school year. \$200.00 per month will be added to your FACTS or you may pay in full. There is no pro-rate on this payment option. If you use the service 8 or more hours per week this the the most cost effective.

**Pre-pay** is done in advance. Please fill out a contract and turn it in with a check not later than the 1st of each month, in advance. If you use more hours than you have contracted for, you will be billed at the end of the month at the drop-in rate. There is no credit given if you pay for more hours than you use. Billing is done the the nearest 1/2 hour each day.

**Drop-In** is billed at the end of the month. The amount of hours used will be calculated and you will be sent an invoice by e-mail. Billing is done the the nearest 1/2 hour each day. This amount is due no later that the 10th of each month or a \$10.00 late fee will be added to your account.

## Registration

Each student must have a current Emergency Form on file with the Family Care Center. It is the parent/guardians responsibility to keep the names and numbers current.

## Sign Out

A responsible adult must sign out students each day. Family care staff will sign children in each day after school. If you fail to sign out your child, you will be charged until 6:00 pm.

## Late Fee

Failure to pick up your student by 6:00 pm will result in a late fee of \$5.00 every 15 minutes or a fraction thereof. After the third time, the late fee will be \$1.00 per minute. Late fees need to be paid in cash at the time of pick up.

## Phone Number

Family Care has a separate phone number where we can be reached after school. (925) 256-6642.

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Please print full name of student \_\_\_\_\_

Grade level \_\_\_\_\_

Please print full name of parent/guardian \_\_\_\_\_

Check one:

\_\_\_\_\_ I will pay the full amount of \$2000.00 in advance (by September 1st)

\_\_\_\_\_ Please add \$200.00 to my F.A.C.T.S. account monthly

\_\_\_\_\_ I will be providing a monthly contract (due in advance on the 1st of each month)

\_\_\_\_\_ I will be using the drop-in service (billed at the end of each month)

I agree to the terms listed above. \_\_\_\_\_

Signature

Date