



City of Lodi Parks and Recreation Department

AFTER SCHOOL PLAYGROUND PROGRAM

125 N. STOCKTON STREET, LODI, CA 95240

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2008-2009 ENROLLMENT AGREEMENT

The City of Lodi Parks and Recreation Department offers an After School Playground Program for children currently enrolled in kindergarten through sixth grades at **Lakewood, Larson, Reese, and Vinewood** elementary schools that runs concurrent with the school year. This Agreement explains the After School Playground Program policies and procedures. By signing this Agreement, you acknowledge that you have read, understand and agree to abide by the policies and procedures of the After School Playground Program. Thank you for your interest in our program. We will strive to make it fun, safe and enjoyable for you and your child(ren).

I. SCHEDULE AND GRADES SERVED

The After School Playground Program begins at 2:00 p.m. and ends promptly at 6:00 p.m. on days in which school is in session according to L.U.S.D. MT Calendar. This also includes common planning, assessment collaboration days and school-wide minimum days and parent/teacher conferences for MT TRACK. The After School Playground Program serves children who are currently enrolled in the above designated schools. For information about **School Breaks, Summer Vacation Camps, and Punch Card "Drop-on Care"** information call the Park and Recreation office at (209) 333-6742.

II. BASIC SERVICES: (Initial on each line, indicating you have read and understand program fees)

_____ **You will not receive a monthly statement.**

_____ **We do not provide transportation or one-on-one supervision to special needs children.**

_____ **We do not print out child care statement for taxes. (Save your receipts or cancelled checks).**

Your child(ren) will be provided with a daily snack. Children will be given an opportunity to do homework and participate in organized sports, games and art activities. They will also view a variety of "G" and "PG" and "PG-13" movies. Staff to participant ratio is 1:20.

III. PROGRAM FEES:

ANNUAL REGISTRATION FEE: A non-refundable annual registration fee of \$30.00 per child will be due upon the child's initial enrollment and every July 1st of each year thereafter, along with a new enrollment packet.

Please

_____ allow (1) business day for processing your enrollment packet.

MONTHLY PROGRAM FEES: The cost of the Program is **\$100.00 per month, per child**. Program fees are due and payable by the 1st of each attendance month. When you enroll your child(ren) in the Program, you are reserving space for your child(ren). Monthly rates will not be prorated for absences, Holidays or breaks. If you choose to remove your child from the program and re-enroll them at a later time, your child(ren) space(s) is not guaranteed and you will need to pay the registration fee again. There are no multi-child discounts. You are responsible for paying all fees in a timely manner to ensure your child(ren) a place in the program.

Fees are subject to change and are due and payable as described below

LATE FEES: Payments not posted by 5 pm are late irregardless if the 5th or 10th of the month fall on a weekend or holiday. Payments not received and entered by 5 pm on the 5th of each attendance month are considered past due. A \$10 past due fee per child(ren) along with the program fee will be due by the 10th of said month to ensure a place for your child in the Program (total due per child if paid from 6th to 10th of said attendance month is \$110). Payments not received and entered by 5 pm on the 10th of each attendance month are considered late. An additional \$10 fee will be assessed to each child of said attendance month (total due will be \$120 per child for said month). If your monthly payment and late fees have not been received and entered by 5 pm on the 15th of said month, your child(ren) will be dropped from the program and you will need to re-enroll them if you wish to continue the After School Playground program.

Please initial:

- **If the 5th or 10th falls on a weekend you are still responsible to pay for late fees*** _____
- **If you mail your payment and it arrives late, you will be responsible for all late fees due** _____



AFTER HOURS PICK-UP FEE: An after hours pick-up fee of \$5.00 per 5 minute increment/per child(ren) remaining on site will be billed for children picked -up between 6:00 pm until 6:30 pm. On the 4th incident of a late pick-up, you will be billed \$5.00/per child(ren) for each minute after 6:00 p.m. that your child(ren) remains on site; alternatively, your child(ren) may, in the sole discretion of the Program Supervisor, be dropped from the Program and this Agreement terminated. In all instances of children remaining on site after 6:30 p.m. the Lodi Police Department will be contacted and will be requested to pick-up your child(ren) and you will have to go to the Police Department to pick them up. The non emergency number of the Police Department is (209) 333-6727.

DELINQUENT ACCOUNTS: Payments received are applied to oldest charges first. Accounts with any fees (program, late, or after hours) 60 or more days delinquent will be sent to a collection agency and After School Playground Program services for your child(ren) will be terminated. Referral to a collection agency may severely affect your credit. You will not be permitted to enroll into any other Park and Recreation programs, activities, or classes.

PAYMENTS: All checks are to be made payable to the City of Lodi. Your payment should have the name of your child(ren) and school of attendance written on the check. Checks may be mailed or dropped off at Lodi Parks & Recreation Department, 125 N. Stockton Street (night mail slot is located in front door). If you mail your payment in, please mail 5 days in advance of the due date. If your check arrives by mail after the due date, it will be considered late and you will be charged applicable late fees.

PAYMENTS WILL NOT BE ACCEPTED AT THE SCHOOL SITE.

RETURNED CHECKS: You will be liable for a City of Lodi service charge on all returned checks (insufficient funds). In the event of a returned check (insufficient funds), your account will be placed on a cash-only basis.

DAMAGES: Parents/Guardians will be financially responsible for any and all damages and/or vandalism caused by their child(ren) to the school, other children's personal property, or the property of the Program.

SIGN IN AND OUT SHEET COPIES: Copies of sign in and out sheets will not be provided without a subpoena from your attorney directed to our **City Attorney as follows: Janice Magdich, Deputy City Attorney, City Hall, 221 W. Pine Street, Lodi, CA 95240.**

\$25.00 FEE for copies of payments, enrollment agreements, receipts, statements, or sign in and out sheets or a letter for tax purposes will be charged. **(Please save your receipts of payments)**. All requests must be submitted in writing and you must allow at least 1 week for processing. Requests will be processed in the order received.

IV. ABSENCES or TERMINATION

- Days missed will not be deducted from your monthly fee. When you enroll your child(ren), you are reserving time, space, staffing and provisions for your child(ren).
- If you know that your child(ren) will not be attending the Program for a complete month or more, you are required to contact the Parks and Recreation office and notify the After School Playground Program Administrative Clerk, at (209) 333-6742 no later than the 25th of the month preceding the month of the planned absence. If you contact the Administrative Clerk **after** the 25th of the month but before the 1st of the month preceding the planned absence, there will be a **\$50.00 FEE**.
- **IF YOU DO NOT CONTACT THE CLERK, YOU WILL CONTINUE TO BE BILLED.** (The After School Program site staff is not responsible to stop your billing). Your failure to contact the After School Playground Program Administrative Clerk in a timely manner **will result in continued billing for which you will be financially responsible.**
- Site staff will not accept billing change notifications.
- Notifications must be handled at the Park and Recreation office.



V. PROCEDURES (Initial on each line, indicating you have read and understand Program procedures)

- Sign in/out sheets are located in a binder at each site. An After School Playground Staff person signs your child(ren) in when they arrive. It is the child's responsibility to get to the Program. A designated adult (or designated sibling) must sign your child(ren) out each day from the Program. If your child(ren) is walking or riding his or her bike home, a Sign-Out Form is required giving site staff permission to sign your child(ren) out. For your child to assist in a teacher's classroom and leave supervision of the After School Program Staff, the teacher must be authorized to pick-up your child(ren) and sign them out of the Program. Staff will resign your child(ren) in to the Program when the child(ren) returns from the teacher's classroom. In the event your child(ren) needs to be picked-up by an adult other than those you have designated on your Child's Information Form(s), an authorization notice signed by the parent/guardian who has signed the Child's Information Form(s) is required to be delivered to one of the following Parks and Recreation staff members: Program Supervisor, Program Coordinator, or Administrative Clerk.

Picture ID will be required of all persons signing your child(ren) out of the Program.

- The parent/guardian who signs this Enrollment Agreement is the parent/guardian with whom Parks and Recreation will contact for necessary paperwork and financial responsibility. In cases of separation or divorce, please discuss any special circumstances with the Recreation Supervisor. If any after school documents are needed for court cases, your attorney will have to subpoena the documents from our City Attorney who in turn will request the documents from Parks and Recreation, assuming the documents are in order.
- An additional enrollment packet may be required for the non-signing parent.
- The parent/guardian who signs the Child's Information Form(s) is the only person who may make changes or additions to that form.
- If there is a change to the child's enrollment information, it will need to be cleared with the After School Program Administrative Clerk, not the site leader. This information includes track, home address, phone number(s), and/or pick-up list changes. This will facilitate routing the information to the intended persons.
- Your Child's Information Form(s) must have the names, addresses and phone numbers (work, home and mobile) of **LOCAL Individuals** who staff may contact in an emergency when we cannot reach the parent/guardian. It is the responsibility of the person signing the Child's Information Form(s) to immediately notify the After School Program Administrative Clerk of any changes by completing a "Change in Participant's Information Form". These forms are available at program sites, the Parks and Recreation office and on the City's website (www.lodi.gov).
- **If a person appears to be intoxicated or otherwise impaired (e.g. drugs, mental condition), the child(ren) will not be released to the person by site staff and the Lodi Police will be contacted to evaluate the situation. The safety of your child(ren) is paramount.**

- **PROVIDE 2-CERTIFIED COPIES OF COURT VISITATION ORDER(S), RESTRAINING ORDER(S), AND PROOF OF CUSTODY (one copy will be on file at the Program site and the other with the Parks and Recreation Office).**

- **PLEASE NOTE:**

THE NAMED PARENT OR GUARDIAN ON THIS ENROLLMENT AGREEMENT IS PRESUMED TO HAVE EVERY RIGHT TO PICK UP THEIR CHILD(REN) FROM THE PROGRAM AND THEY WILL NOT BE STOPPED BY PROGRAM STAFF FROM DOING SO UNLESS WE HAVE A CERTIFIED COURT ORDER ON FILE AT THE PROGRAM SITE AND PARKS AND RECREATION OFFICE, STATING THAT THE NAMED PARENT OR GUARDIAN IS PROHIBITED FROM DOING SO OR PROHIBITED FROM CONTACT WITH THE ENROLLED CHILD(REN).

Parent/Legal Guardian signature:

AS A COURTESY TO THE ENROLLING PARENT, WE WILL PLACE A CALL TO NOTIFY YOU THAT THE COURT BARRED PARENT HAS ATTEMPTED TO PICK UP THE CHILD(REN) FROM THE PROGRAM.

VI. ILLNESS

- Please report any contagious disease or condition such as head lice, chicken pox, flu symptoms, etc., to the Parks and Recreation office when you become aware of the problem. This helps contain the spread of illnesses.
- The Recreation Department staff reserve the right to conduct random checks for head lice. If your child(ren) is found to have head lice, you will be called to pick up your child. Child(ren) must be nit-free to return to the Program.
- If your child becomes sick at the After School Playground Program, site staff will call you or someone from the emergency list ON THE Information Form to pick-up the child. You or your designated contact(s) are expected to pick-up your child within a half hour of notification.
- Remember a picture ID is required to sign your child(ren) out of the program.

VII. BEHAVIORAL CONTRACT

- It is the policy of the Program that children, parent/guardians and staff always be treated with respect. Abusive language from children, staff or parents/guardians is not allowed. Hitting, spitting, swearing, and an aggressive uncooperative attitude will be subject to discipline.
- Parents must be respectful to all staff, coordinator, and other children.
- Cell phones are only to be used by a child to notify the parents that the child is walking home and is leaving an After School Program site.
- Cell phones are not allowed to be used during Program time.
- PARENTS WILL BE CHARGED FOR PHONE CALLS MADE TO THE AFTER SCHOOL PROGRAM SITES IF THEY ARE NOT FOR EMERGENCY PURPOSES (a copy of the minutes and charges from the City's cell phone bill will be sent to you for payment).
- The After School Program will follow the discipline guidelines of the school site. In addition, an incident report will be filed with the Recreation Supervisor and the parent/guardians will be notified of the problem. Continuing behavioral problems may result in the suspension of a child and/or termination from the Program in the sole discretion of the Recreation Supervisor.
- **If your child leaves or attempts to leave the school grounds or Cafeteria without permission, site staff will immediately call the Lodi Police, Parent/Guardian, and Program Supervisors . Your child will then be terminated from the Program IMMEDIATELY.**
- Any child who has been suspended from school is automatically suspended from the After School Playground Program.

VIII. CONSENT FOR MEDICAL TREATMENT

In order for my child(ren)/dependant(s) to receive necessary medical treatment in the event of any injury or illness occurring during participation in the After School Playground Program, the undersigned as the parent or legal guardian, of the child(ren)/dependant(s) enrolled in the Program, as set forth below, hereby authorizes the City of Lodi , through it's employees or agents to obtain all emergency dental or medical care as prescribed by a duly licensed physician (M.D.), Osteopath (D.O.), or Dentist (DDS). Medical or dental care may be given under whatever conditions are necessary to preserve the life, limbs, or well being of my child(ren)/dependent(s). I further hold the City of Lodi, its employees, and elected officials harmless in the exercise of this authority.

Parent/Legal Guardian Signature _____
Date Signed _____

IX. COMMON PLANNING DAYS AND MINIMUM DAYS

- The After School Playground Program does provide minimum day care for the children beginning at 12:30 p.m. for K-6 grades for all early dismissal days from school.





X. TERMINATION OF THE AGREEMENT
(Initial on each line, indicating you have read and understand grounds for termination)

This Agreement may be terminated for any of the following:

- _____ Aggressive parent behavior toward children in the Program, staff, or coordinator.
- _____ Non-Payment and/or Bounced Checks (Checks returned for insufficient funds).
- _____ Serious illness of your child(ren), preventing attendance.
- _____ Failure of the parent/guardian to honor the obligations listed in this Agreement or abide by rules, regulations or manuals promulgated or provided by the City of Lodi Parks and Recreation staff.
- _____ The Program Supervisor, Coordinator or site staff determines that it is not in the best interest of the Program or other children enrolled to have the child(ren) in attendance.
- _____ Parent/Guardian of the child/(ren) fails to cooperate with the site staff, Coordinator or Program Supervisor.
- _____ Failure of the child's parent/guardian to pay all fees incurred for the After School Playground Program.
- _____ If child(ren) displays violent, aggressive, yelling or hitting a staff member of the Program.
- _____ If your child(ren) runs away or hides from Program staff.
- _____ Habitual late picks (5 or more in a row).
- _____ If fraudulent time is written on child(rens) sign in and out sheets upon pick up.
- _____ Child(ren) threatening other children or parents at a Program site.
- _____ Any child caught stealing from school, Program, or from another child. Parents will be held responsible for restitution.
- _____ Broken Behavior Contracts with child(ren).
- _____ **With or Without Cause is the sole discretion of the Recreation Supervisor.**

The Program Supervisor, Coordinator or site staff reserves the right to determine and make a decision that we are unable to meet the needs of your child(ren). We are not a one-on-one program. If your child has special needs, please advise the Recreation Supervisor so we can determine together if the site that you are applying for can mainstream your child into our Program.

We want what is best for your child.



ENROLLMENT CONTRACT AGREEMENT

_____ I HAVE READ AND INITIALED, WITH FULL UNDERSTANDING, THE PROGRAM REQUIREMENTS AND ITS OPERATIONS.

I, the undersigned, agree to cooperate with the general policies of the After School Playground Program, to perform the obligations of parent/guardian set forth in this Agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the After School Playground Program. I acknowledge that I have had this material explained and that all of my questions have been satisfactorily answered.

I recognize and understand that there may be risks of injury to my child(ren) as a participant in this Program and that I agree to accept those risks and the responsibility for any injury my child(ren)/dependant(s) may receive as a participant in the After School Playground Program.

My signature below indicates that I am aware of and understand how the After School Playground Program will be conducted and have read, understand and agree to the foregoing.

Name of Child to be Enrolled (Print)

Child's Birth Date

Parent/Guardian Name (Print)

Today's Date

Child's Start Date

Parent/Guardian Signature

Today's Date