

PRORATED AUGUST 2017 BEFORE AND AFTER SCHOOL CLUB FEES

BEFORE SCHOOL CARE (All clubs DK-5th Grades):

6:45-8:30 am \$88/month

	<u>MONTHLY FEE OPTIONS</u>				
<u>DISCOVERY KINDER. CARE:</u>	5 Days	4 Days	3 Days	2 Days	1 Day
School Dismissal- 3:00 pm	\$212	\$162	\$120	\$95	\$88
School Dismissal- 6:00 pm	\$306	\$235	\$171	\$138	\$125

KINDERGARTEN CARE:

School Dismissal- 3:00 pm	\$172	\$131	\$97	\$78	\$70
School Dismissal- 6:00 pm	\$280	\$215	\$157	\$125	\$114

AFTER SCHOOL CARE: (All clubs 1st-5th Grades):

School Dismissal- 6:00 pm	\$247	\$190	\$139	\$111	\$102
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OCCASIONAL USE VOUCHER – 25 hours: \$267

Above are the prorated fees that will be charged for the month of August, as the After School Club starts on August 8, 2017. September to May will be the fees indicated on the registration form.

Dear Parents and Guardians,

In order to simplify and provide better service to everyone, Rancho Simi Recreation and Park District ("the District") has implemented the following payment processing procedures for the After School Clubs ("the Program"). **Before your child(ren) can be admitted into the Program, you must return this form along with the "Automatic Deduction: Credit/Debit" form to the Oak Park Community Center at 1000 N. Kanan Rd., Oak Park, Ca. 91377.**

LATE PAYMENT FEES

Payments are due on the 1st of every month. If a payment is received after the 3rd of the month the account will incur a late fee of \$25.00. (Note: if a credit or debit card is declined on the 1st of the month, payment must be received in full by the 3rd to avoid the \$25 late fee). The late fee will now be added to the following month's account balance. Payment must be received in full each month in order to avoid late fees.

WITHDRAWAL FROM THE PROGRAM

In addition to the behavioral issues that are outlined in the program brochure, at the discretion of the District, your child(ren) may be dropped from the Program due to non-payment. You will receive a courtesy notice before the District takes such action. If you choose to remove your child(ren) from the Program (either temporarily or permanently), you must complete the District's "Intent to Remove Child" form. This form is available at either the Oak Park Community Center or at each Program location. Your account balance will continue to accrue fees until you complete the "Intent to Remove Child" form. Withdrawal requests must be submitted prior to the first of every month.

THIRD PARTY (SPLIT) PAYMENTS

The District will continue to offer the convenience of the third party/split payment option wherein one person pays a portion of a child's account and another person pays the remaining balance. However, in order to continue this convenience, **we require that all parties involved sign up for Auto-Pay.** Each person must provide the District with a credit card or debit card, which will be automatically charged for their portion due on the 1st of every month. If the credit/debit card payment from either party declines for any reason, the District reserves the right to remove your child from the Program. **Please complete the attached form and return it to the Oak Park Community Center.**

RESPONSIBLE PARTY

The responsible party is the person who registers their child for the Program. The responsible party is liable for timely payment and communication with the District. All billing issues and/or withdrawal notices will only be communicated to the responsible party. With the exception of the Third Party/Split Payment option described above, the District will in no manner become involved in the collection of payment from any party other than the responsible party.

PARENT INFORMATION

1. Children are not allowed to bring electronic games or toys to the Before & After School Club.
2. There are no exchanging days. If your child is out on their registered day, they may not attend on another day.
3. Spring and Winter Camp fees are included in that month's registration and your child may attend on the days they are normally registered; those months are not prorated. No refund for non-attendance. Intent to attend form must be completed.
4. Parents must bring their children into the Before & After School Building in the morning and sign them in. Do not drop them off alone. Children must be signed out at pick up time.
5. The Before & After School Clubs are public recreation programs. It should be understood these programs contain recreational elements and are not child care facilities.
6. Do not send your child if they are ill. Please send a written note for any medication to be given by the Club Leader. We need a medication form filled out and signed by the child's physician. If a child does not attend school due to illness, they may not attend ASC.
7. LATE PICK-UP: A \$10.00 fee per 15 minutes, or portion thereof, will be assessed for early drop-offs or late pick-ups, payable at the time of occurrence. Children who have not been picked up by 6:30 pm may be released into the custody of RSRPD Rangers. Repeated late pick up can be grounds for dismissal from the program.
8. Registration is available between 8 am-5 pm, Monday-Friday. Initial Registration fee and monthly tuition can be paid by cash, check, or credit card and must accompany all required forms. Checks payable to RSRPD. After initial enrollment, monthly tuition payments are required to be paid through our auto pay system. Forms authorizing the District to automatically debit credit/debit card account on the first of each month are provided at time of enrollment. All registration forms must be returned to the Oak Park Community Center. New registrations must be made 24 hours in advance of first day of attendance. After School Club Starts August 8, 2017.
9. No discounts on Before Club fees • Prices subject to change.
10. Most holidays and minimum days are included in After School Club fees. Please see club closures document for the days when the club will not be open.
11. Occasional Use Voucher Hours- Once registered parents must notify the Club Director one week prior to the date for which the hours are being requested. PARENTS SHOULD BE AWARE. Space may not be available for the date requested. Parents are encouraged to consider the 1 or 2 day option for their needs. Unused Occasional Use Voucher hours can be transferred (\$25 transfer fee will be charged to your account) one time for the school year in which they were purchased, to the following school year. Registration fee will also be due at this time. Refunds for unused Occasional Use Voucher hours are available upon request.

Parent/Guardian Agreement:

I have read, understand, and agree to the terms above.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

Date

Child Name

Child Name

Child Name

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4. If you are removing your child from the program, please complete an "Intent to Remove Child" form. This form is available at either the Oak Park Community Center or Before & After School Club sites. Your account balance will continue to accrue fees until you complete the "Intent to Remove Child" form.
5. Parents must bring their children into the Before & After School Building in the morning and sign them in. Do not drop them off alone. Children must be signed out at pick up time.
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Parent copy-Please retain for your records

ATTENTION AFTER SCHOOL CLUB
PARENTS!!

After School Clubs will be CLOSED the following days
2017-2018

September 4th

Labor Day

November 10th

Veteran's Day

November 23rd and 24th

Thanksgiving

December 25th

Winter Holiday

January 1st

New Years

January 15th

Martin Luther King Jr. Day

February 19th

President's Day

Rancho Simi Recreation and Park District
Automatic Deduction: Credit/Debit Account Form

I hereby authorize Rancho Simi Recreation and Park District, to debit my VISA/MC account for After School Club, Field Trip, or Preschool payments. When VISA/MC honors the debit by charging my account, such debit shall constitute my receipt for payment. Should any preauthorized debit not be honored by VISA/MC when received by them, I will remain liable for such payment.

Name of Card Holder:		
Mailing address of Card Holder (Street, City, State and Zip)		
Credit Card Number: _____/_____/_____/_____	Expiration Date: ____/____	
Signature of Card Holder:	CVV#	
This authority is to remain in full force and effect until Rancho Simi Recreation and Park District has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.		
Name (Please Print)	Signature	Date

RANCHO SIMI RECREATION AND PARK DISTRICT

OFFICE USE ONLY
Receipt #
Date
Start Date

BEFORE AND AFTER SCHOOL CLUB
REGISTRATION FORM
2017-2018



CIRCLE ONE: Mae Boyar (Brookside) Oak Hills Red Oak
Child's Name Gender Birthdate Grade

Account Holder
Parent 1 Name
Gender: M F (Circle one)
Address
City Zip
Home Phone
Cell Phone
Email Address
Authorized to sign out child: Yes No
Parent 2 Name
Gender: M F (Circle one)
Address
City Zip
Home Phone
Cell Phone
Email Address
Authorized to sign out child: Yes No

Fee: Please circle below which option(s) your child will be using

BEFORE SCHOOL CARE (All clubs DK-5th Grades):
6:45-8:30 am \$112/month

Table with columns: DISCOVERY KINDER. CARE: DAYS, 5 Days, 4 Days, 3 Days, 2 Days, 1 Day, CIRCLE, and rows for School Dismissal times.

Table with columns: KINDERGARTEN CARE: School Dismissal times, 5 Days, 4 Days, 3 Days, 2 Days, 1 Day, and CIRCLE.

AFTER SCHOOL CARE: (All clubs 1st-5th Grades):
School Dismissal- 6:00 pm \$315 \$253 \$189 \$159 \$127 M T W T F
Families with more than one child will receive a \$30 discount off After School Club monthly fee for each additional child.

OCCASIONAL USE VOUCHER - 25 hours: \$267

REGISTRATION FEE: (non-refundable) \$15/per child

AGREEMENT, WAIVER, AND RELEASE

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity.

PARENTAL CONSENT: (Registration shall be completed and signed by parent/guardian if participant is under 18 years of age)
I hereby consent that my son/daughter participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE RANCHO SIMI RECREATION AND PARK DISTRICT, ITS OFFICERS, EMPLOYEES AND AGENTS AND I SIGN IT OF MY FREE WILL.

Parent/Guardian Signature Parent/Guardian Name (Printed) Date

Rancho Simi Recreation and Park District Using ePACT Network

Rancho Simi Recreation and Park District is proud to announce our adoption of ePACT Network for better safety and no more paper forms!

ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Please look for your ePACT invite after you register, as sharing your ePACT record is **required to complete the registration process**.

How it works

- 1) Complete the After School Club Registration Form, return form with the Registration Fee and August tuition payment to the Oak Park Community Center.
- 2) You'll receive an email invite to share information with the Rancho Simi Recreation and Park District.
- 3) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 4) Enter the required information, like medical conditions, and share it with the Rancho Simi Recreation and Park District so that program staff have secure access.
- 5) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)

ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection.

Rest assured that you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.

ePACT Support

Have questions or feedback? Please contact help@epactnetwork.com or call 1-855-773-7228 ext. 1 to speak with ePACT's Customer Success team.