

## **Sprouts SC Tierra Pacifica**

### **Licensed Programs**

### **Admission**

### **Admissions Agreement**

Sprouts SC program is licensed by the State of California, Department of Social Services. We are required by this license to adhere to all policies stated in Title 22. State Licensing has the right to inspect facilities and interview children without prior notice as per section 101200 of Title 22. For more information, you may contact:

Department of Social Services Community Care Licensing 2580 North First Street, Suite 300 San Jose, CA 95131

### **(408) 324-2148**

Children are served without regard to race, gender, religion, ethnic background, or disability. Sprouts SC. operates without religious instruction of any kind. Our goal is to ensure that our program is an appropriate placement for your child. In order for the program to accommodate the well-being, mixed schedules and diverse needs of the families that we serve, all children in our care must be able to function well in a stimulating, ever-changing group environment. Sprouts SC reserves the right to restrict a child from participation in any activity or field trip and to determine if continued enrollment is in the best interest of the child.

### **Basic Services**

Sprouts Aftercare is an after school program located in Santa Cruz, California serving school aged students ages 4.9-12. Sprouts works with the community and families to provide a fun, safe and creative space for students to enjoy during their time after school. Basic service includes constant supervision, healthy snack and fun activities/projects! Sprouts office in in operation Monday-Friday 9am-6pm Sprouts will give a minimum of 30 days notification of any rate increase

### **Cost/Time Kinder time release**

12:30-3:15pm-3:15pm- \$32

Full day Kinder- 12:30pm-6pm: \$48

1-5<sup>th</sup> grade day- 3:15pm-6pm- \$30

Minimum Days: 12:30pm-6pm- \$48

### **Drop-In Services**

Drop-in childcare services may be available to assist families on days that they are not

regularly scheduled. There is limited drop-in availability, and is only allowed after confirming with the site director that space is available with at least 24 hours in advance of the day you need care. Payment for drop-in services will be invoiced and payment will be due upon receipt. Drop-in care may not be scheduled more than 4 weeks in advance.

### **Late Payments**

A \$25.00 late fee will be charged for all payment received after the 5<sup>th</sup> of the month. If the 5<sup>th</sup> falls onto a weekend or holiday, tuition is due the next regular business day.

If tuition is two weeks late, your childcare will be temporarily suspended until balance is paid in full. Collection procedures will be initiated if statement balance is not paid in full by the 20<sup>th</sup> of the month and child(ren) will be dropped from the program. The parent or guardian who has signed the billing agreement will be responsible for apying any balance due. Once collection procedures begin, you will not be able to re-enroll for one calendar year. Upon reenrollment your account must be paid in full.

More than 3 months of late payments may result in termination from the program for one calendar year.

### **Returned Checks**

If your check fails to clear for payment, our bank will not permit us to re-submit it. Checks returned by the bank will be assessed a \$25.00 service charge. Re-payment must be made by VISA/ Mastercard. The re-payment, including the service charge, must be paid within 5 business days to avoid suspension of childcare services. More than one returned check per year may result in further action.

### **Registration Fee/ Monthly Tuition**

An annual registration fee is \$50 at the time of registration. If your child attends Summer Camp, there is an additional registration fee. All registration fees are non-refundable.

Your child may attend only after the required forms are completed and returned to the Sprouts Administrative Office, payment has been processed, and you and your child have attended a tour/registration conference at the childcare site. The registration process takes three business days. Families will not be permitted to register for the following school year or summer camp until all outstanding tuition balances have been paid in full.

### **Refund Policy**

Refund are not available

### **Requirements for enrollment:**

Admission Agreement  
Emergency Information/Consent for Medical Treatment  
Child's Health History including Immunization report  
Physician's report  
Parent's Rights  
Personal Rights  
Parent Contract & Billing Information  
Parent Handbook

Receipt Permission Slip Payment of registration fee

### **Registration Conference**

A registration conference is necessary to complete the forms and discuss the program policies. Please call the Sprouts SC Administrative Office to schedule this conference. Title 22 requires that both the parent and children attend a conference before childcare begins.

We do hold an orientation in August for all new school age families and children which would meet this Title 22 requirement. **Dates TBD.** If you do not attend the fall orientation or if you enroll with Sprouts after the start of a school year, you will need to make an appointment prior to using childcare services.

### **Parent Contract**

At the time of registration, a Parent Contract will be completed detailing your tuition and schedule. To implement a change in your schedule or tuition, a new Parent Contract must be completed, and 30 Days written notice will be required

### **Payments**

Under Sprouts current operating procedures, Tuition is due on the first of each month. Please make checks out to Sprouts SC. You may mail your payment to the Sprouts Administrative Office. Payments can also be made online using VISA or Mastercard..

### **Registration Fee**

An initial registration fee is assessed at the time you register your child. Each year following, a registration fee will be charged to re-register. This fee must be paid at the end of the school year to reserve a space for your child in the fall. A separate fee is charged for our Summer Camp. These fees are used to cover the administrative and start-up costs of our programs. Your child may attend only after the required forms are completed and returned to the Administration Office. This registration fee is non-refundable. Families will not be permitted to register for the following school year until all outstanding tuition balances have been paid off in full.

### **Termination**

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

Delinquent fees Frequent late pickups of child (ren)

Failure to comply with contract agreements for dates of service, etc. Continual Behavior Issues/ Aggression towards others

The Site Director will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

### **Tuition**

Sprouts strives to offer flexibility in scheduling for working parents. Please call the Sprouts Administrative Office for tuition fees. We can answer any questions you may have at 805-415-2433

### **Waiting List**

Sprouts childcare center has a waiting list granting admission on a first-come, first-served basis. If you withdraw your child from the program, a child from our waiting list will be granted admission. Re-enrollment is not guaranteed for your child.

### **Modifications**

We will provide 30 days notice for any modification to our admissions agreement! Please provide sprouts with two weeks notice if you wish to terminate your agreement and leave the program.

Parent Signature \_\_\_\_\_ Date:

Administration Signature \_\_\_\_\_ Date: