

Coastside Children's Programs – Summer Program

Program Agreement & Contract for Services 2020



Child 1: _____
 Birth Date: _____ Entering Grade: _____

Child 2: _____
 Birth Date: _____ Entering Grade: _____

Home Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Parent/Guardian Name: _____
 Cell/Work Phone: _____ Email: _____

Parent/Guardian Name: _____
 Cell/Work Phone: _____ Email: _____

- Location will be at Hatch Elementary School.
- Hours of Operation M-F 8 am - 4:30 pm.
- Spaces are limited in accordance with State, County, Licensing requirements.
- More locations will open dependent upon enrollment.

Make Checks Payable to:
 Coastside Children's Programs
Drop off or mail to CCP Admin office:
 225 Cabrillo Hwy S, Suite 208D
 Half Moon Bay, CA 94019

I would like my child to attend the following Summer Session(s):

- Session 1: June 8 - July 3rd, 2020 - \$1,200
- Session 2: July 6 - 31, 2020 - \$1,200
- Session 3: August 3 - 7 - \$300

DUE TO LIMITED SPACES FOR CAMP, YOU ARE NOT ENROLLED WITHOUT CONFIRMATION.

***Following County guidelines enrolled children may not attend other summer camps during the time they are enrolled with CCP. Children will be placed in groups of 10 children for each session.**

I understand that COASTSIDE CHILDREN'S PROGRAMS considers parents to be jointly and singularly responsible for tuition payments, regardless of joint custody agreements.

I understand that I am financially responsible for the sessions enrolled, even if my child does not attend. I understand and agree to the Coastside Children's Programs Summer Program Agreement and Contract for Services. I _____ read and understand all of the provisions contained herein and agree to the terms of this contract:

 PARENT/LEGAL GUARDIAN SIGNATURE DATE CCP ADMINISTRATIVE STAFF SIGNATURE DATE

All signed contracts, deposits, tuitions and changes are to be received by the CCP Admin office by the due dates indicated.
 Coastside Children's Programs – 650.726.7413 – ccp@coastsidechildren.org www.coastsidechildren.org – www.facebook.com/coastsidechildrensprograms

To be filled out by CCP Staff: Schedule of Payments
 June 8, 2020 (Session 1): _____ July 1, 2020 (Session 2): _____ August 1, 2020 (Session 3): _____

REGISTRATION AND CONTRACT INSTRUCTIONS

INSTRUCTIONS TO REGISTER AND COMPLETE CONTRACT

Fill out basic identification information completely

- Mark which session(s) you would like to enroll your child(ren) for each.
- Carefully read the contract agreement in full.
- Camp space is limited, when your spot is secured, you will receive a confirmation of enrollment notice within two weeks of receipt of your registration. **Registration/contract and health/safety packet (for non-CCP children) is required to secure spot in the program.** Otherwise, space is not guaranteed!

COVID-19 PROCEDURES

- Families will be greeted and checked in at the center door daily. Visitors are not permitted in the classroom.
- Daily health check will be performed and will include verbal questions and temperature check of the child and parent.
- Children will be kept in stable groups of 10 children.
- Please no backpacks, toys, or food from home. Please inform us of dietary restrictions CCP will provide two snacks and lunch daily.
- If you child is ill please keep them home. If a child is sent home sick they are able to return when symptoms are gone
- If you, a family member or child display symptoms or are diagnosed with COVID-19 please inform us immediately. Your child will be allowed to return to the session when symptoms are gone and has a doctors note allowing them to return.
- Staff and children will be required to practice social distancing. Staff will sanitize the classroom regularly throughout the day.
- Staff and children will be required to wash hands upon entry and exit of the class with handwashing happening regularly throughout the day.

PAYMENT OF FEES

- Child care is by contract only. **Tuition is due in advance of services rendered.** Children may not participate in summer sessions if fees are not paid. CCP does not offer partial session or partial day programming.
- Payment Due Dates:
 - Payment for Session 1 is due on or before **June 8, 2020**
 - Payment for Session 2 is due on or before **July 1, 2020**
 - Payment for Session 3 is due on or before **August 1, 2020**
- Invoices will be either emailed or hard copies attached to your child's sign out sheets a few days before payment due date.
- Payments may be made by check or automatic debit. Please make checks payable to Coastside Children's Program and reference your child's name on the memo line of the check. We do not accept cash or credit card. Receipts available upon request.

All enrollments and fees are to be delivered to and processed by the CCP Administrative Office. Located at 225 Cabrillo Hwy S, Suite 208D, Half Moon Bay, CA 94019. Payment of all fees must be received by the due dates indicated above.

Cancellations

- To properly staff programs, written notice is required for cancellations; refunds will not be given for no shows.
- In the event CCP has to cancel sessions due to COVID-19 a full refund will be issued.

Cancellation Session 1	Full refund with written notification provided by May 25, 2020 No refund on or after May 25, 2020*
Cancellation Session 2	Full refund with written notification provided by June 22, 2020 No refund on or after June 22, 2020*
Cancellation Session 3	Full refund with written notification provided by July 20, 2020 No refund on or after July 20, 2020*

*In the event a family must self isolate or quarantine due to COVID-19 after the cancelation deadline but before the session start date you will receive a full refund with a doctors note attesting to the need. There will be no refunds for absences once a session has started.

LATE PICK UP FEES There is a late penalty of **\$2.00** for each minute after 4:30pm CCP cares for a child. This penalty is charged per child. After three occurrences of late pick-up, your child may be dropped from the program.

BOUNCED CHECK PENALTIES

A fee of \$35 will be charged for any check returned unpaid from your bank.

I have read & agree to the above:

Parent/Guardian Signature _____ Date _____