

Coastside Children's Programs – Summer Program

Program Agreement & Contract for Services 2023



Child 1: _____

Birth Date: _____ Entering Grade (K-5): _____

Child 2: _____

Birth Date: _____ Entering Grade (K-5): _____

Parent/Guardian Name: _____

Cell/Work Phone: _____ Email: _____

Parent/Guardian Name: _____

Cell/Work Phone: _____ Email: _____

Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

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

- **Locations: Hatch Elementary School and Farallone View Elementary School**
- **Hours of Operation M-F 7:30 am - 5:30 pm, Closed July 4th**
- **Pricing \$450 per week, exception Wk. 5: \$360**

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

Location: (Select one)

- CCP Hatch
- CCP Farallone View

Camp: (Select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Wk. 1: June 5-9 | <input type="checkbox"/> Wk. 6: July 10-14 |
| <input type="checkbox"/> Wk. 2: June 12-16 | <input type="checkbox"/> Wk. 7: July 17-21 |
| <input type="checkbox"/> Wk. 3: June 19-23 | <input type="checkbox"/> Wk. 8: July 24-28 |
| <input type="checkbox"/> Wk. 4: June 26-30 | <input type="checkbox"/> Wk. 9: July 31-Aug. 4 |
| <input type="checkbox"/> Wk. 5: July 3-7 (Closed July 4 th) | <input type="checkbox"/> Wk. 10: August 7-11 |

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

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 the provisions contained herein and agree to the terms of this contract. (see page 2 for terms and conditions):

 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/coastsidechildrensprogram

To be filled out by CCP Staff: Payment Check ACH
 Date: _____ Check No.: _____ Amount: _____

REGISTRATION INSTRUCTIONS AND CONTRACT TERMS AND CONDITIONS

INSTRUCTIONS TO REGISTER AND COMPLETE CONTRACT

Fill out basic identification information completely

- Mark which camp(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!

TERMS AND CONTITIONS

Procedures

- Children must be signed in and out daily by an authorized adult.
- Daily visual health check will be performed and may include verbal questions and temperature check of the child and parent.
- Please only send children with needed items, no toys. Please inform us of dietary restrictions CCP will provide two snacks and lunch daily.
- If you child is sick, please keep them home.
- Refer to our COVID Guidance for policies regarding Isolation and Quarantine.
- Staff will sanitize the classroom regularly throughout the day.

Payment of Fees

- Childcare is by contract only. **Camp fees are due upon registration.** Children may not participate in camps if fees are not paid. CCP does not offer partial weeks or partial day programming.
- Camp fees are due upon registration. Registration is not confirmed until payment has been received
- 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 registration paperwork 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.

Cancellations

- To properly staff programs, written notice is required for cancellations. Starting May 15, 2023 two week written notification is required; refunds will not be given for no shows or absences.
- In the event CCP cancels a camp or closes due to a state or county health order or mandate due to COVID-19 a refund will be issued.

Cancellation Prior to May 15, 2023	Written Notification Required Full refund less \$25 processing fee per camp
Cancellation Between May 15 – July 15, 2023	2 Week Written Notification Required Full refund less \$50 processing fee per camp
Cancellations after July 15, 2023	No refunds

*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 refund with a Doctor note or written confirmation from Public Health attesting to the need. There will be no refunds for absences once a session has started.

Late Pick Up Fee

There is a late penalty of **\$2.00** for each minute after 5:30pm 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 Checks

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