



4th"R" Site: _____

Family Discount: _____

CITY OF SACRAMENTO

THE 4TH "R" SCHOOL-AGE CARE

5735 47th AVENUE, SACRAMENTO, CA 95824

TAX ID #: 946000410

www.4thRchildcare.com

REGISTRATION AND AGREEMENT FORM

July 1, 2016 – June 30, 2017

Child's Name: _____ Birth Date: _____ Age: _____

School Attending: _____ 2016/2017 Grade: _____ Teacher: _____

Parent/Guardian's Name: _____ Email address: _____

Home address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian's Name: _____ Email address: _____

Home address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Open Monday-Friday 7:00am - 6:00pm

CLOSED for ALL City Holidays:

7/4, 9/5, 11/11, 11/24, 11/25, 12/23, 12/26, 12/30, 1/2, 1/16, 2/20, 3/27, 5/29 _____ (initial)

REGISTRATION FEE: \$100 per family due upon enrollment for the 2016/2017 contract year (check or money order only). I understand that the *REGISTRATION FEE IS NON-REFUNDABLE* _____ (initial)

My child will start The 4th "R" on (month/date): _____ Monthly Category: _____

<u>Category</u>	<u>Rate</u>	<u>Description of hours</u>
A	\$565	Prearranged monthly usage of greater than 100 hours and above
B	\$475	Prearranged monthly usage between 80 hours and up to 100 hours
C	\$395	Prearranged monthly usage between 65 hours and up to 80 hours
D	\$360	Prearranged monthly usage between 50 hours and up to 65 hours
E	\$325	Prearranged monthly usage between 35 hours and up to 50 hours
F	\$270	Prearranged monthly usage between 25 hours and up to 35 hours
G	\$195	Prearranged monthly usage between 15 hours and up to 25 hours
H	\$130	Prearranged monthly usage between 10 hours and up to 15 hours
I	\$75	Prearranged monthly usage between 1 minute and up to 10 hours

REGISTRATION AND AGREEMENT FORM

2016 - 2017 SCHOOL YEAR

1. _____ (initial) **ENROLLMENT AND ATTENDANCE:** I must complete and submit all necessary forms provided by The 4th "R" prior to my child's attendance, which include: enrollment and licensing information. Enrollment is on a first come/ first serve/space available basis. **Per Community Care Licensing regulations and The 4th "R" Child Care Program policies, all children in the program must be checked in and out by an authorized parent/guardian or authorized designee upon arrival and departure by signing the sign in and out sheet with a legal signature (not initialing).**
2. _____ (initial) **CATEGORY CHANGES:** If your child's care exceeds the maximum hours in the designated category, the difference in the amount owed for the next category will be billed with the next month's fee's. **In order to change your current category, an amendment form must be turned in by the 15th of the month prior to care.** Amendments not received by this date will result in continued billing in the assigned category, even if all of those hours are not used.
3. _____ (initial) **MULTI- CHILD DISCOUNT:** 10% will be deducted per family from fees when more than one child in a family is registered and attending simultaneously. Discount does not apply to late pick-ups.
4. _____ (initial) **SIGN IN/OUT:** I give permission to The 4th "R" staff to sign my child in/out before/after school. I understand that The 4th "R" is not responsible for my child while he/she is attending school.
5. _____ (initial) **ILLNESS:** My child will not attend The 4th "R" when ill. If my child falls ill at school they may not attend The 4th "R". If my child becomes ill while attending The 4th "R", my emergency designee or I will pick up my child within 1 hour of being notified.
6. _____ (initial) **DISCIPLINE:** Participation in The 4th "R" is conditional and based on an initial 20-day probation period. My child must be able to get along with others and adhere to the rules of the program. I understand that acceptable behavior is required to ensure continued participation throughout the enrollment period. If disenrollment for disciplinary reasons occurs, a 6-month waiting period must pass before re-enrollment can occur at any 4th "R" site, and only on a space available basis. If your child is suspended from school; they are also suspended from The 4th "R". The program reserves the right to deny enrollment into The 4th "R" Program due to behavioral issues.
7. _____ (initial) **PARENT/GUARDIAN CONDUCT:** I understand that it is necessary for parents/guardians to conduct themselves in a respectful and mature manner while at The 4th "R" site and administrative office. Failure to do so will result in disenrollment of your child from The 4th "R" Program.
8. _____ (initial) **PARENT/GUARDIAN INFORMATION:** I have read all information provided and discussed any questions I have with the Program Coordinator. I have read and accept The 4th "R" policies, procedures, and responsibilities as outlined in the Parent Handbook. The Department of Social Services, Community Care Licensing, which governs our program through Title 22 and/or Title 5, will be making periodic visits to all 4th "R" sites. These visits are to evaluate the program and to ensure that all state mandated regulations are being maintained. The licensing analyst may speak to any 4th "R" child/ren during these visits and we want to make you aware of this in advance. The 4th "R" does not practice corporal punishment.
9. _____ (initial) **MEDIA RELEASE AGREEMENT:** I give permission to The 4th "R" staff to photograph or videotape my child and grant my permission to be used in a brochure, web page, or other means of promoting The 4th "R" to the public.
10. _____ (initial) **PAYMENT:** The following forms of payment will be accepted by The 4th "R" Program: money order or check made payable to the City of Sacramento, Visa, MasterCard, Discover, and AMEX. **Registration & first month fees can be accepted at the sites. CASH IS NOT ALLOWED AS A FORM OF PAYMENT.** All monthly payments thereafter must be mailed to The 4th "R" Administration office at 5735 47th Ave. Sac. CA 95824 or be made via click to pay (see site for details).
11. _____ (initial) **LATE PICK-UP PENALTY:** I understand that if I or my designees do not pick up my child by 6:00 p.m. I will be charged a late pick-up fee of \$5.00 for being late 1 to 5 minutes, \$10 for being late 6 to 10 minutes, etc., up to 45 minutes after 6:00 pm. This charge is per child until the child/ren is picked up. If the program staff is unable to contact emergency contacts by 6:45 pm, Child Protective Services will be called. Payment of the late pick-up fee will be charged on the next billing cycle. If payment for the late pick-up is not received by the 7th when billed, a \$25.00 late fee will be assessed to your account. **I understand that four late pick-ups within a contract year will result in immediate disenrollment from The 4th "R".** You may not re-enroll until the start of a new contract year.
12. _____ (initial) **RETURNED CHECKS/DECLINED EFT:** A fee will be assessed for returned check payments or a declined EFT. After your first returned check, we will not accept any additional checks under this contract year.
13. _____ (initial) **DELINQUENT ACCOUNTS:** Upon disenrollment, delinquent accounts will be forwarded to the City of Sacramento Enforcement and Collections office (and /or a collection agency). This collection effort will include all program fees owed as well as collection costs and may result in wage garnishments. If your account defaults twice into the collection process, you may NOT re-enroll until the following contract year.
14. _____ (initial) **REFUNDS:** The 4th "R" does not provide refunds for unused / lesser time or disenrollment for any reason.
15. _____ (initial) **TERMINATION OF AGREEMENT:** If you wish to terminate The 4th "R" services a thirty (30) days prior written notice must be submitted to the administration office. Failure to do so will result in a category fee assessment for services through the end of the month following the receipt of the notice.
16. _____ (initial) **RATE INCREASES:** The rates that are set forth in this registration and agreement form are subject to revision by the City of Sacramento at any time; families will receive written notice of rate changes in advance.

REGISTRATION AND AGREEMENT FORM

2016 - 2017 SCHOOL YEAR

17. _____ (initial) **FEES AND LATE PAYMENT PENALTY:** I agree to pay The 4th "R" annual registration fee and on-going monthly fees for my child/ren to participate in The 4th "R" Program. **My full monthly payment is due by the 1st calendar day of each month and is considered late after the 7th calendar day of the month (payment must be postmarked by the 7th of month). A \$25 late fee will be assessed for payments postmarked or received after the 7th calendar day of the month.** Full payments including any accrued fees /charges that have not been received by the last calendar day of the month will result in disenrollment. Re-enrollment will be permitted if there is space available and all past and current monthly fees are paid in full.
18. _____ (initial) **ALTERNATIVE PAYMENT AGREEMENT:** All parents/guardians participating in alternative payment programs (Child Action, CalWORKs, PACE, etc.) are responsible for any fees or portions thereof not covered by the alternative payment program. If the alternative payment program does not pay the full amount you will be held responsible for the difference. Failure to pay the difference will result in disenrollment from the 4th "R" Program.
19. _____ (initial) **I have read, understand and will abide by the conditions of the entire 2016/2017 Registration Agreement.**

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date of Birth: _____ Driver's License #: _____ Date: _____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date of Birth: _____ Driver's License #: _____ Date: _____

*** Administrative Use ONLY ***

This registration agreement supersedes all previous agreements. EFFECTIVE DATE: _____

Print Name of Administration Staff

Signature of Administration Staff

Date

Registration fee received: _____

Date

Type of payment / #

Initials

Third Party Pay Type: _____

Family ID: _____

Contract information updated in EZCARE: _____

Child ID: _____