

## AR 5148 Child Care

To the extent possible, child care services may be made available during the regular school day, before and after normal school hours, during school vacations and intercessions for students enrolled in the Etiwanda School District. These services shall be available to school-age children in grades TK-8.

The following regulations will be applied:

1. Registration fee is nonrefundable. A two week written notice is required per contract change or withdrawal from the program. Current fees will continue to apply for the two week period.
2. Parents will be required to sign their child in and out each day. They may authorize additional persons who are at least 18 years old and listed on the child care release emergency card.
3. Parents may authorize a sibling of their child or another minor that resides in the same home as their child, is well known to their child, is at least 13 years old, and the parent/guardian has completed and submitted in advance to the Child Care office the authorization for *Minor Sibling to Sign Out Child Care Student* form.
4. If it is determined by the district that a child is unable to benefit from the program, the district may terminate the child care agreement without notice. There is no appeal to this process.
5. Per the child care contract, late payment fees of \$30 will apply if payments are not made by the 5<sup>th</sup> of each month. Unpaid late fees which remain outstanding by the first of the following month will result in dismissal from the program.
6. Additional fees will be applied for added hours. Repeated use of added hours will necessitate a change in contracted hours.
7. Pick up times must be strictly followed. A late fee of \$5 per minute per child will be assessed after the posted program closure time. Local police will be called to pick up a child left over 30 minutes.
8. There is no tuition credit for absences. Repeated failure to notify the staff of an absence by 8:30 a.m. may result in dismissal from the program.
9. Child Care will only administer medication during Child Care hours that cannot be given any other time of the day, are emergency in nature, and essential for sustaining life. These medications must be accompanied by a doctor's orders and a written parent request. Refer to AR 5141.21 for information on administering medication and monitoring health conditions.
10. Specialized services or therapy may not be provided during child care program hours.

**Board Approved:**

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