

# DAYCARE PROGRAM

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**Daycare hours:** Monday - Thursday 7:00 - 8:30 a.m. and 3:00 - 6:00 p.m.  
Friday 7:00 - 8:30 a.m. and 2:20 - 6:00 p.m.

Parents who plan to have their children make use of our daycare program must pre-purchase hours. The hourly rates will vary according to the amount of hours purchased. The rates are as follows:

Packet A	50 hours	\$400	(\$8.00 per hour)
Packet B	100 hours	\$700	(\$7.00 per hour)
Packet C	200 hours	\$1,200	(\$6.00 per hour)

Participating families will have a daycare account in which your child's used hours will be subtracted monthly from the pre-purchased hours. Unused hours will be reimbursed to you or, if you choose, held over for summer or the following school year. Parents with two or more enrolled children will receive a 5% credit in hours purchased (ie. 200 hours will be credited to the account as 210 hours).

The daycare program provides organized and free play, various activities such as Recreation Hall for drop-in arts and crafts projects and supervised study/homework hall. The Academy provides milk and snack for daycare children at 4:00 p.m.

**Parents must sign their child out of daycare.** These sheets are kept in binders marked by grade level and kept in the backyard. **Students not signed out will be charged to 6:00 p.m.**

**AM:** Students in all grades arriving to school before 8:00 a.m. will be charged daycare fees from their time of arrival until 8:25 a.m. To avoid morning daycare charges, please drop your child off after 8:00 a.m.

**PM: Students remaining at school after 3:20 p.m.** will be charged daycare fees from 3:00 p.m. (lower school) and 3:10 p.m. (upper school) until they are signed out. If you do not wish to accrue afternoon daycare charges, please make sure your child is off campus by 3:20 p.m.

Students in after-school programs or students serving a detention will not be charged daycare fees unless they stay on campus longer than their required time. We realize that unexpected situations arise and daycare may be needed for a child normally not enrolled. Please let the office know if such a situation occurs and we will accommodate you.

**Drop-in daycare or anyone without a pre-purchased daycare packet will be billed at the rate of \$9.00 per hour. Late pick-up fee: \$10.00 per 10 minutes after 6:00 p.m.**

If you have any questions or need clarification, please feel free to call the school office at 549-0605. Gina Claudeanos is responsible for all daycare accounting and will be happy to answer any question you may have.

**If you need to reach daycare staff after the office has closed, please phone the daycare cell phone at (510) 418-4100**

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## THE ACADEMY DAYCARE CONTRACT

Student: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Packet A (50 hours \$400) \_\_\_\_\_ Packet B (100 hours \$700) \_\_\_\_\_ Packet C (200 hours \$1,200)

Parent signature: \_\_\_\_\_

Sign and return contract along with payment.