

Terms and Policies

Summer Payment Policies:

Non-refundable registration fee of **\$70.00 per child** due upon registration.

Full payment must be received by: **6/1/18** for June tuition, **7/1/18** for July tuition, and **8/1/18** for August tuition.

(Child care is paid one month in advance).

To calculate your bill: (daily rate) x (# of days attending in the month) = amount due.

Please remember your statement is not a bill, additional account activity may show up on the next statement.

Methods of payment:

Please pay online at www.rccc.edu/school-age-childcare on RRCC's CASHNet payment system. **No cash payments.** Check & Money Order payments (payable to RRCC SACC) are accepted through the RRCC Cashier's Office.

Returned Check Fee: \$40.00 processing fee will be assessed for each returned check.

After two returned checks, tuition must be paid by money order or by using our online payment service.

Late Payment Fee: \$40.00 will be assessed if payment in full is not received by each payment due date and will result in suspension of child care services until balance is paid in full.

Accounts past due for more than 30 days will be referred to an agent of the college for further collection action. Collection action will result in responsibility of additional costs up to 40%. **Since this is a debt to the state, your Colorado State tax return may be used to pay all or a portion of this bill.** Your delinquency may be reported to national credit bureaus. The signer is responsible for the cost of all collection fees, court fees, and attorney fees.

Additional Policies:

If at any time staff are disrespected, harmed, or verbally/physically assaulted, care will be terminated immediately.

Late Pick-up Fee: \$2.00 per minute per child each minute after 6:00 pm. Failure to pay this fee (when incurred) will result in suspension of care.

Jefferson County Department of Human Services will be called if a child is not picked up within 45 minutes of program closing (303-271-4614).

Lunch Fee: If a child forgets to bring their lunch, a lunch will be provided by RRCC SACC and parents will be charged **\$10.00 per lunch.**

Sessions are available based on minimum enrollment of 10 kids per session.

Drop-in care is contingent on available space. Drop in payment and online request form must be submitted at least one business day in advance through <http://www.rccc.edu/school-age-childcare/registration-forms>.

All past due account balances must be paid in full in order to attend summer care.

Absences:

No absentee credit will be given. (Vacations require a contract change to stop and resume care)

If your child is absent, please leave a message on the site cell phone by 9:00 am. (Site contact info can be found at www.rccc.edu/school-age-childcare/site-locations)

If your child is suspended from care due to behavior issues, **NO CREDITS** will be given. You will be responsible for two weeks of care from the date of suspension.

Contract Changes:

The Signer is responsible for informing the RRCC SACC Office (sacc@rrcc.edu) and Site Manager of any contract changes or to cancel a contract. **All Contract Changes must be submitted in writing in order to be honored. Written notice (letter or email) is required if families wish to cancel care completely.**

Schedule changes and contract cancellations must be submitted in writing at least **two weeks prior to the effective change or cancellation date.**

A \$15.00 processing fee (per child) will be assessed for every contract change.

No Contract Changes will be honored **after July 13, 2018.**

Changes in address, telephone numbers, employment or emergency information must be submitted to the RRCC SACC Office and Site Manager as soon as possible for the safety of your child.

CCAP Families:

RRCC SACC must have proof of CCAP authorization in hand in order to accept a CCAP family into the summer program.

Current and potential CCAP families must contact their CCAP caseworker to provide the license number of the summer site and ensure they are authorized as full time status for summer.

Families must carry CCAP card daily for payment authorization, **failure to swipe properly for sessions will result in the client being charged for care. Failure to pay may result in suspension from the program.**

Equipment fees and late fees are not covered by CCAP; these fees do apply to families and are to be paid at the time of registration. Authorized CCAP parents are required to pay **\$30.00 for summer camp materials per child**.

Parents are responsible for any lapse in CCAP coverage for days that care was provided.

RRCC SACC Holidays:

RRCC SACC observes the following summer holiday: Independence Day on July 4th. No care will be provided on this day and RRCC SACC does not charge for this holiday.

Policies & Fees are subject to change with a 30 day notice.

Child Care Policies & Procedures

I hereby give my permission to RRCC SACC to:

Call a doctor, dentist, or 911 should an emergency arise. I grant permission for emergency, medical, or hospital personnel to perform necessary care in the event of an emergency. I understand that conscientious efforts will be made to locate a parent or guardian before any action will be taken. I, as parent or guardian, agree to accept all expenses incurred.

Discuss issues concerning my child's welfare and development with necessary school personnel. Transport my child for the purposes of scheduled activities or in the event of an emergency. I understand the mode of transportation will be Jefferson County Public School Buses, charter buses, RTD, or walking. In the event of an emergency, I understand transportation may be by ambulance.

Help my child apply sunscreen when necessary. RRCC SACC will provide waterproof, PABA free sunscreen with an SPF of at least 30. I understand that if my child requires a special sunscreen, I must provide it for RRCC SACC.

I understand:

My child must be signed in and out by an authorized adult. Anyone who is authorized to pick up my child ***must be able to provide a valid United States state or federal photo ID.*** RRCC SACC will only release my child to individuals specified on the registration form. Individuals not on the list of authorized individuals must have parents' written or verbal authorization. This authorization includes: full name, phone number, and address. If authorization is verbal the RRCC SACC staff will call the parent/guardian back to verify authorization.

If there are any restrictions on parental rights for this child, I must provide the RRCC SACC Office ***legal documentation*** of custody specifications, restraining orders or other legal information concerning the child on file.

It is my responsibility to inform the RRCC SACC Office and the Site Manager in writing of any necessary changes to my information (address, telephone numbers, employment, emergency info, etc.) as soon as possible in order to keep my child's file accurate and up to date. I understand that I am required to submit any necessary contract change paperwork regarding changes in my child's normal schedule (e.g., joining a club, event, vacation or special circumstance) at least two weeks' prior to the effective date when reducing care to ensure the change is reflected in my billing.

RRCC SACC believes that professional, respectful communication between parents and staff is crucial. Therefore, I understand that the appropriate way to handle a concern with the program or my child's progress is to approach the Site Manager and request a meeting. If at any time RRCC SACC staff are disrespected, harassed, harmed or verbally assaulted, care will be terminated immediately. If an issue is not handled to your satisfaction by the site manager, please request a meeting with office management by emailing sacc@rrcc.edu or calling 303-914-6203.

RRCC SACC offers a well-rounded program for children to participate in daily. I understand that I have the right to exclude my child from any particular program or activity by providing written notice. RRCC SACC believes that choices create an atmosphere of decreased disciplinary concerns. If concerns arise, the staff will communicate those concerns with the parent/guardian and create an action plan that may assist the child to participate in a more positive way. However, a child who exhibits potentially dangerous or violent behavior to other children, staff or self will not be allowed to remain in the program. Any child who continually disrupts, disrespects or destroys the goals created for the group will be asked to leave the program immediately. Any child who compromises ratio or leaves the program without adult permission/supervision will not be allowed to remain in the program.

I agree and understand that photos or videos may be taken of my child for training purposes, advertising and/or marketing. If I do not wish for my child to be photographed or recorded, I must submit a separate signed and dated letter stating so at the time of registration. This submission is valid for one calendar year.

I agree to notify RRCC SACC when my child will not be attending a regularly scheduled session by texting, email or leaving a message on the site cell phone. The date of absence, child's name, parent's name, and verification phone number.