

FRIENDSHIP CLUB

ADMISSION AGREEMENT

The City of Albany "Friendship Club" is a non-licensed after-school recreation facility that offers a school age program for children in grades 1st - 5th. The hours of operation are 1:55p.m. – 6:00p.m. The curriculum consists of non-competitive sports, games, arts & crafts, recreational and dramatic play and occasional field trips.

The Friendship Club is open from 8:00a.m. – 6:00p.m. on student release days when there are 10 or more children signed up for aftercare. These days are included in the monthly fee that is averaged over the school year from September – June. An afternoon snack is served during the regular school day sessions. Morning and afternoon snacks are served when the facility is open 8:00a.m. – 6:00p.m.

TUITION:

1. Tuition is based on the time slot you choose when you register your child(ren) in the Friendship Club. **Please refer to the enclosed fee sheet.**
2. Payments are due on the first of each month. Any payments not received by 6:00 p.m. on the first of the month are considered late. If the first of the month falls on a weekend or holiday, payments must be received no later than 6:00p.m. the first business day following the first of the month. Tuition notices are sent to you via e-mail.
3. All payments received after the first day of the month will be charged a \$10.00 late fee. After 10 days, an additional \$25.00 late fee will be charged for a total of \$35.00. Delinquent payments over a 30 day period may result in your child being dismissed from the program.
4. Payments can be made at either of the aftercare sites (Memorial or Ocean View) or at the Albany Recreation & Community Services Department located at 1249 Marin Ave., Albany.
5. Checks should be made out to: "City of Albany" If the check is returned due to lack of funds, a 10% fee of the returned check will be assessed, if more than one is returned, future payments must be paid by cash or money order.

LATE PICK-UP FEE:

1. A \$20.00 late pick-up fee is charged for every 15 minutes or portion thereof after 6:00p.m. Continual tardiness in picking up your child(ren) may result in your child(ren) being dismissed from the program.

-2-

ADMISSION AGREEMENT

REFUNDS:

1. A \$50.00 non-refundable deposit is required per child at the time of admission into the program. This is a processing fee and is not returned to the applicant at any time.
2. Credits for absences will not be given except in extreme cases.

MODIFICATIONS:

1. The City of Albany "Friendship Club" reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian.

TERMINATION CONDITIONS:

This agreement may be terminated by the City of Albany "Friendship Club" with a one day notice for any of the following reasons.

- A. Participant's unacceptable behavior has not improved after several attempts by staff to help resolve the problems with the participant and their parent/guardian.
- B. Parent/Guardian has not cooperated with the facility personnel regarding the child's discipline or behavior needs.
- C. Parent/Guardian has not paid the agreed upon fee or has been consistently late paying tuition fees.
- D. Parent/Guardian is a threat to the staff or program participants.

CITY OF ALBANY
RECREATION & COMMUNITY SERVICES
AFTER-CARE POLICIES AND PROCEDURES

1. **ADMISSION POLICY** – All elementary age children who reside in the City of Albany and attend an elementary school within the Albany Unified School District will be given first priority to enroll in the program. Additionally, children who attend schools outside of Albany will be given second priority if they have been previously enrolled in the program and if they attend a school that is within walking distance to the after-care site. Any child wishing to enroll who attends a school not within walking distance must provide personal transportation to the after-care site.
2. **ENROLLMENT PROCEDURE** – Individuals may enroll in the program at any time, provided there is space in the program. Before a child may be admitted, the following paper work must be submitted: **Program Selection Form, Parental Program Agreement Form, Agreement of Indemnity, Release of Liability and Assumption of Risk Form, Discipline Policy and a signed statement of the Policies, Procedures and Admission Agreement. In addition, a \$50.00 non-refundable deposit per child is required.**
3. **WITHDRAWAL POLICY** – A **two week** written notice stating the last date of your child's attendance must be submitted to the Supervisor prior to withdrawing from the program.
4. **PAYMENT** – **Payments are due on the first day of each month** (example: October 1st for the month of October). **Any payment not received by 6:00p.m. the first day of the month is considered late.** If the first of the month falls on a weekend or holiday, payment must be received no later than 6:00 p.m. the first business day following the first of the month. All payments received after the first day of the month will be assessed a \$10.00 late fee for the first ten days and then an additional \$25.00 late fee after the ten day period. **Late fees must be paid at the time you pay your tuition bill.** (example. May's tuition is \$130.00. You pay your bill on May 11th. Late fee charge is \$35.00. You owe \$165.00 when you pay your bill on the 11th.) **Not paying your late fees may result in your child(ren) dismissal from the program.** Payments may be made at either after-care site (Memorial or Ocean View) or the Albany Recreation & Community Services Department located at 1249 Marin Avenue, Albany. Telephone and fax registrations are also accepted for Visa and Mastercard payments (510) 524-9283. Checks should be made out to "City of Albany". If a check is returned due to lack of funds, a 10% fee of the returned check will be assessed. **Delinquent payments over a 30 day period may result in your child(ren) being removed from the program.**
5. **CREDIT POLICY** – Credits for absences will not be given except in extreme cases.
6. **DAYS OF OPERATION** – The program will operate 1:55p.m. – 6:00p.m. on regularly scheduled school days (Albany Unified School District). **The Friendship Club will close the last day of school to set-up and prepare for summer camp.** During the Spring, Mid-Winter, Summer holidays, and teacher-release days, a full day camp with extended after-care will be offered at the Friendship Club. These programs require separate registration and fees. A minimum of ten (10) students are required to register in each specialty camp to ensure operation.

7. **DISCIPLINE POLICY** – The discipline policy will be as follows:

- A. Infractions include but are not limited to: Running indoors, biting, hitting, fighting, rude behavior, yelling, spitting, not following directions, kicking, being disrespectful towards staff and others, and talking back.
- B. **Step 1 Verbal Warning:** In the case of an incident with your child, a verbal warning will be given, explaining to your child what the consequences will be for their actions. The first step will be for the child to take a brief time out and reflect on what they have done. The second step will be for your child to write a letter illustrating their behavior. Depending on the severity, the third step will be to talk to the Parent/Guardian regarding the situation.
- C. **Step 2 Form of Action:** If your child's behavior continues, certain privileges will be taken away. Your child will need to complete a written statement explaining why he/she did what they did. Depending on the situation a conference will be scheduled with the child's parent or guardian. A mutual agreement needs to be signed by the parent/guardian stating that if the child's behavior continues the child may possibly be suspended or expelled.
- D. **Step 3 Form of Action:** If your child's behavior continues, a third and final warning will be given. A private conference between the Childcare Supervisor/Coordinator and parent/guardian will be conducted. Privileges will be lost for a period of days. Depending on the severity, your child will be suspended from the program for 1 or 2 days.
- E. **Final Step of Action:** If your child's behavior has not improved at this juncture, further disciplinary actions will be taken. A conference will be held between the Childcare Supervisor, Director of Recreation and Community Services, the parent/guardian and the child to reach an agreement on future behavioral expectations. At this stage it will be our sincere hope that a solution can be reached to resolve any behavioral issues regarding your child. Further issues concerning matters of behavioral difficulties will result in your child being expelled from our program.

Discipline Agreement:

As the parent/guardian it is up to you to go over this policy with your child. It is important that your child understands the consequences behind his/her behavior upon entering into our program. By signing this agreement, you, the parent/guardian agree that you have received and read a copy of our Discipline Policy.

PARENT/GUARDIAN SIGNATURE

DATE

8. **SIGN – IN/SIGN-OUT POLICY** - All children must be signed in and out by a parent, guardian or another authorized adult. No Exceptions! **If you authorize anyone under the age of 18 to pick up your child, it must be done in writing and be on file at the after-care center prior to your child being picked up by said individual.**
9. **SPECIAL REQUESTS** - Special requests for staff attention must be in writing. **Please notify the after-care Supervisor of any special requests.**
10. **SNACKS** – A variety of snacks are provided each afternoon between 3:30pm and 4:00pm, which are included in the fee. **Please note any food allergies on the emergency card form.** Children must provide their own lunch & drink.
11. **DRESS** – Children should dress in active play attire. Please remember to provide appropriate attire for playground and weather conditions. We also request that parents provide a change of clothes for their child(ren) that can be left on site in the child’s cubby.
12. **PROGRAM CHANGES** – Any changes in field trip or program activities due to circumstances beyond our control will be posted on the Parent’s Bulletin Board.
13. **MEDICATION** – If a child must have medication during the day, a medication release form must be filled out by a parent or guardian. **The Friendship Club staff can only administer prescription medications.**
14. **LATE PICK UP POLICY** – Hours of Operation are 1:55 p.m. – 6:00 p.m. on regular school days. The Friendship Club is open 8:00 a.m. – 6:00p.m. on student release days and during Mid-Winter, Spring and Summer Camp. Late pick-ups (anytime after 6:00 p.m.) will be charged a fee of \$20.00 per 15 minutes or portion thereof, per family. The fee must be paid at the Albany Community Center within 24 hours of the late pick-up time. A receipt will be issued at the time of the payment.
15. **SCHEDULE CHANGES** – Any changes made to your child’s schedule such as days or time must be made 5 business days prior to the new month. **Once a new month has begun, no changes will be made. Please submit in writing what changes will be made to your child’s schedule.**
16. **CITY EMPLOYEES AFTER HOURS CONDUCT** - City of Albany employees are not allowed to accept offers of temporary employment from parents of the program.
17. **ABSENCES** – I agree to give the Friendship Club staff at least 3 hours notice on the days that my child will be absent from the after-care program. **I also agree to inform the Friendship Club staff no later than 12:00 noon if my child will be absent from the program on any given day.** Sufficient prior notice is necessary to ensure your child’s safety, and to transport the children to and from school in a timely fashion. **I understand that continued failure to give prior notice of my child’s absence from the program, may result in my child’s dismissal from the program.**
18. **DISMISSAL POLICY** – **Failure to comply with the above stated policies and procedures may result in dismissal from the program with no refund of fees.**

Admission Agreement

By signing this agreement, you, the Parent/Guardian, agree that you have received and read a copy of the facility's policies and procedures described in this agreement. Once this agreement is signed, you, the Parent/Guardian, have agreed to adhere to the policies and procedures of our program.

PARENT/ GUARDIAN AUTHORIZED SIGNATURE

DATE