

SAN MARCOS UNIFIED SCHOOL DISTRICT  
KIDS ON CAMPUS  
PROGRAM CONTRACT

**Please read this contract carefully. It contains information regarding payment of fees, attendance and hours/days of operation. Your initials will be kept on file and indicate your agreement to abide by the Kids On Campus policies.**

1. Parents/guardians are responsible for registering and paying for the program that best meets their childcare needs. The parent/ guardian who signs the contract documents and registers the child is solely responsible for the payment of childcare fees. The District will not bill more than one parent/guardian for childcare fees unless families contact our office to set up a split pay account. No refunds/credits are given for changes in the contract hours.
2. The parent/guardian who signs the contract documents and registers the child is responsible for giving direction to KOC staff regarding custody and child access issues. This information is given on the Emergency Information form. If parents have Court ordered joint custody, each will have access to KOC information regarding the registered child. Each parent may designate people for emergency notification and pickup. However, the parents must agree, prior to registration or during their child's participation in the program, on the information for a single Emergency Information Form. Failure to agree to a single Emergency Information form will prevent their child from attending or be cause for revocation of attendance. (Exceptions will be made with the appropriate legal documents.) *Financial* information will be released only with permission from the registering parent/guardian.
3. Children must be signed in/out daily by the parent/guardian or parent/guardian designee using KOC's PIN attendance system. We require that parents, guardians, and authorized adults have a PIN in our EZChildTrack software. (Children arriving at KOC from class do not need to be signed in. KOC staff will take roll.) No child will be released to a person who is not listed on the Emergency Pick Up list. Any person picking up a child who is not recognized by the staff will be required to show identification.
4. Parents/guardians are responsible for keeping the child's records up to date. Phone numbers, emergency information, allergy and health information, and authorized pick-ups should be accurate in their EZChildTrack Account.
5. Parents/guardians are liable for replacement of any equipment broken/lost due to misuse or carelessness of a child.
6. **All fees are paid in advance of service. Fees may be paid by online electronic check or credit card. Payments made by cash, money order, or check may be mailed or brought into the District Office. A 3% convenience fee will be assessed on all credit/debit card transactions. Payments made in person or online by e-check will not incur this fee. Payments will not be accepted at the sites. Tuition is due on the first of each month, whether or not you receive a statement. A late fee of \$10.00 will be assessed for tuition received (or postmarked) after the 10th. If your account is not fully paid by the 15<sup>th</sup> of the month, your child will be dropped from the program and your account will be sent to a collection agency. You are responsible for all charges incurred and you will also be responsible for the cost of collection and/or court costs and reasonable legal fees should such action be required. In order to be reinstated in the program, all monies owed must be in the KOC office before your child will be accepted at the center. This includes the \$25.00 re-registration fee. (If the center your child attends has a waiting list, you may be placed at the bottom of the list and you may have to wait to return.) Should you request re-enrollment after having been dropped from the program for nonpayment of fees (and/or been sent to collection), the Kids On Campus program reserves the right to require that all future tuition payments be made before the first of each month for that month (i.e. August tuition would be due before August 1<sup>st</sup>).**
7. Checks returned by the bank will be subject to a charge of \$15.00. Subsequent payments must be made by money order, cashier's check, credit card (Visa / MasterCard / Discover) or cash.
8. Tuition is based on the contracted schedule times the number of school weeks in any given month. School is in session for 180 days (36 weeks). Monthly tuition will be charged based on how many weeks of school are in that particular month.
9. **No refunds are given.** Families leaving the Kids On Campus program before the end of the month will not receive a refund. Kids On Campus requires two weeks' notice to make any tuition or schedule changes (including leaving the program). This notice must be given to the District Office. (The two weeks' notice does not apply to Camp. You must pay for the days you contract for, whether or not you use them. You may add on Camp days (if there is room) but you may not trade days or take off days that you have already scheduled.) Enrolled families who request an emergency drop-in will be charged for that time whether or not it is used.
10. The Kids On Campus program is designed to take care of your childcare needs for the school year. We are not a drop-in program. Families registering for the program are obligated for at least 4 weeks tuition, based on the KOC rate sheet.
11. Fees are based on enrollment in a specific program, not on hourly or daily attendance. In the case of illness that exceeds three consecutive days, credit may be given from the fourth day on (with a doctor's note). Credit adjustments will be applied to your next month's bill.
12. Parents/guardians are responsible for having their child(ren) picked up on time. If a child is picked up after 6:00 p.m., parents will be charged a late fee of \$1.00 per minute. Parents/guardians who are late picking up their child(ren) more than five times during the school year may be dropped from the program.
13. All parents/guardians and children are responsible for following Kids On Campus rules and procedures. Kids On Campus reserves the right to drop a family for reasons of non-cooperation, delinquency in payment of fees or inability to adjust to the program as determined by the Program Director.