

POWAY UNIFIED ESS ENROLLMENT  
Terms and Conditions

I wish to enroll my child \_\_\_\_\_ in the ESS program at  
\_\_\_\_\_ School.

**By initialing the blank beside each item below, you indicate that you have read, understood the statement, and will abide by the Enrollment Terms and Conditions.**

\_\_\_\_\_ The ESS program may not be available at a particular school site based on enrollment. The program may be available at another site.

\_\_\_\_\_ There is a two (2) day wait period after all paperwork is submitted to the ESS site before your child can attend.

\_\_\_\_\_ **ANNUAL REGISTRATION FEE:** The nonrefundable annual registration fee is \$100.00 and is due at time of registration. If a child is withdrawn from the program for any length of time during the year and subsequently reenrolls, a new registration fee of \$50.00 is due at that time.

\_\_\_\_\_ **FEES:** Fee payments are due in full on the 1<sup>st</sup> day of each month. Fees will not be prorated for illness, holidays or emergency closure of the program. If fees are not paid by the 15<sup>th</sup> of the month the payment is due, a late fee of \$20.00 will be charged.

Payments can be made by choosing one of these options:

- Online payments using electronic checks, debit and credit cards can be made using this web link: [www.PowayESSpay.com](http://www.PowayESSpay.com). A \$2.95 convenience fee is applied when using this online payment method.
- Checks or money orders may be mailed to:  
PUSD ESS Department, P.O. Box 500527, San Diego, CA 92150-0527
- Checks can be dropped off at Poway Unified District Office at:  
15250 Avenue of Science, San Diego, CA 92128

\_\_\_\_\_ There is a returned check fee of \$20.00 for each occurrence. After two returned checks, all future payments must be made using e-check, debit/credit card, money order, or cashier's check. Returned check activity may result in immediate termination of ESS enrollment.

\_\_\_\_\_ **LATE PICK-UPS:** A late pick-up fee will be assessed when my child is left beyond ESS operating hours. The late pick-up fee does not constitute an agreement for the ESS to provide after hours service, nor will the late fee be applied toward monthly fees. Chronic lateness at closing time may be grounds for termination of enrollment, per Parent Handbook. Late pick-up fees will be charged as follows:

- 00 to 10 minutes late, the late pick up fee is \$1.00 per minute per child
- 11 to 30 minutes late, the pick-up fee is \$30.00 per child
- 31 to 60 minutes late, the late pick up fee is \$60.00 per child

\_\_\_\_\_ If the parent or other authorized person fails to pick up my child and/or contact the ESS, and if no one can be reached within sixty minutes after closing time, ESS and/or school personnel may release my child to the custody of Child Protective Services or other legal authorities.

POWAY UNIFIED ESS ENROLLMENT  
Terms and Conditions

Child's Name \_\_\_\_\_

\_\_\_\_\_ **ABSENCES:** I agree to inform the school as soon as possible if my child will be absent on any day. Payment of full fees is required even if my child is absent for one or more days. There are no allowances, credits, refunds, or make-up days for occasional absences (i.e., sickness).

\_\_\_\_\_ **EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:** Circumstances that may require ESS to close or that may disrupt service include but are not limited to inclement weather, natural or national disaster, imminent major health or safety hazard as determined by the County Health Department or law enforcement agencies. Parents will be notified should severe weather or any other conditions prevent the ESS from opening. Fees will continue if ESS is closed up to three consecutive days due to an emergency. If ESS is closed more than 3 days, a credit may apply starting on the fourth day until ESS re-opens. If it becomes necessary to close early on any day, parents will be responsible for arranging their child's early pick-up.

\_\_\_\_\_ **HOLIDAYS:** ESS is closed on Federal and State holidays, some district breaks, employee professional development and training days. The schedule may be changed if necessary at any time. Calendars will be posted and distributed each year.

\_\_\_\_\_ **VACATION CREDITS:** Parents must provide a two-week written notice in order to receive vacation credit, applicable to full and P.M. contracts only. Vacation credits are given in 5 consecutive day increments only and are limited to ten days per year.

\_\_\_\_\_ **WITHDRAWAL FROM PROGRAM:** Parents must provide a two-week written notice of withdrawal from the program. If this written notification is not provided, fees will be charged for two weeks, whether or not the child attends ESS. All account balances must be paid in full on withdrawal. Any prepaid balance of \$10.00 or less which remains at the time of withdrawal from ESS will not be refunded unless requested in writing within 30 days.

\_\_\_\_\_ **RE-ENTRY ADMISSION:** When my child is withdrawn, s/he will be eligible for re-admission based upon space availability and all other enrollment criteria. If selected for re-enrollment, a new Enrollment Agreement and payment of a new non-refundable registration fee of \$50.00 is required.

\_\_\_\_\_ **TERMINATION OF ENROLLMENT:** Accounts two weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition and \$50.00 registration fee. *Past due accounts may be referred to collections for past due balances.* ESS contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date