

**POWAY UNIFIED SCHOOL DISTRICT
EXTENDED STUDENT SERVICES (ESS)
PROGRAM CONTRACT**

PUSD EMPLOYEE

Employee ID # _____

Work Location _____

Work Hours _____

PLEASE PRINT LEGIBLY IN INK – PRESS HARD

Contract Options

<input type="checkbox"/> <u>Full Contract</u> Before and After School	<input type="checkbox"/> <u>A.M. Contract</u> Before School Only	<input type="checkbox"/> <u>P.M. Contract</u> After School Only
School Name		Start Date
Parent/Guardian Last Name (Financially responsible parent)		Parent/Guardian First Name & Initial
Home Address/Billing Address		City & Zip Code
		Phone Number (with Area Code)
Primary Email: (Invoices are emailed monthly)		Secondary Email:

PLEASE LIST CHILDREN IN ESS

Child's Last Name	First Name	Sex	Grade	School
Child's Last Name	First Name	Sex	Grade	School
Child's Last Name	First Name	Sex	Grade	School
Please list any children currently attending PUSD Preschool	Child's Last Name	Child's First Name	Preschool Attending	

Name of Third Party Payer Agency	Method of Payment	Non-Refundable Annual Registration Fee + First Month's Fees (if applicable)	Total Payment Received
Parent is responsible for fees that are not paid by third party payer.	<input type="checkbox"/> Ck.# _____ <input type="checkbox"/> Credit card authorization attached		

My signature below acknowledges that I have read the ESS Terms and Conditions and understand that I am financially responsible for this account.

PARENT/GUARDIAN SIGNATURE (FINANCIALLY RESPONSIBLE)	DATE ENROLLED
SIGNATURE OF ESS SUPERVISOR/LEAD ASSISTANT	DATE

EMERGENCY & DISASTER STUDENT RELEASE INFORMATION

Child's Name: _____ Age: _____ Birthdate: _____

Address: _____ Home Phone: _____

Parent/Guardian: _____ Cell: _____ Work Phone: _____ Ext. _____
Email: _____

Parent/Guardian: _____ Cell: _____ Work Phone: _____ Ext. _____
Email: _____

Doctor: _____ Phone: _____

Medical conditions (including allergies): _____

Please list at least **TWO** additional people who reside nearby as emergency contacts, or persons authorized to take your child from the ESS center. You must supply at least two emergency contacts before enrolling in the ESS Program. We will contact the people below in the event your child needs to be picked up at ESS and we cannot reach the parent/guardian. We will expect the emergency contact to be available. Your child will **NOT** be allowed to leave with any person without written authorization in note form from parent or guardian. All persons listed must be at least 18 years of age.

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

Name: _____ H _____ W _____ C _____

SIGNATURE OF PARENT OR GUARDIAN: _____	DATE: _____
----------------------------------------	-------------

ESS Center personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes **emergency medical treatment, paramedic services, and ambulance service.**

PERMISSION TO RELEASE CHILD TO A SIBLING/MINOR

I give permission for my child _____ to be released from the Extended Student Services Program to his or her older brother or sister _____ Age _____

I understand that the Extended Student Services Program's liability for my child ends when they are signed out from the center.

PARENT SIGNATURE

DATE

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.

_____ **AT-WILL/OPTIONAL USE:** *PUSD ESS* programs are subject to availability. *PUSD ESS* has the right to discontinue or change these services, including staff, at its discretion. If the services are not available or are discontinued at a particular school, the program may be available at another site. Enrollment in *PUSD ESS* is voluntary and may be terminated by either party at any time for any reason subject to these **Terms & Conditions** and the **PUSD ESS Parent Handbook**.

_____ **PARENT HANDBOOK:** Parents are responsible for reading the entire *PUSD ESS Parent Handbook* prior to enrolling their child as a student in the program. A digital copy of the handbook is available on the *PUSD ESS* website www.powayusd.com/ess. A hard copy is also available by request and can be picked up at the PUSD main district office by calling the *PUSD ESS* office at (858) 521-2800 ext. 2848.

_____ **TWO-DAY WAIT PERIOD:** 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 \$125.00 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 \$75.00 is due at that time.

_____ **FEES:** Fee payments are due in full on the 1st 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 15th of the month, 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. 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

_____ **RETURNED CHECK FEE:** 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 a child is left beyond ESS operating hours. The late pick-up fee does not constitute an agreement for 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 the 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 late pick up fee is \$30.00 per child
- 31 to 60 minutes late – the late pick up fee is \$60.00 per child

POWAY UNIFIED ESS ENROLLMENT
Terms and Conditions

Child's Name _____

_____ **LATE PICK UP BEYOND ONE HOUR:** If the parent or other authorized person fails to pick up the child and/or contact ESS, and if no one can be reached within sixty minutes after closing time, ESS and/or school personnel may release the child to the custody of Child Protective Services or other legal authorities.

_____ **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 ESS from opening. Fees will continue if ESS is closed up to five consecutive days due to an emergency. If ESS is closed more than 5 days, a credit may apply starting on the sixth 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 \$75.00 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 \$75.00 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

Extended Student Services (ESS)
Parent Signature Verification of Receipt of Documents/Release of Information

STUDENT AND PARENT/GUARDIAN MUST SIGN AND RETURN
TO THE ESS OFFICE

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name (Please Print): _____

1. STUDENT COMPUTER USE/INTERNET SAFETY & RESPONSIBILITY

- I hereby give permission for my child to use the Internet. I give permission for my child to access information through the Web and engage in other educationally relevant electronic communication activities.
- I have read the Poway Unified School District's Internet Safety and Responsible Use Administrative Procedure 3.39.1. *If you would like more information, please refer to the PUSD District Web Site at: <http://www.powayusd.com/about/SIS> (Acceptable Use Agreement).*
- I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my student's use of, or inability to use the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I may be held liable for damages caused by my student's intentional misuse of the system.
- I will instruct my child regarding any restrictions I have against material that are in addition to the restrictions set forth in the District Procedure. I will emphasize to my child the importance of following the rules for personal safety and responsibility.

- I understand that ESS is not responsible for lost, damaged, or stolen personal devices.
- I understand that my child will adhere to school site policies on student usage of personal devices.

Student: I agree to follow the rules contained in this procedure. I understand that if I violate the rules, my account may be terminated, and I may face other disciplinary measures.

Student Signature

2. **WEB PAGE**- I permit the school district and/or news media to print photographs, student's work, and identification of the above-named student on the ESS web pages, Newspaper Articles, and Television Programs. Identification of students on web pages will be limited to first name only at elementary level. All student-posted work on the web will adhere to copyright laws.

Web Pages:	Yes	Individual photos	Group photos
	No		
Media:	Yes	No	

Parent/Guardian Signature

Date

E.S.S. STUDENT PROFILE

Date:		
Child's Name:	Age:	Grade:
Parent's Name:		
Child's Likes/Dislikes:		
Fears/Concerns:		
Favorite Activities (interests, skills, talents, hobbies):		
Effective techniques when child is upset:		
Previous before and/or after school services or programs:		
Special Needs, if any (physical, medication, food allergies or diet restrictions):		
Any other helpful information:		
Expected E.S.S. Use:	Before school arrival time:	
	After school pick up time:	
	Summer hours:	
	Proposed start date:	