

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 If a child is withdrawn from the program for any length of time during the year and subsequently reenrolls, a new registration fee of \$75.00 is due at that time.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

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_____ **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. **A Fee Adjustment Form (FAR) must be submitted to the site supervisor.**

_____ **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. **A Fee Adjustment Form (FAR) must be submitted to the site supervisor.**

_____ **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