



# MORELAND EXTENDED DAY PROGRAM REGISTRATION

4711 Campbell Avenue, San Jose, CA 95130 • Phone: (408) 874-2900  
 Fax: (408) 874-3753 • Website: www.moreland.org

Date: \_\_\_\_\_

**Please fill out one Registration Form per child and submit with non-refundable registration fee to the site director at your home school.**

- Baker Elementary**  
4845 Bucknall Road, San Jose, CA 95130  
(408) 874-3217
- Easterbrook Discovery School**  
4835 Doyle Road, San Jose, CA 95129  
(408) 874-3557

- Country Lane Elementary**  
5140 Country Lane, San Jose, CA 95129  
(408) 874-3479
- Payne Elementary**  
3750 Gleason Avenue, San Jose, CA 95130  
(408) 874-3751

## CONTACT INFORMATION

Child's Last Name \_\_\_\_\_ Child's First Name \_\_\_\_\_ Entering Grade \_\_\_\_\_ Date of Birth mm/dd/yy \_\_\_\_\_

### Mother's/Guardian's Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### Father's/Guardian's Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

## PROGRAM OPTIONS AND ANNUAL FEES

### BEFORE & AFTER SCHOOL

- \_\_\_\_\_ 5 Days \$5,500/year
- \_\_\_\_\_ 4 Days \$4,800/year
- \_\_\_\_\_ 3 Days \$4,500/year
- \_\_\_\_\_ 2 Days \$4,000/year

### AFTER SCHOOL

- \_\_\_\_\_ 5 Days \$4,770/year
- \_\_\_\_\_ 4 Days \$4,070/year
- \_\_\_\_\_ 3 Days \$3,630/year
- \_\_\_\_\_ 2 Days \$3,310/year

### FLEX SCHEDULE PASS

- \_\_\_\_\_ \$10.00 Annual non-refundable processing fee.
- \_\_\_\_\_ \$50 per family

Flex Pass is good for up to 3 random visits per school year and are only available as an addition to your child's contracted schedule.

Flex Passes will be issued upon receipt of payment and can be purchased on site. No refunds or replacements for lost or stolen passes. Pass are non-transferrable.

**Please circle days attending if less than 5 days: M T W Th F**

A 15% sibling discount will applied to the 2nd child (or the lesser fee) of the family as long as both siblings are enrolled in the program. **Sibling's Name:** \_\_\_\_\_

## PAYMENT OPTIONS

1. Annual tuition paid in full minus a 5% discount. Tuition is due on the first day of enrollment. Initial here: \_\_\_\_\_
2. Annual tuition paid in installments. First installment is due on the first day of enrollment and subsequent installments are due on the 15th of every month until May 15th. Initial here: \_\_\_\_\_
3. Annual tuition paid by a third party. Subsidized by: \_\_\_\_\_ Initial here: \_\_\_\_\_  
 Subsidy paperwork is the parent's responsibility. Please attach approved agency's certificate.

## PAYMENT AGREEMENT

I agree to the \$100 non-refundable registration fee payable to Moreland School District to secure my spot & pay the programs fees with the payment method I have initialed above.

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Comments: \_\_\_\_\_



# MORELAND EXTENDED DAY PROGRAM POLICY/TUITION AGREEMENT

4711 Campbell Avenue, San Jose, CA 95130 • Phone: (408) 874-2900  
 Fax: (408) 874-3753 • Website: www.moreland.org

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

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

School Year \_\_\_\_\_

My child will attend the Moreland Extended Day Program at (School Name): \_\_\_\_\_ School.

As of (date) \_\_\_\_\_ my child's weekly schedule is \_\_\_\_\_.

1. I agree to pay the annual tuition of \$\_\_\_\_\_ in full or in installments on the 15th of each month until May 15th. A \$50 late fee will be charged if payment is not received by the 5th business day and if payment is not received 6 business days after the due date, an involuntary withdrawal will take place. A \$20 fee will be charged for a bounced check.
2. An annual non-refundable registration fee of \$100 per child per school year is due upon registering in the program.
3. I understand that the annual tuition and days of operation are based on the Moreland School District board approved student calendar. School breaks have been taken into consideration in calculating the annual fee.
4. I agree to notify the site director in writing if there is a change in schedule. I will fill out a Change of Schedule form at least two weeks before the change is to occur. I understand that my annual tuition will be recalculated and my remaining installment payments will be adjusted to reflect my requested change in schedule. Schedule changes or withdrawal from the program will not be permitted after May 1st.
5. I understand that my child will not be able to sign up for any Moreland Camps or the subsequent year if I have an outstanding balance due.
6. I understand that if I choose to withdraw my child from Moreland Extended Day, my annual tuition will be recalculated into a weekly rate and I will be financially responsible for all the weeks he/she has attended. My final payment will be due one week before the agreed withdrawal date. If I choose to return to Moreland Extended Day, I will pay a \$50 re-registration fee.
7. Moreland Extended Day has an open door policy and encourages parents to visit the sites at any time.
8. My child will be picked up at \_\_\_\_\_(time) each day. I understand that I will be charged a late fee of \$1.00 per minute if my child is picked up after 6:00pm. Termination from the program may occur due to frequent late pick ups.
9. I understand that it is my responsibility to change information on my child's emergency card. If someone arrives to pick up my child and he/she is not listed on the card, my child will not be released. Changes must be in writing and verbal permission will not be granted. One parent may not remove the other parent from the Emergency Card without legal paperwork allowing us to do so.
10. I agree to escort my child to the Extended Day site and sign my child in and out daily.
11. I must notify the site staff by calling them if my child is absent for the day. Refunds and make- up days will not be given for absent children. If my child goes home from the school during the day for any reason, they cannot come back for Moreland Extended Day.
12. I will notify the site director if my child contracts a communicable disease. If my child gets sick during their stay at Moreland Extended Day, I understand that it is my responsibility to pick him/her up within thirty (30) minutes after receiving the call from the site staff.
13. I understand that it is my responsibility, upon registration, to notify the center staff of any and all medical conditions that affect my child. I and my child's physician will fill out the medication release form should my child need medication while at Moreland Extended Day. I will provide the medication in its original box with the doctor's orders to the site.
14. Moreland Extended Day is required by law to report suspected child abuse.
15. I expect to be treated respectfully and in return, I will treat all site staff and other students with respect.
16. Information regarding my child will be kept strictly confidential. I may discuss my child's progress with the site director at any time.
17. If my child is suspended from his/her regular school, I understand that he/se will also be suspended from Moreland Extended Day for the same amount of time. I will not be reimbursed for the time my child is suspended and make up days will not be allowed.
18. If my child's behavior threatens other children or staff, I will be notified via telephone or in writing. If my child is asked to leave for the day, I will pick him/her within thirty (30) minutes. Moreland Extended Day reserves the right to terminate services at any time.
19. I understand that Moreland Extended Day follows the Moreland School District Wellness policy. I understand that snack will be served daily and it is my responsibility to notify staff of any food allergies, sensitivities, and/or preferences. I will provide my child with an alternative snack if he/she cannot have the snack provided.
20. If tuition payment is split among multiple parties, all parties must sign the Policy/Tuition Agreement below. If the account becomes delinquent, an involuntary withdrawal will take place.
21. I will receive a receipt for all payments made towards my annual tuition. I am responsible for keeping my receipts for tax purposes. I agree to pay \$5 for any additional receipts or \$25 for a yearly receipt summary. I understand that my request may take up to two weeks to process.
22. I understand that I will be charged an annual non-refundable processing fee of \$10 for a Flex Schedule Pass. The Flex Schedule Pass is good for up to 3 random visits per school year and are only available as an addition to my child's contracted schedule.
23. My Flex Schedule Pass will be issued upon receipt of payment and can be purchased on site. I understand that there will be no refunds or replacements for lost or stolen flex passes and that they are not transferrable.
24. I agree that if my annual tuition is paid by a subsidized agency, I am responsible for all paperwork and must provide Moreland Extended Day the approved agency's certificate before my child's first day of enrollment. I agree to be financially responsible for any co-pays or unpaid tuition installments from my subsidy agency.

**I have read all policies on the Moreland Extended Day Policy/Tuition Agreement. I agree to them and understand that failure to follow any site policies can lead to termination of program services.**

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

Date \_\_\_\_\_

Site Director Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**ADDITIONAL AGREEMENTS (OPTIONAL):**

I agree to allow photographs of my child to be used by Moreland Extended Day for legitimate purposes in newspaper articles, promotional materials (such as brochures), posted on bulletin boards or in the district website.

Initial here: \_\_\_\_\_

I also agree to allow my child to use the Internet on computers located at the Moreland Extended Day sites. I understand that staff members will monitor my child closely when using the computer.

Initial here: \_\_\_\_\_

