

ST. PETER'S AFTER-SCHOOL PROGRAM 2023-2024
Buena Vista Children's Center – Contract and Registration

BVCC provides a space for students during out of school time where we support their social, emotional and academic development. Teachers lead art, restorative circles (to solve conflict), enrichment and guided games to help promote mindfulness and give them tools to strengthen their social skills and emotional well being. We provide a space where students can work on homework assignments and we support their academics with project-based activities. We support physical health by providing activities that involve movement such as capoeira, dance and sports.

ADMISSION TERMS AND CONDITIONS

ENROLLMENT: In accordance with Buena Vista Children's Center, Inc. and Community Care Licensing, each child must have the following documents on file and registration paid to be officially enrolled.

- Signed Contract and Registration Form
- Emergency Form
- The following is for new families only:**
- Consent for Emergency Medical Treatment (LIC 627)
- Preadmission Health History (LIC 702)
- Personal Rights (LIC 613A)
- Parent's Rights (LIC 995)

Student's First Name	Middle Name	Last Name	Male/Female (circle one)
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Date of Birth	Age Fall 2023	Grade Fall 2023	School:
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Optional Information used for Grant Funding:
Race/Ethnicity

<ul style="list-style-type: none"> ● African American ● Other Black-Specify _____ ● Asian-Specify _____ ● Hispanic/Latino-specify _____ 	<ul style="list-style-type: none"> ● Middle Eastern-specify _____ ● Native Alaskan ● Pacific Islander-Specify _____ ● White
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Hours: 3:00-p.m. - 5:30 p.m. and 12:30 p.m. - 5:30 p.m. early dismissal days DISMISSAL Begins at 4:00 p.m.
(penalty fee for any pick up after 5:30 p.m. will be applied)

For office use only

Monthly fee: \$ _____

Admin Initial: _____ **Date:** _____

Notes:

UPDATED POLICY:

Due to licensing requirements, we have limited capacity. No drop-ins available (unless arrangements are made ahead of time and space is available). Changes are not allowed without speaking to one of the administrators first.

My child will attend on the following days:

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Fees:

- Non-refundable Registration Fee \$ 50.00 per school year
- Full-time, Monday- Friday includes early dismissal days \$200.00 per month
- For more information about sliding scale fees please talk to Ms. Rochelle, Ms. Judy or Mr. Pico
- I am enrolling siblings, 40% discount on monthly tuition
- Family is responsible for the monthly fee unless you notify us that your child is no longer attending BVCC.
- Children's Council accepted please call 415-276-2900 to find out more about the program.

Person/Agency responsible for tuition:

First Name: _____ **Last Name:** _____

PHOTO/MEDIA RELEASE:

I give permission for Buena Vista Child Care, Inc. to take pictures/videos of my child for use in its publications, including WEB site and promotional material.

Name Parent/Guardian Signature Date

Name Parent/Guardian Signature Date

RIGHTS OF LICENSING:

Community Care Licensing or Child Protective Services shall have the authority to interview children or staff, and inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child or staff member, and for the examination of all records relating to the operation of the facility. Community Care Licensing or Child Protective Services shall have the authority to observe the physical condition of a child, including conditions that could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the child. _____ (initials)

Program Agreements:

- Stay on school grounds and in assigned areas during program time and stay with the group during field trips.
- Use appropriate language at all times with peers and adults. Appropriate language is respectful and polite.
- Name calling, insults or slurs will not be tolerated.

- Keep our hands, feet, and objects to ourselves and use our bodies safely.
- No play fighting, fighting or inappropriate touching.
- Respect public and private property by keeping walls, bathrooms, playground, classrooms, neat and clean.
- Do not bring valuable items to school. Toys from home are not allowed.
- Students may not leave campus without an authorized adult.
- If the student has permission to walk home please provide a written letter with the time the student is expected to leave.
- Students may not use cell phones or personal electronic devices during the program.
- Inappropriate use of electronic devices during the program will not be tolerated.
- We are responsible for our learning by participating with our group, doing our best work, listening when someone is talking and completing our class work.
- Threatening or hostile behavior towards staff by parents/guardians will not be tolerated and will be cause for termination of the student's attendance.
- Students will stay in the program until 4 p.m. (extended care available)
- Excessive absences will lead to termination of enrollment.

_____ (initials)

TERMINATION OF SERVICES MAY OCCUR DUE TO:

- Continual late payment
- Continual late pick-up
- Failure to sign your child out each day
- Failure to complete required paper-work
- If a child is constantly misbehaving
- Aggressive behavior towards staff by a caregiver

_____ (initials)

I have read the 2023-2024 Contract and agree to fulfill my responsibilities as the parent/guardian of

_____ **for participation in Buena Vista Children’s Center, After-school Program at St. Peter’s.**

Name Parent/Guardian	Signature	Date
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Name Parent/Guardian	Signature	Date
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Any questions or concerns please contact
 Ms. Judy, Director judy.bvcc@gmail.com
 Ms. Rochelle, Director rochelle.bvcc@gmail.com
 Mr. Pico, Operations Manager pico.bvcc@gmail.com
 415-713-0625 or 415-283-5545

