



Extended Daycare/Study Hall Schedule – West Valley

Important note: In view of the continued COVID-19 pandemic, there are some uncertainties as to whether full daycare and study hall services can return to normal in 2022-2023.

LILA is committed to providing daycare and study hall services and you are given the option to sign up to these services with the schedule and annual prices shown below which will help us to determine the demand and plan for it. However LILA may have to review both scheduling and pricing at the end of the current school year and reassess the impact of any continued need for social distancing and cohorting requirements.

If pricing and the ability to provide the daycare and study hall services to all the students in accordance with these schedules are significantly impacted you will be notified in writing, giving you the opportunity to agree/sign up to the new schedules and pricing or request a full refund.

	Preschool & Pre-K students	K-5th grade students
Morning Daycare	Morning supervision anytime from 7:30am-8:30am	Morning supervision anytime from 7:30am-8:30am
Afternoon Daycare/Study Hall	Afternoon supervision anytime between 3:45pm-5:55pm	Study hall for all students from 3:45pm-4:45pm; afternoon supervision until 5:55pm
Combo Daycare	Morning and afternoon daycare, 7:30am-8:30am and 3:45pm-5:55pm	Morning and afternoon daycare, including study hall

Important Information:

In case parents are going to arrive after 6:00 for pickup, they must contact the school as soon as possible, by calling the **campus at 818-345-0155**. They must also provide an approximate time of arrival.

The fee for late pickup anytime between 6:00pm-6:15pm is a fixed rate of \$15. For every minute after 6:10pm, a fee of \$1.00 per minute will be assessed in addition to the \$15.

Unless they are enrolled in daycare, students should arrive after 8:30am. Students arriving at this time must stay under the supervision of a daycare supervisor, and not enter their classroom.

A student not being picked up before the 3:45pm bell will automatically attend daycare.

All students not enrolled in daycare will be invoiced the \$30 per child emergency daycare fee if checked in before 8:30am or checked out after 3:45pm.

If you did not register your student for annual daycare during the enrollment process you may still do so by using the form on the next page before September 15th.



Extended Care – West Valley

Daycare & Study Hall 2022-23

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If pricing and the ability to provide the daycare and study hall services to all the students in accordance with these schedules are significantly impacted you will be notified in writing, giving you the opportunity to agree/sign up to the new schedules and pricing or request a full refund.

We understand that the option for enrollment in any **annual** daycare and/or study hall plan remains available **only through September 15, 2022**, and we would like to enroll our child as indicated below:

Student name: _____

Grade: _____

Annual option: Morning Daycare Afternoon Daycare/Study Hall Combo Daycare

Sibling of bus user: No Yes* Burbank sibling name: _____

- Payment method: Authorization to add to Smart Tuition/Blackbaud Tuition Management (for existing accounts only)
 Prepayment in full via check (to be submitted along with this form to Campus Business Manager)
 Payment via SCO (fee to be assigned and payable in full before 9/15/2022)
 Sibling of a bus user (no fees applicable while bus enrollment in effect – see note below)

OFFICIAL USE ONLY – Upload the signed form into student file in InfoSnap for processing by the Accounting Department

Care Option Mon-Fri	Service	Preschool & Pre-K Students	K-5th Grade Students	Payment Option 1: Yearly if enrolled now	Payment Option 2: Monthly payment via School Cash Online (before the start of a given month)	Daily Charges "Emergency Care"
1	Morning Daycare	Morning supervision anytime from 7:30am-8:30am	Morning supervision anytime from 7:30am-8:30am	\$945	\$160	\$30
2	Afternoon Daycare / Study Hall	Afternoon supervision anytime between 3:45pm-5:55pm	Study hall for all students from 3:45pm-4:45pm; afternoon supervision until 5:55pm	\$1,260	\$200	\$30
3	Combo Daycare	Morning and afternoon daycare, 7:30am-8:30am and 3:45pm-5:55pm	Morning and afternoon daycare, including study hall	\$1,460	\$225	\$30

*** Important note for younger siblings of any enrolled intercampus transportation user:** If a family enrolls a student in the School's annual bus service Option 1 and said student uses it fully, any enrolled sibling of the bus user is offered free daycare while waiting for the departure and/or arrival of the school bus. This policy is one of professional courtesy and is not intended to serve as a substitute for need-based daycare or study hall registration. This facility may be withdrawn depending on bus use.

Annual Plan Options: Annual plan fees are due and payable when selected at the time of enrollment/re-enrollment or as officially elected anytime thereafter up until September 15. Enrollment in an annual plan is highly suggested for families who expect to have regular ongoing supervisory needs since annual enrollment offers both the best cost savings and singular enrollment/administration.

Monthly Plan Options: Any family who does not select enrollment in an annual plan (available only until September 15) retains the ability to enroll their child(ren) on an elective monthly basis throughout the year. Such monthly enrollment must be paid via School Cash Online before the start of a given month.

Daily Rates ("Emergency Daycare/Study Hall"): Families who do not select an annual or monthly plan may enroll their child on an *ad hoc* basis by paying the "Emergency Daycare/Study Hall" fee via School Cash Online and notifying the Campus Business Manager of the exceptional supervision needed. Similarly, any student not already enrolled in an annual/monthly plan who is not picked up by 3:45pm sharp will be placed in daycare and/or study hall, and charges of the daily rate (\$30) will be assessed via School Cash Online to be due and payable upon receipt. Such billing will also occur for any child dropped off in the morning before 8:30am.

Rules & Regulations

Study hall attendance: Study hall is considered an extension of the regular school schedule and therefore all elementary rules and regulations apply.

After-hours Pickup for Regular Daycare: The fee for late pickup anytime between 6:00pm-6:15pm is a fixed rate of \$15. For every minute after 6:15pm, a fee of \$1.00 per minute will be assessed in addition to the \$15. Payments for any after-hours services will be charged at the end of the month and will be due upon receipt.

Transactions: All fees will need to be paid when due.

All Fees Non-Refundable: All advance payments – whether daily, monthly, or annually – are non-refundable regardless of attendance.

Cash Transactions: We will not accept cash transactions for daycare and study hall payments.

Attendance: Your child will not be able to attend daycare/study hall if the fee is not paid on time.

Parent Full Name: _____ Parent Signature: _____ Date: _____