



Extended Daycare / Study Hall Schedule 2023-2024

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Important Information:

In case parents are exceptionally going to arrive after 5:30pm for extended daycare pickup, they must contact the school as soon as possible, by calling the **ELC campus at (323) 665-2607 or at the main campus at (323) 665-4526**.

They must also provide an approximate time of arrival.

Additional fees may be imposed for late pickup after the extended daycare hour of 5:30pm or daycare provision terminated at the school's discretion for continuous late pickups beyond 5:30pm.

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 after 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 Friday, September 15, 2023.



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Student's Information:

Full Name: _____ Grade: _____ Campus: _____

Annual Option:

- Morning Daycare
- Afternoon Daycare
- Combo Daycare

Sibling of Bus User:

- No
- Yes* - Burbank Sibling Name:

Payment Method:

- Authorization to add to Smart Tuition/Blackbaud Tuition Management *(for existing account 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 Friday, September 15, 2023)*
- Sibling of a bus user *(no fees applicable while bus enrollment in effect - see notes above)*

OFFICIAL USE ONLY – Upload form into the student file in PowerSchool Enrollment for processing by the Accounting Department.

Daycare Options:

Care Options: Mon - Fri	Service	PS & PK	Payment Option 1: Yearly if enrolled now	Payment Option 2: Monthly payment via SCO <i>(before the start of a given month)</i>
Option 1	Morning Daycare	Morning supervision anytime from: 7:30am - 8:30am*	\$1,100	\$185
Option 2	Afternoon Daycare	Afternoon supervision anytime from: 3:45pm - 5:30pm*	\$1,100	\$185
Option 3	Combo Daycare	Morning and afternoon supervision from: 7:30am - 8:30am & 3:45pm - 5:30pm*	\$1,700	\$265

**Please note: these are the provisional hours and the actual hours may be marginally adjusted to suit the start and end of the Childcare Center Facility.*



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***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 Friday, 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 Friday, 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 SchoolCash Online (SCO) before the start of a given month.

Daily Rates ("Emergency Daycare"):

Families who do not select an annual or monthly plan may enroll their child on an ad hoc basis by paying the "Emergency Daycare" fee via SCO 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 charges of the daily rate (\$30) will be assessed via SCO to be due and payable upon receipt. Such billing will also occur for any child dropped off in the morning before 8:30am.



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Rules and Regulations

After-hours Pickup for Regular Daycare:

The fee for late pickup anytime after 5:30pm is a fixed rate of \$15. For every minute after 5:30pm, 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. Additional fees may be imposed for late pickup after the extended daycare hour of 5:30pm or daycare provision terminated at the school's discretion for continuous late pickups beyond 5:30pm.

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 payments.

Attendance:

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

Parent / Guardian's Full Name: _____

Parent / Guardian's Signature: _____ Date: _____