

Upgrade Children's Center

103 Harvard Ave #3, Half Moon Bay, CA 94019

www.upgradechildrenscenter.com

Dear Parent,

Thank you for choosing **UpGrade Children's Center** for your child's after-school care. We know you have options and we are excited to have you join us and our learning adventures.

Attached you will find information on:

- **After School Program** - transportation, schedule, important information and pricing
- Coverage during **School Inservice Days, Holidays and Minimum Days**
- **Upgrade Kid's Night Out** events
- **Upgrade Enrollment Form**
- **Upgrade Authorization Form**

We ask that you complete all of the forms provided in this packet and return them to us on or before the first day of your child's enrollment.

Again, we look forward to working with you and your family to provide the best care possible.

Please feel free to call us if you have any questions or concerns at Jon Lowings # (650) 303-4055.

Sincerely,

Jonathan Lowings
Program Director

After-School Program

UpGrade is a field trip based after-school program dedicated to providing after-school activities that are fun and safe. We are unique in that we pick up the kids from school each day. We bring them back to the center for snack. From there the kids can choose, stay and do crafts or go out on the field trip. We are back at the center by 5:00pm each day.

Our facility is located in Pillar Point harbor area, close to Mavericks. We pride ourselves on the small child to adult ratio and the unique blend of children we have from all of the elementary schools on the coastside (Hatch, El Granada and Farallone View).

Transportation

Transportation is available, but limited! If you are using our transportation option, you must add us to your "consent to pick up" form at your school. If your child is still in a car seat, please make sure to leave the seat at school for us or leave an extra one at the center if possible. We do have some extra boosters.

Snack

An afternoon snack is provided. If you like, your child can bring his/her own snack. Please note on the emergency form if your child has any allergies or cannot eat certain foods.

Additional Information

- **Change of clothes** - We recommend leaving a change of clothes, shoes, towel and swim attire at the center in a marked bag. We get messy, dirty, and wet!
- **Sunscreen** - Sunscreen is used only to prevent burn due to sun exposure, and your child(ren) should receive an initial application at home each day before coming to the center. Children with skin sensitivities or allergies should bring their own sun protection.
- **Pick Up** - UpGrade is a field trip based after-school program and we do our best to be back at the center by 5pm.
 - **Notification** - If you come to get your child and we are out, we usually leave note outside stating where we are and what time we will be back.
 - **Early Pick Up** - If you need to pick up your child earlier than 5pm, please contact us and make arrangements for an early pick up.
 - **Late Fee** - UpGrade closes at 5:30pm and that a late charge of \$1 per minute will be added to your payment after 5:35pm.
 - **Sign Out** - You must sign out your child every day at pick up in the binder on the message table.
- **Child Absence** - If your child is going to be absent, you must let us know by 10:00am the day of their attendance. We have a very tight schedule of pick-ups. You can call Jon's cell # (650) 303-4055.
- **Discipline Policy** - We have a zero tolerance discipline policy. We expect the same rules and behaviors from school to cross over to UpGrade. You will be contacted if your child is bullying or showing poor behavior. In some cases, this may result in your child's removal from the program.

AFTER SCHOOL PROGRAM

Tuition & Rates (based on school and dismissal times)

The following rates INCLUDE pick-ups!

Tuition below is only for the After School Program, there are additional charges for school holidays and school in-service days.

Tuition is due at the beginning of each month. Tuition rate is the same for each month, except for June and August, which is prorated.

If your child misses a day, they are able to schedule a make up day, but make up days cannot be “banked” to be used to pay for tuition. All unused make up days expire at the end of the school year.

| 1:45pm & 2:05pm | |
|-----------------|-------------|
| Days per Week | Monthly Fee |
| 5 | \$520 |
| 4 | \$440 |
| 3 | \$350 |
| 2 | \$260 |
| 1 | \$170 |

| After 2:05pm | |
|---------------|-------------|
| Days per Week | Monthly Fee |
| 5 | \$500 |
| 4 | \$420 |
| 3 | \$330 |
| 2 | \$240 |
| 1 | \$150 |

| General Pricing: |
|---|
| *Extra after school drop-in day is \$40 |
| *Full Days are \$75 |
| *Kids Night Out start at \$35 |
| *10% discount for siblings |

In-Service, Holidays

We are open most teacher in-service days and some observed school holidays.

On these days, the program is from 8:30pm to 4pm and pick up and drop off are at the center.

We spend the day out at places like Marin Headlands or Golden Gate Park.

The rate for a full day is \$75.

Minimum Days

We are open on minimum days and do pick up the kids at the early time.

There is no additional charge for minimum days.

Kid's Night Out

Kid's Night Out is an evening just for kids! The fun begins at 5:45pm and pick up is at 9:45pm. We feed the kids dinner and then head out for a night of fun - past activities have included Giants game, ice-skating, swimming, and movies! Please check our calendar and the message table for sign ups and details.

Kid's Night Out start at \$35 (unless otherwise stated).

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ENROLLMENT FORM

| Your Information | | | |
|--|----------------|---------------------|---|
| Child's Name: | | Child's Birth Date: | |
| Name of Parent: | | Name of Parent: | |
| Work #: | | Work #: | |
| Mobile #: | | Mobile #: | |
| Email: | | Email: | |
| Address: | | | |
| Child's School: | | # Days per Week: | |
| Dismissal Times: | Mon () | Tues () | Weds () Thurs () Fri () |
| People Authorized to Pick Up Child | | | |
| Name: | | Phone #: | |
| Relationship: | | | |
| Name: | | Phone #: | |
| Relationship: | | | |
| EMERGENCY CONTACT INFORMATION | | | |
| Physician Name: | | Phone #: | |
| Address: | | | |
| Insurance Provider: | | Group #: | |
| Allergies or other medical conditions: | | | |
| In case of emergency, I authorize Jon Lowings to take my child to the above physician or to the nearest hospital for emergency treatment and measures deemed necessary for the protection of my child at my expense. | | | |
| Parent Signature: | | Date: | |

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AUTHORIZATION FORM

Please answer or initial each statement below.

| | |
|---|--|
| Yes No | UpGrade will be taking pictures throughout your child's experience. I approve of my child's photo appearing on UpGrade's social media (e.g. Facebook, Instagram). |
| | UpGrade has my permission to apply sunscreen on my child(ren) - as needed. |
| | If I need to pick up my child before 5pm, I will contact Upgrade as soon as possible and arrange early pick up. |
| | I understand that UpGrade closes at 5:30pm and that a late charge of \$1 per minute will be added to my payment after 5:35pm. |
| | I understand that I must sign my child out every day at pick up. |
| | I understand that I must contact Upgrade by 10am if my child will be absent that day. |
| Yes No | I would like my child to work on their homework from 5:00pm - 5:30pm |
| | I understand that Upgrade has a zero tolerance discipline policy and will contact me if my child is bullying or showing poor behavior, in which may result in my child's removal from the program. |
| | I understand that monthly tuition is due at the beginning of each month and is the same for each month, except for June, which is prorated. |
| Parent Signature: _____ Date: _____ | |