



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

2019 - 2020 PARENT RESPONSIBILITY CONTRACT

PLEASE READ ENTIRE APPLICATIONS FOR UPDATED INFORMATION

HOURS

- Teen Scene is open from 6:30 A.M. to 6:00 P.M. excluding school hours.
- Teen Scene is closed on all holidays listed on the School Calendar for 2019 - 2020 and Friday, April 10, 2020.
- Teen Scene offers camps during Spring, Summer, Fall, and Winter breaks as well as non-student days for an additional fee.

ATTENDANCE / ABSENCES

- Daily attendance is not required, but attendance should be consistent with contracted days.
- Days used beyond contracted time will be billed at the current fee the following month.
- A student absent from school may not attend Teen Scene.
- Monthly rates will not be adjusted for student absences.
- For the planning of adequate staffing, parents must notify the Supervisor in writing one week in advance of any change of attendance.
- If your student is absent for any reason on a contracted day of attendance please report it to Teen Scene staff no later than 6:45 A.M. on the day of the absence.
- A student may be dropped from the program if staff has to call more than three times in a month regarding a student's absence.
- If a student becomes ill or is injured, the parent will be notified immediately and is expected to pick up the student promptly. In the case of an emergency, the staff will take any necessary action for the health and safety of the student.

ILLNESS

- If a student becomes ill or is injured, the parent will be notified immediately and is expected to pick up the student within one hour.
- In the case of an emergency, the staff will take any necessary action for the health and safety of the student.
- If a student is sent home during the school day due to illness, the student may not attend Teen Scene.

SIGN IN AND OUT PROCEDURES

- Each student must be signed in and out each day by an adult, unless he/she comes directly from a classroom.
- Each student must be signed out each day by an adult and may only be picked up by an adult authorized by the parents. A valid photo ID must be presented prior to taking a student from Teen Scene. The authorized adult must be eighteen years or older unless Teen Scene has a signed waiver on file. This procedure must be adhered to for your student's safety.
- Students may be released to attend special on-campus after-school activities such as Reading/Math Intervention, music, etc., only by prior written approval of the parent. Parents are responsible for notifying Teen Scene of any activities and who will be picking the student up at the end of the activity. There is no reduction in fees for attendance of special activities.
- To ensure the safety and welfare of students, a copy of any legal documents regarding issues between parents or guardians must be on file with the Teen Scene Supervisor. The Supervisor's responsibility is to enforce documentation. Any unresolved family discrepancies causing disruption the program will result in student dismissal from the program.
 - If there is a custody arrangement, each parent must fill out a separate application for each student. The parent who has custody on their assigned day has the right to authorize who is able to pick up the student unless there is a court order stipulating otherwise.
 - Both parents are entitled to their child's records.
 - If separate billing is necessary between parents, please let staff know and indicate on the application who is to be billed and the portion or amount to be billed to each parent. Invoices will be sent individually to each parent on the first of the month.
 - Please be sure to include an email address to receive invoices and billing receipts.



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

DISCIPLINE PROCEDURES

- Students are held accountable to the same high standards of behavior implemented during the school day.
- A student whose behavior disrupts the program and prevents the program from being beneficial to him/her or others may be dismissed from the program.

PERSONAL ITEMS

- Teen Scene will not be responsible for any personal items or electronic devices broken, lost or stolen.
- Cell phone use will be limited to calling home or in case of an emergency.
- All personal items should be labeled with your student's first and last name.

NUTRITION

A nutritious snack will be provided in the afternoon.

MEDICATIONS

If your student requires any medication including inhalers to be taken while at Teen Scene, please provide signed papers from a doctor with the dosage and time to administer medications. Medications must be properly labeled and match the information provided from the doctor's office. This must be completed each academic school year.

MEDICAL INSURANCE

All students are required to provide proof of accidental medical insurance. A copy of the medical insurance card will be requested at the time of registration.

SUBSIDIZED CHILD CARE

- If you think your income may qualify you for subsidized Child Care, please call Pomona Unified School District's Resource and Referral Provider Services, 909.397.4740, extension 25226. Your student will not have to attend school in Pomona, he/she will be able to attend Kids' Korner if approved.
 - All subsidized Family Fees must be paid by the 7th of each month to avoid a \$30 late payment fee.

ENROLLMENT

- If at any time enrollment drops below a reasonable amount of students, Kids' Korner / Teen Scene, reserves the right to condense sites to better serve the students and program.
- In the event there is a closure of a Teen Scene site, written notice will be given and the option to have your student bussed to the new site will be available.
 - Bus passes will be required to board the Covina-Valley school bus.
 - Bus passes may be purchased for \$7 and will be valid for the academic school year.
 - Bus pass will need to be purchased through the District Transportation Department at 519 East Badillo Street, Covina. Transportation can be reached at 626.974.7048 from 7:00 A.M. – 4:00 P.M.

LAS PALMAS

Students attending Las Palmas Middle School will attend Teen Scene at Traweek Middle School.

TAX STATEMENTS

- Tax Statements **can only be accessed online**.
- An email address must be provided at the time of registration in order for a username to be created.
- **DO NOT** create an account if your student has previously attended any Kids' Korner/Teen Scene program including Fall Camp, Spring Camp, Winter Camp, Summer Camp, or had a sibling at Teen Scene.

DISCOUNTS

- Adjustments, discounts, or credit for absences or days off will not be given.
- Sibling discounts are available for August – May. Discounts will not be given for the month of June.
- Early Release Tuesday sibling discount will be half the normal discount.
- Covina-Valley permanent employees will be entitled to one discount per family with proof of employment.



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM 2019 - 2020 FEES AND TUITION

FEES AND TUITION

- The fee structure is based on monthly billing to enable parents to plan for payment.
- Monthly fees cover 180 actual school days. Camps and non-student days are not included.
- Teen Scene monthly pricing is based on the amount of days the student will attend each week. There are 3-day, 4-day, and 5-days a week pricing available.
- Monthly pre-paid tuition will be charged according to the current monthly fee schedule.
- Tuition is due on the 1st of each month, whether the student is present or not. A \$30.00 late fee will be assessed after the 7th of the month if payment has not been received.
- Students will be dropped from the program if the monthly tuition is not paid in full by the 10th of each month.
- Payments may be made by check, money order, cash, or online.
- There are no reductions in tuition due to hours/days missed, including suspensions from school or childcare.
- An additional fee of \$20.00 will be added for re-enrollment or for the second schedule change in a school year. A schedule change is anytime your change affects the amount of tuition you will pay per month.
- Any Non-Calendared Minimum Days will be invoiced \$27.00.

TERMINATION FEE

Adjustments, discounts, or credits for absences or days off will not be given. Contracts terminated without two weeks written notice will incur a cancellation fee equal to one weekly contracted fee.

PENALTY FEES FOR LATE PICK UP

- Overtime charges for late pickup beyond closing time will be assessed at the rate of \$1.00 per child for each minute past closing time payable upon pick-up.
- Any student not picked up within a reasonable time after closing (not to exceed 45 minutes), when no effort has been made by the parent to notify the center that the student will be picked up late, will be placed in the care of the local Sheriff/Police Department.
- After the third occurrence of excessive lateness, the student will be dismissed from the program, at the discretion of the Supervisor.

PAYMENTS AND BILLING

- Credit card payments may be completed online at <https://register.asapconnected.com/default.aspx?org=4205>. Please check with the Child Development Office for login information if your student has previously attended a Kids' Korner/Teen Scene site, 626.974.7600 extension 825026.
- Cash, Check, and Money Order payments are accepted at all sites made payable to Covina-Valley Teen Scene.
- Email addresses are required as all invoices and payment receipts are emailed. Invoices are automatically generated and emailed on the first of each month.
- If separate accounts are needed, please let staff know and indicate on the application how rates will be divided and who will be responsible for payments each month. Each parent/guardian will be required to fill out an application for each student as emergency contact information may differ for each parent.

LATE PAYMENTS

- Payments are due on the first day of each month.
- There will be a \$30.00 late fee for payments received after the 7th of the month.
- Students may be withdrawn from the program on the 10th of the month if payment is not received.
- If the 7th falls on a day in which Teen Scene and the Child Development office are closed, then a payment must be completed online to avoid any late fees.

RETURNED PAYMENT

- Any returned payment MUST be paid within five days of notification.
- All returned or re-deposited checks will be charged a \$30.00 fee. If two returned checks are received during a one year period thereafter only payments by cash, money order, or online will be accepted.
- Any credit or debit card that has fees reversed/chargeback will be charged a \$30.00 fee.



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM 2019 - 2020 FEES AND LOCATIONS

REGISTRATION FEES

Each student is required to pay a **non-refundable** registration fee each academic school year. Registration received **on or before July 28th** - First child - \$50.00 Second Child - \$30.00 Additional Children - \$10.00
Registration received **after July 28th** - First child - \$65.00 Second Child - \$45.00 Additional Children - \$25.00

ADDITIONAL DAYS

Additional days may be added according to the below rates if space is available and **paid on day of service**:

Before and After School	\$25.00 per day
After School Only	\$18.00 per day
Before School Only	\$10.00 per day
All Minimum Days	\$27.00 per day (If contracted day, then difference in price.)

MONTHLY FEES

BEFORE AND AFTER SCHOOL			
Each Month	3 Days per Week	4 Days per week	5 Days per week
August	\$146.00	\$194.00	\$242.00
September - May	\$266.00	\$357.00	\$448.00
June - paid by May 29 th	\$99.00	\$99.00	\$99.00

SIBLING DISCOUNT	
Each Month	Discount off Monthly
August	Rate minus \$10.00
September - May	Rate minus \$20.00
Tuesdays only	Rate minus half of discount

BEFORE SCHOOL ONLY			
Each Month	3 Days per Week	4 Days per week	5 Days per week
August	\$56.00	\$74.00	\$92.00
September - May	\$102.00	\$136.00	\$170.00
June - paid by May 29 th	\$29.00	\$29.00	\$29.00

EARLY RELEASE TUESDAY	
Each Month	Tuesdays Only
August	\$53.00
September - May	\$111.00
June - paid by May 29 th	\$79.00

AFTER SCHOOL ONLY			
Each Month	3 Days per Week	4 Days per week	5 Days per week
August	\$105.00	\$140.00	\$175.00
September - May	\$192.00	\$258.00	\$323.00
June - paid by May 29 th	\$75.00	\$75.00	\$75.00

NON-STUDENT DAYS	
Day	Amount
August 30, 2019	\$35.00
November 1, 2019	\$35.00
June 4, 2020	\$35.00

KIDS' KORNER / TEEN SCENE LOCATIONS AND PHONE NUMBERS

BARRANCA KIDS' KORNER – ROOMS 17 / 18 727 South Barranca Avenue Covina, CA 91723 626.974.4020	BEN LOMOND KIDS' KORNER – ROOM 14 621 East Covina Boulevard Covina, CA 91722 626.974.4120	CYPRESS KIDS' KORNER – ROOM 22 315 West Cypress Street Covina, CA 91723 626.974.4320
GROVECENTER KIDS' KORNER – ROOM 28 775 North Lark Ellen Avenue West Covina, CA 91790 626.974.4424	MESA KIDS' KORNER - ROOM 30 409 South Barranca Avenue West Covina, CA 91791 626.974.4620	PIONEER EDUCATION CENTER – MANZANITA AND MERWIN – ROOM 27 160 North Barranca Avenue Covina, CA 91723 626.974.4223
ROWLAND KIDS' KORNER – ROOM 29 1355 East Rowland Avenue West Covina, CA 91790 626.974.4720	SIERRA VISTA TEEN SCENE – ROOM 8 777 East Puente Street Covina, CA 91723 626.974.7321	TRAWEEK TEEN SCENE – ROOM 12 1941 East Rowland Avenue West Covina, CA 91791 626.974.7428
WORKMAN KIDS' KORNER – ROOM 28 1941 East Workman Avenue West Covina, CA 91791 626.974.4920		CHILD DEVELOPMENT OFFICE – PIONEER EDUCATION CENTER - ROOM 26 160 North Barranca Avenue Covina, CA 91723 626.974.7600, extension 825026



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

STUDENT INFORMATION

LAST NAME		FIRST NAME		MIDDLE	
BIRTHDATE	GENDER <input type="radio"/> FEMALE <input type="radio"/> MALE	GRADE IN AUG 2019	SCHOOL IN AUG 2019	HEALTH ALERT <input type="radio"/> YES <input type="radio"/> NO	
STUDENT LIVES WITH <input type="radio"/> MOTHER <input type="radio"/> FATHER		<input type="radio"/> PARENTS <input type="radio"/> GUARDIAN		CUSTODY ALERT <input type="radio"/> YES <input type="radio"/> NO	
ADDRESS		APT	CITY	ZIP CODE	

PARENT / GUARDIAN INFORMATION

<input type="radio"/> MOTHER <input type="radio"/> STEPMOTHER <input type="radio"/> FATHER <input type="radio"/> STEPFATHER <input type="radio"/> GUARDIAN <input type="radio"/> C-VUSD EMPLOYEE					
NAME		PRIMARY PHONE/CELL		SECONDARY PHONE/CELL	
HOME ADDRESS		APT	CITY	ZIP CODE	
BILL ME <input type="radio"/> YES <input type="radio"/> NO	IF NO, BILL (NAME)	PERCENTAGE / AMOUNT <input type="radio"/> _____ % <input type="radio"/> \$ _____		EMAIL ADDRESS	
EMPLOYER	EMPLOYER ADDRESS		CITY	WORK PHONE	

PARENT / GUARDIAN INFORMATION

<input type="radio"/> MOTHER <input type="radio"/> STEPMOTHER <input type="radio"/> FATHER <input type="radio"/> STEPFATHER <input type="radio"/> GUARDIAN <input type="radio"/> C-VUSD EMPLOYEE					
NAME		PRIMARY PHONE/CELL		SECONDARY PHONE/CELL	
HOME ADDRESS		APT	CITY	ZIP CODE	
BILL ME <input type="radio"/> YES <input type="radio"/> NO	IF NO, BILL (NAME)	PERCENTAGE / AMOUNT <input type="radio"/> _____ % <input type="radio"/> \$ _____		EMAIL ADDRESS	
EMPLOYER	EMPLOYER ADDRESS		CITY	WORK PHONE	

SUBSIDIES ONLY

NAME OF SUBSIDY		CONTACT PERSON		PHONE NUMBER	
AMOUNT PAID BY SUBSIDY \$	PARENT FEE AMOUNT \$	EFFECTIVE DATE			

OFFICE USE ONLY

START DATE	AMOUNT PAID	RECEIPT NUMBER	BILLING INFORMATION
INSURANCE COPY <input type="radio"/> YES <input type="radio"/> NO	PHOTO <input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> No G <input type="radio"/> No PG <input type="radio"/> No PG-13	CHECK/MO: _____ ENROLLED DATE: _____



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

PICKUP / RELEASE / EMERGENCY CONTACTS

NAME	RELATIONSHIP	PRIMARY PHONE/CELL	SECONDARY PHONE/CELL
NAME	RELATIONSHIP	PRIMARY PHONE/CELL	SECONDARY PHONE/CELL
NAME	RELATIONSHIP	PRIMARY PHONE/CELL	SECONDARY PHONE/CELL
NAME	RELATIONSHIP	PRIMARY PHONE/CELL	SECONDARY PHONE/CELL

ANYONE WISHING TO SIGN OUT A STUDENT MUST PROVIDE A VALID PHOTO IDENTIFICATION. STUDENTS WILL ONLY BE RELEASED TO INDIVIDUALS EIGHTEEN (18) YEARS OR OLDER UNLESS KIDS' KORNER HAS A SIGNED WAIVER ON FILE.

PARENT / GUARDIAN'S SIGNATURE

DATE

SIBLING INFORMATION

NAME	BIRTHDATE	GRADE	SCHOOL	KIDS' KORNER TEEN SCENE <input type="radio"/> YES <input type="radio"/> NO
NAME	BIRTHDATE	GRADE	SCHOOL	KIDS' KORNER TEEN SCENE <input type="radio"/> YES <input type="radio"/> NO
NAME	BIRTHDATE	GRADE	SCHOOL	KIDS' KORNER TEEN SCENE <input type="radio"/> YES <input type="radio"/> NO

PERMISSION FOR MEDICAL TREATMENT

In the event my child, _____, becomes ill or injured while attending the Teen Scene Extended-Day Supervision Program, or while participating in a field trip, a reasonable attempt will be made by the Child Care staff to contact the parent/ legal guardians or other individuals designated by me. Should no one be reached, I hereby give my consent to have the Teen Scene staff give approval for whatever x-ray, medical treatment authorization, anesthetic, medical, dental, or surgical diagnosis and/or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my child's safety and welfare. In addition, I give the Teen Scene Extended-Day staff permission to consult Dr. _____ at phone number (_____) _____ and/or contact the nearest hospital and, if necessary, to arrange transportation for my child to the doctor's office or any emergency center. It is understood that the resulting expenses will be my responsibility or legal guardian.

Does your child have any medical or food allergies, physical disabilities, or individual needs?

- No
 YES, PLEASE LIST BELOW

PARENT / GUARDIAN'S SIGNATURE

DATE

PROOF OF INSURANCE

As you enroll your student for Teen Scene Extended-Day Supervision Program you are required to provide accidental medical insurance proof for your student. The District can provide you with insurance purchase information if needed. Please contact your school office or Teen Scene for information.

PARENT / GUARDIAN'S SIGNATURE

DATE



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

PHOTOGRAPHY RELEASE

Teen Scene would like your permission to videotape and/or photograph your child, without compensation, either individually or together with other children, parents, and staff members associated with the Teen Scene Extended-Day Supervision Program. Along with this permission, we would ask you to assign to Covina-Valley Unified School District an absolute copyright and/or the right to copyright such videos and photographs, and the right to use your child's picture, portrait, or photograph in all forms of media and in all manner, including electronic print, digital, or electronic publishing via the internet, and/or composite representation for the publication processes related to Teen Scene Extended-Day Supervision Program.

STUDENT'S NAME

- YES**, I authorize my child to be photographed and agree to assign the foregoing rights, and approve the above release.
- NO**, I do not authorize my child to be photographed, nor do I assign the right in the above release.

PARENT / GUARDIAN'S SIGNATURE

DATE

MOVIE RELEASE

Teen Scene Extended-Day Supervision Program offers movie time on an occasional basis. Movies that will most commonly be shown to all children in our program are rated "G". Occasionally, with parent/legal guardian's approval, a movie that is rated "PG" will be shown to children entering the first grade through fifth grade. If you do not wish for your child to view a particular movie, please notify the facility and another activity will be available.

STUDENT'S NAME

- YES**, I authorize my student to view "G" rated movies.
- NO**, I do not authorize my student to view "G" rated movies.
- YES**, I authorize my student to view "PG" rated movies.
- NO**, I do not authorize my student to view "PG" rated movies.
- YES**, I authorize my student to view "PG-13" rated movies.
- No**, I do not authorize my student to view "PG-13" rated movies.

PARENT / GUARDIAN'S SIGNATURE

DATE

PARENT'S PORTION

I have read, understand, and agree to abide by the rules of operation for Teen Scene Extended-Day Supervision Program and follow the policies and regulations within the application and Parent Handbook established by the Covina-Valley Unified School District Extended-Day Program and enroll my student(s) as per the Monthly Fee Schedule. I further understand these policies and regulations may be modified during the school year. (One signature required, unless student lives in more than one household, in which event, both signatures are required.)

PARENT/GUARDIAN'S SIGNATURE

DATE

PARENT/GUARDIAN'S SIGNATURE

DATE

STAFF SIGNATURE

DATE



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

STUDENT'S PORTION

My parent/guardian has reviewed the behavior section of the Teen Scene Extended-Day Supervision Policies and Regulations in the Parent Handbook with me. I understand them and agree to follow them.

STUDENT'S NAME (PLEASE PRINT)

STUDENT'S SIGNATURE

SCHOOL INFORMATION

School of Attendance During the 2019 - 2020 School Year

LAS PALMAS

SIERRA VISTA

TRAWEEK

TEACHER'S NAME

GRADE IN 2019 - 2020

CLASSROOM NUMBER

ATTENDANCE INFORMATION

After reviewing the Monthly Fee Schedule, please mark which days your student will attend by entering the time your student will either arrive for before care, leave for after school care or both for Before and After School care. If attendance schedule (days of the week) will vary, please mark which days your student will most likely be in attendance. **School begins on Monday, August 19th, when will your student's official start date be?**

Official Start Date: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BEFORE SCHOOL ARRIVAL	: AM	: AM	: AM	: AM	: AM
AFTER SCHOOL DEPARTURE	: PM	: PM	: PM	: PM	: PM

APPLICATION VERIFICATION

I hereby verify that all of the information on this application is true and correct to the best of my knowledge and can be shared with appropriate staff in order to provide a safe environment for my child.

PARENT/GUARDIAN'S SIGNATURE

DATE

Please note that June invoices will be generated Sunday, May 24th.
June child care fees must be paid no later than Friday, May 29th.



Thank you for choosing Teen Scene.
We appreciate you and your family.
Don't forget Teen Scene is open during Fall,
Winter, Spring, and Summer breaks.
Teen Scene is also open to serve your family during
Student Holidays in accordance with the Covina-Valley
Unified School District School Calendar.

Please return this signed application to any Teen Scene site after you have read the policies and regulations in this application and in the Parent Handbook.



TEEN SCENE EXTENDED - DAY SUPERVISION PROGRAM

STUDENT'S FIRST NAME	STUDENT'S LAST NAME	STUDENT'S SCHOOL SITE
PARENT'S FIRST NAME	PARENT'S LAST NAME	DATE

INITIALS	ACKNOWLEDGEMENTS
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I am aware that I must submit in writing a withdraw request to avoid being billed one week of contracted fee if a two week notice is not given.

I am aware that if my student withdraws for a period of one week or more or has more than one schedule change, I will be billed a \$20 re-enrollment fee per student.

I am aware if any additional days are added, I must pay the fee on the day of service.

I am aware that my student is held to the same behavioral standards as the school day and Kids' Korner is not responsible for any lost or damaged personal possessions.

I am aware that if I pick up my student past closing time, I will be billed \$1.00 per minute per child and the fee must be paid at the time of pick-up.

I am aware that tax statements will only be accessed online and I must provide an email address to receive invoices and notification.

I am aware that all payments are due by the 7th of the month, excluding June. June payments are due by Monday, June 3rd.

I am aware that if my full payment is not received by the 7th or June 1st for June payments, I will be billed a \$30 late fee. If the 7th is a day that the site or Child Development Office is closed, then payments must be made prior to site closure or online by the 7th.

I am aware that if my payment is returned, I must pay the outstanding balance within five days of notification of non-sufficient funds.

I am aware that I must include a copy of my student's medical insurance card or ask staff to make a copy.

I am aware that anyone picking up my student must present a valid photo ID and I must provide staff with current court orders or custody arrangement documentation.

INITIALS	SUBSIDIZED FAMILIES
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I am aware that I will be billed any excess amount that is not covered by the subsidy program including registration fees for camps.

I am aware that if I have a parent fee, my parent fee is due by the 7th of each month and by May 29th for June payments to avoid being billed a \$30 late fee. If the 7th is a day that the site or Child Development Office is closed, then payments must be made prior to site closure or online.

I am aware that I must sign subsidized paperwork by the 15th of the following month.
