



2020-2021 School-Year Enrollment

Date _____

Child's Name

_____ (Last) _____ (First) _____ (Middle)

Date of Birth _____ Grade _____ Nickname (if applicable) _____

My child will attend:

<p><u>*Online learning can and will be facilitated for these enrollment options regardless of ICCSD decisions.</u></p> <p>_____ Full Time Care \$200.00 per week</p> <p>_____ Part Time Care \$135.00 per week <i>Up to 3 full days a week, NO before/after school care on school days.</i></p> <p><input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri</p> <p><small>*Please indicate the day your child will attend above. Please note that the days indicated here <u>are fixed</u>, and <u>may not change</u> unless approved by the director.</small></p>	<p><u>HYBRID ATTENDANCE OPTIONS FOR LUCAS ELEMENTARY:</u></p> <p>_____ Hybrid After School Care \$165.00 per week <i>Up to 3 full days, after school care provided on school days.</i></p> <p>PLEASE INDICATE THE 2 DAYS YOUR CHILD WILL CONSISTENTLY BE AT LOC AND NOT SCHOOL <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Thu <input type="checkbox"/> Fri</p> <p>_____ Hybrid Before and After School Care \$175.00 per week <i>Up to 3 full days, before and after school care provided on school days.</i></p> <p>PLEASE INDICATE THE 2 DAYS YOUR CHILD WILL CONSISTENTLY BE AT LOC AND NOT SCHOOL <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Thu <input type="checkbox"/> Fri</p>
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Please indicate what level of care you will be enrolling your child for. Before and after school care can only be provided to students attending Lucas Elementary, due to transportation limitations.

Spots are limited in order to maintain social distancing efforts.
Enrollment will be secured upon receipt of the first week's tuition.

Supply List

LOC will be facilitating and guiding online learning assigned by the district. To have successful virtual learning, children will need to bring the following items to LOC:

- ICCSD-provided Chromebook
- Notebooks & folders (colors & quantity indicated on ICCSD website)
- Headphones
- Crayons, colored pencils, markers, glue sticks and scissors
- Pencils
- Mask or face shield *to stay at LOC during the week*
- *Antibacterial soap (optional donation)*
- *Box of tissues (optional donation)*

Please send supplies in a backpack, labeled with first and last name. Please store writing and coloring utensils in a zippered pouch

Please read thoroughly, as some policies may have changed due to COVID-19:

I understand that the program is open according to the official Iowa City Community School District calendar and is *closed* during inclement weather and building emergencies. Given virtual learning, we will do our best to remain open during inclement weather. LOC will still be closed for ICCSD scheduled breaks for Thanksgiving, Winter and Spring. _____
(initial)

I understand if I elect to send my child to LOC for any level of online learning, that LOC staff are available to help my children through the learning process as much as they can. I understand that LOC staff may not be licensed teachers, and are ultimately not responsible for my child's learning, despite the help and assistance *they will provide* to their fullest ability. _____ (initial)

I understand that I am responsible for payment of weekly tuition in the amount listed above. Tuition is due the Wednesday before attendance. A late fee of **\$15.00** will be charged to all families whose payment is received *after Friday at 6:00 PM* before attendance. Failure to pay tuition by the first Monday of attendance will result in your child not being able to attend LOC until tuition and late fees are paid. **Payments can be made in advance at a bi-weekly or monthly rate but still must be paid in full weekly increments.** Payments can be made via Venmo, check or cash. Please title Venmo payments with your child's INITIALS ONLY, and dates of care paid for. _____ (initial)

I understand that I am paying for my child's spot at LOC, not the days that they attend. While tuition has transitioned to a weekly rate, I am still fully responsible for paying tuition even if my child is not attending. Failure to pay tuition will result in forfeit of spot at LOC. LOC will grant one week of vacation tuition-free outside of regularly scheduled closings (Thanksgiving, Winter and Spring break). Tuition-free week must be discussed with the director at least 15 days in advance. _____
(initial)

I understand that, due to the circumstances, I shall not send my child to LOC *in any capacity* (before or after school, or all day) if they, *or anybody in the household*, is sick. It is imperative that we protect the health and safety of others to avoid having to close the center due to exposure. _____ (initial)

I will give *15 days* notice in writing prior to the withdrawal from the program or change in enrollment. Failure to give thirty day notice will obligate me for that month's tuition. _____ (initial)

I understand that in the event of any absences during program hours, I will be responsible for tuition for the time reserved, not the actual attendance time. I understand that **I must notify the Director via phone call, email or text if my child will not be attending the program for that day.** _____ (initial)

If a medical emergency arises, the program will first attempt to contact parent(s)/guardian(s). If they cannot be reached, the program will contact the child's physician. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital designated on the Registration Form. _____ (initial)

I agree to adhere to the stated policies and procedures of the Lucas Off Campus program, as stated here and in the Parent Handbook. I give permission for my child to participate fully in the program.

Parent/Guardian signature

Date

Parent Name (Print)

Phone Number