

# Discovery Club at Placer Hills



Last Name

First Name

Child 1:

Age:

Birthday:

Grade completed:

Child 2:

Age:

Birthday:

Grade completed:

Child 3:

Age:

Birthday:

Grade completed:

**Please Print**

**PHOTO I.D. REQUIRED AT PICK-UP**

**Mother:**

address:

Home phone:

work phone:

Cell:

Mother's CDL:

Custodial parent: \_\_\_yes \_\_\_No

email (opt): \_\_\_\_\_

**Father:**

address:

Home phone:

work phone:

Cell:

Father's CDL:

Custodial parent: \_\_\_yes \_\_\_No

email (opt): \_\_\_\_\_

Both parents must be listed in cases of shared legal/physical custody.

**Please list 3 other adults who may sign out & pick up your child in an emergency.**

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

**We will not release your child to any other individuals. Update this list as necessary.**

**If we have no contact by the parent and/or the child is not picked up by 6:30 p.m., we will call Child Protective Services.**

**Allergies:**

**Epipen provided: YES NO**

**Special needs:**

**Daily Meds:**

**Restraining order: YES NO** (please attach, if applicable)

**My child may be photographed by news media or ARD staff: YES NO**

**Office only:**

Reg. fee recvd by:

Family password:

## Discovery Club Agreement Placer Hills Discovery Club School Year 2010-2011

Registration: \$30.00 per family for August 25-June 9 (June 10 possible snow day)

**Daily rates:**

7:00-8:00      \$7.00

2:00-6:00      \$12.00

Before & after (7:00-8:00 & 2:00-6:00) \$17.50

Minimum days: \$5.00 extra (if applicable)

Late fee: \$1.00 per minute at 6:01 by the site clock

Drop-ins (approved in advance): \$2.00 extra per day – payment due at the time of pick-up

**Full-time (Priority):** contracted for **all** operational school days each month

**Part-time:** contracted for **less than all** operational school days each month - **5 day minimum required. Days may not be changed or moved contracted.**

As a parent/authorized representative I understand that I am contracting space in the Auburn Recreation District's Discovery Club program. I realize that this is not a drop-in program and that I must pay in advance for any days contracted each month. I do not have to pay for days when school is not in session unless I enroll my child in Discovery Day Camp at Recreation Park.

If my child is registered as full-time, he or she will receive priority and be guaranteed space each month as long as my account is in good standing. Part-time registrations may be limited. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that if my child is part-time I may not be able to contract on any particular day that fills prior to receipt of my payment. I understand that if for any reason the Discovery Club must limit enrollments, full-time registrants will have priority. I understand that my child's full-time or part-time status applies for the entire 2010-2011 school year, and that my status may not change monthly. Any permanent change for the 2010-2011 school year must be approved in advance by the Site Director.

Payments must be made (or postmarked) by the following due dates:

August 13

September 7

October 4

November 4

December 6

January 6

February 4

March 4

April 4

May 4

June 1

Any payments received (or postmarked) after these due dates will be subject to a \$20 late fee. Any days added after the due date will be considered drop-in and charged an additional \$2.00 per day. Drop-ins must be approved in advance by the Director. I understand that I will not receive any refund or credit for days missed unless I present a doctor's note stating that the child may not attend.

Due to the volume of payments processed by our Customer Service office, Discovery Club payments received without a payment voucher will be subject to a \$10 handling fee. There is a \$30 charge for NSF checks received by ARD. Outstanding payment amounts will interrupt service and place a hold on registration for all programs and classes offered by Auburn Area Recreation & Parks District until paid in full.

I understand that my registration fee covers August 25 through June 9 and does not include Summer Discovery Day Camp. I will not have to pay for holidays or in-service days when the school is not in session, unless I enroll my child in Discovery Day Camp at Recreation Park.

I understand that at times there may be extra fees for field trips or special activities in which my child participates.

I understand that the program closes at 5:30 p.m. with a grace period until 6:00 p.m. A \$1.00 per minute late fee applies beginning at 6:01 by the site clock. Payment of the late fee may be made at the Discovery Club site, or at the ARD office, and must be received by the next business day. I understand that consistently late pick-up may result in a two-week notice of termination of child care.

I understand that I will be given a 30-day written notice in advance of any change in the basic rate.

I understand that this is not a drop-in program and that if I need child care on days for which I have not contracted, I must first call the site director and check for space availability prior to my child's attendance. I understand that if I allow my child to attend without contracting or paying in advance, I jeopardize my child's enrollment in the program. I also understand that payment for that day is due at pick-up.

Parents/authorized representatives receiving subsidized care must comply with regulations and procedures in a timely manner in order to insure payment to the program. Failure to complete paperwork, etc., may result in termination of care. If the subsidy agency refuses payment for services rendered, the parent/authorized representative will be personally responsible for the payment.

Requests for split payments (due to custody issues and the sharing of fees) must be approved in advance by the Director. Such an arrangement may be revoked if payments are not made in a timely manner. A policy change in regard to this issue will give a 30-day notice. I understand that as the parent who is registering the child, I am ultimately responsible for payment.

Service may be terminated due to non-payment of incurred fees, consistently late pick-up, non-compliance with subsidy regulations and procedures, and situations posing a health or safety hazard to the children or staff in the facility. In the event of a health or safety hazard, care will be immediately terminated without the two-week written notice.

I understand that pursuant to Health and Safety Code Section 1596.853:

- (A) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.
- (B) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter.
- (C) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within ten days after receiving the complaint, where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

I understand that pursuant to 101200.(b) & (c):

- (b) The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.
  - (1) The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center.
- (c) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

**If I want to be released from this agreement, I must give a 30-day notice in writing to the Placer Hills Discovery Site Director stating that I am withdrawing from the program. Failure to do so may incur fees for that time period. \_\_\_\_\_initial**

I am registering my child/children: \_\_\_\_\_Full-time \_\_\_\_\_Part-time  
7-8:15 a.m. \_\_\_\_\_ {Please note how many children for each time)  
2:00-6:00 \_\_\_\_\_  
Both before & after: \_\_\_\_\_

My children will attend:  
\_\_\_\_\_Mondays \_\_\_\_\_Tuesdays \_\_\_\_\_Wednesdays \_\_\_\_\_Thursdays \_\_\_\_\_Fridays

I have read the above and agree to abide by the agreement and payment procedures for Placer Hills Discovery Club for the school year 2010-2011.

Child/children’s names:\_\_\_\_\_

Parent/Authorized Representative : \_\_\_\_\_Date:\_\_\_\_\_

Site Director:\_\_\_\_\_Date:\_\_\_\_\_

# Auburn Recreation District Discovery Club/Day Camp

## Agreement, Waiver & Release

In consideration for being permitted by Auburn Area Recreation and Park District (ARD) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which may have, or which may hereafter accrue to me as a result of participation in said activity. This release is intended to discharge in advance ARD (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in said activity.

**PARENTAL CONSENT:** (To be completed and signed by parent/guardian if applicant is under 18 years of age.) I hereby consent that my son/daughter, \_\_\_\_\_, participate in the above activity, and I hereby execute the above Agreement, Waiver and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER & RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND AUBURN AREA PARK AND RECREATION DISTRICT, AND I SIGN IF OF MY FREE WILL.**

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that in the event that said minor requires medical treatment while under the supervision of ARD's recreational personnel in connection with described activity, such supervisor may authorize treatment.

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT, DOMESTIC PARTNER, OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD

NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

Blank space for listing medication allergies.

\_\_\_\_\_ DATE

\_\_\_\_\_ PARENT, DOMESTIC PARTNER, OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_ HOME ADDRESS

\_\_\_\_\_ HOME PHONE  
( )

\_\_\_\_\_ WORK PHONE  
( )

**CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT**

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/DOMESTIC PARTNER'S NAME	DOES FATHER/DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/DOMESTIC PARTNER'S NAME	DOES MOTHER/DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

**DEVELOPMENTAL HISTORY** (\*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

**PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:**

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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**DAILY ROUTINES** (\*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*

DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____
	LUNCH	
	DINNER	

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE?*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

WORD USED FOR "BOWEL MOVEMENT"*	WORD USED FOR URINATION*
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PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S/DOMESTIC PARTNER'S SIGNATURE

DATE

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### PARENTS' RIGHTS

As a Parent/Domestic Partner/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name:           Dept. of Social Services, Community Care Licensing          

Licensing Office Address:           8745 Folsom Blvd., Ste. 200, 19-29, Sacramento, CA 95826          

Licensing Office Telephone #:           916-229-4530          

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/DOMESTIC PARTNER/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/DOMESTIC PARTNER/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

**For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)**

LIC 995 (1/08)

(Detach Here - Give Upper Portion to Parents)

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### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Domestic Partner/Authorized Representative Signature Required)

I, the parent/domestic partner/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

          Placer Hills Discovery Club            
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Domestic Partner/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/domestic partner/authorized representative.**

**For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)**

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**PERSONAL RIGHTS****Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), domestic partner(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

**Department of Social Services**

NAME		
Community Care Licensing Division, River City Regional Office		
ADDRESS		
8745 Folsom Blvd., Ste. 200, 19-29		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER
Sacramento	95826	916-229-4530

DETACH HERE

TO: PARENT/DOMESTIC PARTNER/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: **PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
Placer Hills Discovery Club	16825 Placer Hills Rd., Meadow Vista, CA 95722
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN)	(DATE)

# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is [http://ccl.dss.cahwnet.gov/RegionalOf\\_1829.htm](http://ccl.dss.cahwnet.gov/RegionalOf_1829.htm)

## PAYMENT PROCEDURES –Placer Hills Discovery Club

Children may be registered as full-time or part-time:

- If your child is full-time, they will receive priority and be guaranteed space each month as long as your account is in good standing. “Full-time” means that every operating day in the month is contracted and paid, regardless of usage, and no refunds or credits are issued for unused days. In the event that a reduction in enrollment is necessary, full-time students have priority.
- Part-time registrations may be limited. “Part-time” means that parents choose which days they want to contract. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that space will not be available on any given day. In the event that a reduction in enrollment is necessary, part-time students will not have priority.
- Registration as full-time or part-time applies for the entire 2010-1011 school year and any change must be approved in advance by the site director. *Status cannot change monthly.*

Payments are due monthly in advance, according to the payment schedule:

August 13  
September 7  
October 4  
November 4  
December 6  
January 6  
February 4  
March 4  
April 4  
May 4  
June 1

For your convenience, payments may be made: *vouchers are required for payments*

- By check (no cash or credit card) at the Discovery Club site between the 1<sup>st</sup> of the month and the due date
- In person at Customer Service at 123 Recreation Drive during normal business hours. If the office is closed, payments may be left in the drop-slot, enclosed in an envelope with a completed Discovery Club payment voucher. We are not responsible for cash left in the drop-slot.
- By mail, postmarked by the due date (see payment late fee notice), with a completed Discovery Club payment voucher

- By credit card and fax to Customer Service during normal business hours, with a completed Discovery Club payment voucher and credit card authorization.  
*Please call ahead prior to faxing your payment.*
- *Payment vouchers are available at the site, Customer Service or on-line at [www.auburnrec.com](http://www.auburnrec.com)*

Unfortunately, payments may not be made online for Discovery Club.

**Payment Late fee notice: Payments received or postmarked after the due date will be charged an additional \$20 late fee. Sorry-no exceptions. Failure to pay in a timely manner will interrupt child care.**

**NSF checks will result in a \$30 charge, loss of service and will prevent registration in any other Auburn Parks and Recreation programs until the account is cleared.**

**Due to the volume of payments received by Customer Service, Discovery Club payments received without completed payment vouchers will incur an additional \$10 charge.**

Requests for split payments (as a result of custody issues) must be approved in advance by the Director and may be denied if payments are not made in a timely and cooperative manner. Any policy change in regard to this issue will be given with a 30-day notice. If the account is not kept current, regardless of which parent is responsible for the payment, service will be terminated. The parent registering the child is ultimately responsible for payment.

This is not a drop-in program, and if child care is needed on days which have not been contracted, parents must first call the site director and check for space availability prior to the child's attendance. A parent who sends their child to Discovery Club without contracting in advance or obtaining approval from the site director will jeopardize their child's enrollment in the program.

Payments for Discovery Day Camp are not accepted at the Discovery Club site. Discovery Day Camp is a different program offered by Auburn Parks & Recreation. Payments may be made by the due date at Customer Service (with a completed Day Camp payment voucher) in person, by mail or by credit card/fax (see *Discovery Day Camp information*). *Vouchers may be downloaded at [www.auburnrec.com](http://www.auburnrec.com)*