



## **Kids Care and School Sponsored Enrichment Programs Memorandum of Understanding**

Kids Care is not affiliated or connected in any way with any of the after-school enrichment programs that are school sponsored.

### **The following procedures are required from Kids Care:**

- Parents will share student' enrichment schedules with Kids Care staff.
- Kids Care students must report to Kids Care before going to their enrichment programs. This will alert us to their being on campus and knowing that they will be returning to Kids Care after their enrichment class. Students can drop off their belongings at Kids Care.
- Students are expected to return to Kids Care after enrichment unless a parent notifies Kids Care staff that their child will not return after enrichment.
- 1st - 5th grade students will be responsible for going to and from the enrichment program on their own.
- Kindergarten students are picked up by their enrichment provider and will be brought back to Kids Care by the enrichment provider. Kids Care still are unable to pick-up the students from enrichment.

### **Kids Care will not be responsible for the following:**

- Students missing their classes.
- Communication regarding any enrichment class must take place between the provider and the parents.
- Parents must inform Kids Care of any changes.



# KIDS CARE RELEASE/TIME AGREEMENT

Name of child (separate form required for each child): \_\_\_\_\_

Center: \_\_\_\_\_

Before-and-after-school programs are required under California law to allow a child to be released daily from the program at a designated time:

101529.1

*Center staff shall sign out a school-age child whose authorized representative has agreed in writing to allow the child to leave the center on his/her own.*

*The director and the child's authorized representative shall sign and date the agreement to allow the child to leave the center on his/her own.*

*The signed agreements shall be filed in the child's record.*

An open-ended or vague agreement that fails to specify the days/time of release is not acceptable. Phone communication regarding release and other transmittals are not acceptable and not consistent with law and do not meet the threshold of care and child safety required by Kids Care and State Licensing.

The following understandings to this agreement exist:

- At no time is the child to leave on his/her own or to sign out. The child can only be signed out/released at the designated time by the director/teacher. The child understands that he/she must request permission from the director/teacher before being allowed to leave.
- The parent/guardian understands that by entering into this agreement, the parent assumes responsibility for the child from the time the child leaves the program.
- This agreement can only be changed through a revised/new agreement in writing and signed by the parent and the director. The time of sign out/release can only be changed through a new written agreement.
- If the child is being released for a specific activity and will return to the before and after school program, Kids Care director/teacher shall sign the child out upon leaving and in upon his/her return. The responsibility for the child when away from the program is the parent's/guardian. Kids Care is not responsible for the return of the child to the program.
- The parent can withdraw this agreement at any time upon written notice.

I request that my child, \_\_\_\_\_, be allowed to leave:

Daily at: \_\_\_\_\_ (time)

Specific Days of Week:  Monday  Tuesday  Wednesday  Thursday  Friday  
Time: \_\_\_\_\_

On the following days of the week and time for an activity:

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Days of week: \_\_\_\_\_ Leave: \_\_\_\_\_ Return Time: \_\_\_\_\_

My son/daughter \_\_\_\_\_ has my permission to pick up my child after school.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: Child's File