

ELOP 2024-2025 Enrollment Form

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I. STUDENT INFORMATION:

CHILD'S NAME (Last, First): _____ Teacher _____

Previously Enrolled in ELOP

2024-2025 GRADE: TK/K 1st 2nd 3rd 4th 5th 6th Birthdate: _____ Male Female Non-Binary

II. SCHEDULE:

Please mark days your child will be attending (Minimum of 4 days per week required, unless using Early Release Agreement)

Monday	Tuesday	Wednesday	Thursday	Friday	Early Release Agreement

ELOP ends at 5:30pm daily. Parents may pick up students at any time after 4:30pm Students may be released early or excused from program on selected days if there is an Early Release Agreement on file.

**Early Release Agreement excuses students that participate in other school or community activities*

III. Billing/ Emergency Contact Information:

Enrolling Parent/Legal Guardian: _____ Relationship to Child: _____
 Home Address: _____ Cell Phone: _____
 City: _____ Zip: _____ Home Phone: _____
 Employer's Name: _____ Work Phone: _____
 Email: _____

***Other Parent/Legal Guardian:** _____ Relationship to Child: _____
 Home Address: _____ Cell Phone: _____
 City: _____ Zip: _____ Home Phone: _____
 Employer's Name: _____ Work Phone: _____
 Email: _____

***Authorized to make enrollment form changes** Yes No
***Authorized to pick up** Yes No *If no, Court documents must be provided*

IV. MEDICAL INFORMATION: Please list all condition(s) and medications, which may affect your child during ELOP:

V. ADULTS AUTHORIZED TO REMOVE CHILD FROM PROGRAM: (Other than names listed above)

Your child will not be allowed to leave with any other person other than those listed. *Identification is required at pickup.*

Name:	Cell Phone:	Home Phone:	Work Phone:	Relationship

VI. STUDENT SERVICES – Check any of the following services that your child receives:

Special Education 504 Plan Other: _____

VII. Fee Waiver – Fees are waived for students that qualify based on income verification.

I declare that the information on this form is true and correct. I will notify the ELOP Director of any changes to be made to this form.

Parent/ Guardian Signature: _____ Date: _____

ELOP ENROLLMENT AGREEMENT

Initial

1. PROGRAM / PURPOSE

ELOP is provided as a service to families of the McSwain Union Elementary School District (MUESD). Our purpose is to provide quality child care and enrichment for elementary school-age children in an after school setting. ELOP includes academic support, as well as indoor and outdoor activities that are thematic and integrated in nature. Lessons are designed to enhance the child's educational experience.

2. ADMISSION

Enrollment in ELOP is based on capacity limits. There are a limited number of children that may be served; current students will receive priority; new student enrollment will be determined by a lottery system. If necessary, a waiting list will be established. Specific services or special requests will be considered, and accommodated if possible, as determined by staff.

3. FEE POLICY (See Fee Schedule)

- ELOP is a fee based program, in accordance with *EC Section 8482.6*. Fees shall be waived for students that qualify based on income verification, homeless, and foster youth students, subject to program capacity.
- Fees for families with multiple students shall be adjusted based on a discounted scale. Monthly fees are due September – June.
- Prepayment is required for ELOP. Fees must be paid by the first of the month being served.
- ELOP is not for profit, and all revenue collected is reinvested back into program.

4. FEES

Please see fee schedule.

5. EARLY RELEASE AGREEMENT

Your child must attend ELOP a minimum of 4 days per week. Early pickups and program absences due to sports, family engagements, or other community programs can be excused by filling out an Early Release Agreement form. Monthly dues remain the same regardless of number of a days attended.

6. LATE PICKUPS

Students must be picked up by 5:30. Late pickups will result in additional fees. Please keep in mind that 3 late pickups may result in your child's dismissal from ELOP.

7. NON ATTENDANCE

Please notify program staff if your child attended school, but will not be attending ELOP. If your child is absent from school a phone call is not required. This is for the protection of your child.

8. SIGN-IN / SIGN-OUT ROSTER

Please remember that your child must be signed out each day. An instructor will sign your student in when they arrive to the program. Parents must sign out their children and note pick-up time. Only adults listed on the child's enrollment form will be allowed to sign out the child, and they must be prepared to show picture identification.

9. TERMINATION OF SERVICES

Your child care services with ELOP may be terminated for the following reasons:

- Three (3) late pickups in a school year
- Late or non-payment
- Excessive unexcused absences, and not attending program the minimum 4 days a week.
- Disruptive behavior (see number 10 below)
- Repeated failures to notify ELOP of non-attendance (See number 7 above)
- Abuse of services (i.e., failure to sign out, attendance violations, returned checks, etc.)

If you wish to terminate services for your child, a one (1) week notice is required. Parents will be liable for any fees due on the account. A prorated refund will be issued for weeks not attended after the termination date.

10. DISCIPLINE

The same rules and regulations apply in ELOP that are in effect during the regular school day. Any disruptive behavior that affects the program may be grounds for exclusion.

11. HOLIDAYS/FULL DAY PROGRAMS

ELOP follows the same days as the MUESD calendar, during the regular school year. Additional days will be offered as notified in advance.

12. PARENT HANDBOOK

All elements of the McSwain Union Elementary School District 2024-2025 parent handbook are applicable to ELOP, with the addition of the above the policies and procedures.

Parent/Guardian Signature: _____ Date: _____

FEE SCHEDULE

McSwain’s ELOP fee schedule is in accordance with *EC Section 8284.6*. Fees are prepaid, and must be paid by the first of the month being served. If payment is not received by the 3rd of the month, a late fee of \$15 will be assessed per family. Staff may handout payment reminders. If full payment is not received by the 5th, services will be terminated.

A monthly statement indicating the amount due for the upcoming month, (i.e., May fees will be on the April statement) will be delivered prior to the first of the month. Fees reflect a monthly amount. The full monthly amount must be paid regardless of how many times the student attends the program.

FEES

- Fees are waived for student’s that qualify based on income verification, are socioeconomically disadvantaged, homeless, and/or foster youth students.
- \$230 per month for one student. Discount given for multiple students in the program. Please see sliding scale below.
- **\$75 per month additional for TK/K students**

Sliding scale based on number of students enrolled per household:

One Student	Two Students	Three Students	Four Students
\$230 Per Month	\$410 Total Per Month	\$540 Total Per Month	\$635 Total Per Month
*Add \$75 per month for each TK/K student			

Additional Fees:

Late Payment Fee	\$15.00
Returned Check Fee	\$45.00
Late Pickup Fee (>10minutes)	\$15.00

Parent/Guardian Signature: _____ **Date:** _____