

## ADMISSION POLICY

Footsteps@RAMS serves children sixth through eighth grade. We are non-discriminatory in admission, giving equal access to services without regard to race, religion, place of national origin, gender, gender identity, sexual orientation, or mental or physical ability. We will make every effort to include children with special needs in our program. Children who have special needs are considered for admission on an individual basis.

We operate before and after school during the school year, full days on selected school holidays and in-service days for an additional fee, and offer a full-day summer camp program. Our child to adult ratio is approximately 14:1, and our staff meets or exceeds the requirements of Community Care Licensing. We have an open door policy; families are welcome to visit anytime.

There is a 5% discount, per child, for families who enroll two or more siblings at any Footsteps Child Care site. A non-refundable \$25 registration fee is due with this application. A \$50 non-refundable deposit is required at time of acceptance. First and last month's tuition is due, less the \$50 deposit, on the first day of enrollment. The last month's deposit is half your regular monthly rate, and it is applied in the month of June. You must provide 30-day written notice if your child drops the program or reduces days or hours attending. A child's absence and/or personal vacation time are not refundable from the monthly fees, as the program expenses remain consistent. Prices are subject to change.

## PROGRAMS OFFERED

**Homework Assistance:** Monday through Thursday, the youth are given ample time to work on their homework. Staff members and computers are available for homework assistance. Your child may choose to go to homework clubs offered by the school and then attend RAMS. **Other Activities Offered:** Youth choice activities include arts and crafts, board games, recreational games, sports, cooking, science, computers, movies, and much more! **Friday Night Out (FNO):** One Friday per month, the program offers a FNO event. FNO is an offsite field trip and past trips have been to Laser Tag, movies, ice skating, plays, shopping, indoor water parks and miniature golf.

**Financial Information** Rates are averaged for 180 school days. We charge nine equal monthly payments for August/September - May 2015 and 1/2 of the monthly tuition for June 2015. In September, you must pay for one and a half full months, which includes a deposit applied to June 2015. Full Day In-service, holiday and vacation days **are extra** at the rate of \$25.00-\$35.00, per day, per child. A \$10.00 late charge is added per child, per day, after the deadline stated in your newsletter. We **do not** charge extra for teacher conference days when children are dismissed early, which average 8 days during the school year. This cost is built into the monthly average. Families must choose a payment option upon registration. If payment is not received on time, a late fee is charged. If payment is not received by the last weekday of the month, your child will be asked to leave the program and your account will be sent to collections. This policy will be **strictly** enforced. We work with families who need financial assistance through our fee subsidy program.

**Tuition Express** You will be given papers to complete and sign, authorizing us to deduct your monthly tuition and other charges from your checking account or Visa/MasterCard/Discover Card. The payment is deducted from your account on the third of each month. If funds are not available, an additional charge of \$25.00 is added. The fee for a returned check is \$25.00.

**Other Payment Options** Other payment options are available. Please check our website for additional payment methods or contact the office for more information, office.footsteps@gmail.com.

## About Our Organization

Footsteps Child Care's mission is to provide infants, children, youth and their families, quality programs in a safe, nurturing and enriching environment, through caring and professional staff and family involvement. We strive to provide quality child care for school-age children. The program provides children with opportunities to learn and develop new skills through a variety of play experiences and includes free choice activities, homework assistance, snack, science, arts and crafts, music, movement, non-competitive games, sports, neighborhood outings, field trips, and activity clubs. The curriculum includes a variety of both group and individual activities (structured and non-structured), geared to age level and ability. An Art and PE Specialist work weekly with the youth.

Footsteps Child Care, Inc. is a parent organized, not-for-profit corporation on-site at Cipriani, Nesbit, and Redwood Shores Elementary Schools, and Ralston Middle School. We offer an off-site Heritage School program at Barrett Community Center for children attending Central and Fox Elementary Schools in partnership with the City of Belmont. We also operate an infant/toddler/preschool on-site at Nesbit Elementary School, a morning pre-kindergarten program at Cipriani, and a preschool in Redwood City at City Center Plaza. Footsteps@RAMS is licensed through the State of California, license #414000842. Footsteps@RAMS has a volunteer site council with a representative who serves on the Footsteps Child Care Board of Directors.