



19300 Redwood Road, Castro Valley, CA 94546  
RCE Office: (510) 537-4288 EC Office: (510) 537-8734

**Extended CARE Billing and Payment Procedures**—All EC fees will be handled through your FACTS account. Questions regarding the details of your bill may be directed to the RCE Office at (510) 537-4288.  
**Please see below for Non-School Day Use payment procedures.**

**School-day EMERGENCY USE PLAN**

All K-5th grade students on the Redwood Elementary Campus prior to 8:45 a.m. and **K-6th** grade students on the Redwood Elementary Campus after 3:45 p.m. will be charged for Extended CARE use. The “Redwood Christian Elementary Campus” includes both the South Campus and the North Campus. If you are not enrolled for one of the other school-day plans, you will be allowed two 'free' school-day uses for emergencies. After these two uses, you will then be charged at the following daily rates:

**Per Child Per Use**

In between 7:00-8:00	In between 8:01-8:40	Out between 3:45-4:15	Out between 4:16-5:15	Out between 5:16-6:00
\$18.70 per day	\$12.60 per day	\$ 11.50 per day	\$ 16.60 per day	\$ 24.65 per day

**SCHOOL-DAY PLANS**

Extended CARE has three flat-rate plans for use on school days. If you need care before-school only or after-school only you may want to consider either the **Morning ONLY** or **Afternoon ONLY** Flat Rate Plan. We also offer a **Morning and Afternoon** Flat Rate Plan for full-time EC users (for those needing more than 11 hours per week).

If you choose the **Hourly** Plan, the enrollment fee guarantees you the lower hourly rate for the year. The enrollment fee does not pay for any other hours (such as “EC Holidays”) you may use during the year. You will be billed through FACTS at the end of each month for your hours used.

**Plan Change Procedure**

You may change your EC plan twice during the school year at no extra charge. A \$20.00 bookkeeping fee will be applied on the third and each subsequent change.

**NON-SCHOOL DAY USE PLANS** (*Non-School Day use is **NOT** covered under the School-Day Plans listed above.*)

**“EC Holidays” - Non-School Days when EC will be open (Teacher Prep Days and ACSI Convention):** Sept. 28, 29; Oct. 13; Dec. 18; Mar. 1, 2, 9; May 21, 22, 23\*\*, 24, 25

- a. Registration forms will be sent home, emailed, and available through EC about two weeks before each Non-School Day.
- b. Those who register and pay by the pre-pay date on the form may use the pre-paid rates below.
- c. If you do not pre-pay for a Non-School Day by the pre-pay date, you will be charged at the drop-in rate listed below.
- d. **IMPORTANT:** Due to staffing and supply preparation, EC Non-School Day fees are non-refundable.

**Non-School Day Rate for Pre-Paid use, Per Day: One Child: \$61.20; Two: \$ 105.50; Three: \$133.00**

**Non-School Day Rate for Drop-In use, Per Day: One Child: \$72.00; Two: \$122.00; Three: \$166.00**

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\*EC will not keep track of hours or days used under Flat-Rate plans, so there will be no refund if less than the suggested number of hours or days are used. \*\*Minimum Day: school out at Noon

# Extended Care Selection Form 2017 – 2018

Complete all information below and return this form to your campus office. All EC enrollment fees and monthly fees will be billed through FACTS including EC Holidays<sup>1</sup>. If your account is to be “split” between two persons paying, be sure to list both<sup>2</sup>. Person(s) responsible for paying EC account:

Payor(1): \_\_\_\_\_ Payor(2): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check each plan you will use AND write name(s) of child(ren) for each:**

\_\_\_\_\_ **AM PM FLAT** Name(s) of child(ren): \_\_\_\_\_

AMOUNT DUE	AM PM FLAT	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
\$	Per Year	\$3,377	\$5,973	\$7,568	\$8,188
	Per Month <sup>3</sup>	\$376	\$664	\$841	\$910

\_\_\_\_\_ **AM ONLY** Name(s) of child(ren): \_\_\_\_\_

AMOUNT DUE	AM ONLY	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
\$	Per Year	\$1,699	\$3,007	\$3,809	\$4,108
	Per Month <sup>3</sup>	\$189	\$334	\$424	\$457

\_\_\_\_\_ **PM ONLY** Name(s) of child(ren): \_\_\_\_\_

AMOUNT DUE	PM ONLY	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
\$	Per Year	\$2,328	\$4,108	\$5,210	\$5,642
	Per Month <sup>3</sup>	\$259	\$457	\$579	\$627

\_\_\_\_\_ **HOURLY** Name(s) of child(ren): \_\_\_\_\_

AMOUNT DUE	HOURLY	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
\$	ENROLLMENT FEE	\$103	\$171	\$218	\$238
	PER HOUR	\$7.95	\$14.00	\$17.70	\$19.15

\$ \_\_\_\_\_ **Total Due** \_\_\_\_\_ **Parent Signature**

<sup>1</sup>EC Holidays are Non-School Days in which EC will be open. EC Holidays are not covered under the above plans/rates. Holiday registration forms will be available approximately two weeks before the EC Holiday. Registration in advance is required for the discounted rate. <sup>2</sup>A separate FACTS account is needed for each payor. <sup>3</sup>All monthly rates assume 9 equal payments.

**EC Office Use:** Date Received \_\_\_\_\_ Initials \_\_\_\_\_