



*Los Angeles Unified School District*  
**Porter Ranch Community School**  
**Coyote Kids Club Before and After School Care 2018**  
**Payment Agreement**



**Student's Name:** \_\_\_\_\_

**Payment**

\_\_\_\_\_  
Initial

Payments are to be walked into school office and deposited in the Payment Drop Box located in the main office. Please do not mail your payment.

Only Acceptable Forms of Payment: Money Orders, Personal Checks or Cashier Checks. All checks should be made out to:

**Los Angeles Unified School District**

**Late Pick-up Fee**

\_\_\_\_\_  
Initial

There is a \$15 charge for every 15 minutes you are late picking up your child(ren) after 6:30pm. Late Fees are to be included in your next payment. Due to staff commitments outside regular work hours, we ask that you promptly pick up your child from the program by the 6:30 p.m. closing time. Three late pick-ups may result in a loss of privilege from the program.

**Payment Schedule**

\_\_\_\_\_  
Initial

All fees must be paid in full on or before the 15<sup>th</sup> of the previous month. A \$20 late fee will be applied for payments not received in full by the 15<sup>th</sup> of the previous month.

**Absences, Changes and Cancellations**

\_\_\_\_\_  
Initial

Absences: We do not credit for time missed.

Changes: Please give a 15 working day notice if there will be a change in enrollment (i.e. before school care only to before and after school care, etc.)

Cancellations: A 15 day working day notice in writing is required for all cancellations. All notices may be dropped off in the Payment Drop Box located in the main office or given to Program Supervisor. Without proper written notice your child will not be dropped from program and you will still be responsible for payment and all applicable charges.

By signing below, you agree to waive any and all claims against and to hold harmless the Los Angeles Unified School District and/or its officers, agents, employees, or volunteers arising from or relating to the participation of your child, \_\_\_\_\_, in the Coyote Kids Club at Porter Rach Community School.

By signing below you also acknowledge that you understand and will follow all policies and procedures stated above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (PRINT) \_\_\_\_\_