



Child Development Center
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Everyday Magic is a provider for Children's Council, Wu Yee and 4C's and we will happily bill them for your child's care. If you are approved for subsidy through one of these CalWORKs agencies, please let us know your worker's name and their direct telephone number. You should also call that worker to notify them you will be using Everyday Magic. Let them know whether you will be using us for morning or afternoon care or both.

The worker will send us a contract to be signed by both you and EMI. Sign-in sheets are to be signed each day, in addition to our sign in/out sheets, and are kept underneath our sheets on the clipboard. Remember to sign the bottom by the end of the month. We need a full signature whenever you sign, rather than initials. You will need to note your time of pick up or drop off with exact times. Please do not round up to the nearest 5 minutes – the time must be exact.

If you have a Family Fee, you will need to pay that to us at the beginning of each month. The amount due will be noted on the sign in sheet each month.

All contracts with Everyday Magic are for the full school year. Early withdrawal from the program requires a four-school week notice. CalWORKs families are no exception. You will still be required to pay the Family Fee and sign the sheets, and will be responsible for whatever portion is unpaid. **It is important that all CalWORKs families meet the volunteer responsibilities outlined in the EMI contract and Parent Handbook.**

We also accept these subsidies for our vacation camps. Presently, CalWORKs pays approximately \$284.66 per week for vacation camps. You will be responsible for the difference between the \$284.66 and the cost of the week in addition to any Family Fee. Extended care and material fees are not covered by CalWORKs. You may submit a scholarship application to EMI for your portion.