Kids Care Agreement Form

Sun Valley Academy

2675 W Baseline Rd.

Phoenix, Az 85041

(602) 692.4914

Program Hours:

|  |  |
| --- | --- |
| **Monday, Tuesday,****Thursday & Friday** | **Wednesday – Early Release** |
| 6:00AM – 7:40AM – Before School | 6:00AM – 7:40AM – Before School |
| 3:00PM – 6:00PM – After School | 1:00PM – 6:00PM – After School |

Enrollment:

This program follows the Academy school schedule. The program is not a drop in program and your child cannot attend the program if they are not formally approved and enrolled by the Site Coordinator or Assistant Director. In order for your child(ren) to participate in this program, you must be accepted into the program.

Our program offers 3 program choices which are:

* 5 days per week
* 3 days per week
* 1 day Wednesday Only

The following must be in place and completed before your child(ren) attend the program:

* Completed Enrollment form
* Emergency Information and immunization Form
* Official Birth Certificate is provide
* Original Immunization is provided
* Best of Care Form
* Registration fee paid, plus first week of tuition paid in advance.

Tuition:

* Payments are due weekly, on or before Thursday prior to services being rendered for the following week.
* An automatic late payment charge of $25.00 will be applied if payment is not received on or before the end of business day (4pm) Friday, prior to services being rendered.
* There are no blackout dates or discounts for short weeks due to holidays, Full rates still apply.
* Failure to maintain proper account status and/or continued student behavior issues will result in permanent removal from the Kids Care program.
* The program ends promptly at 6:00 pm. Failure to pick up your child on time 3 times within a 90 day period will result in automatic expulsion.
* Parents who pick up their child late will be charged $2.00 per minute per scholar starting at 6:01 pm.
* If a parent fails to pick up their child by 6:30pm the proper authorities will be called.
* Kids Care will not be offered during any intercessions. Please see School Calendar for exact dates of intercessions.
* If Paying by Check, payments should be made out to Sun Valley Preschool.
* There is a $25.00 fee for any returned check.

Drop off/ Pick up:

* Parents must sign scholars in and out daily using the sign in book located in the Multipurpose Room. In order to be released, photo ID will need to be presented. Only authorized persons who the parents and/or guardians have listed on the e-card will be allowed to pick up a child. Please have photo identification on your person every time you pick up your child.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian’s Phone Number: (\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian’s Phone Number: (\_\_\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

I understand and agree to pay the program tuition weekly on or before Thursday for the following week. I also understand that this is not a drop in program and that my child must be enrolled and approved to attend.

\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

I understand and agree to the $2.00 per minute charge that will accrue if I pick my child up one minute later than 6:00PM.

I understand and agree that failure to maintain current account status will result in the permanent removal from the Kids Care Program. I also understand that my child will not be allowed to attend if tuition is not paid on time.

\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

I understand and agree that if my child’s sign in page is removed due to an outstanding balance, that it is against Arizona Department of Health’s regulations to drop my child off at a before/ after school program without proper documentation and a parent signature. If my child is dropped off without signing them in, it is Sun Valley’s duty to contact the proper authorities.

I understand and agree that behavior issues will result in permanent removal from the Kids Care program.

\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Initials

I understand and agree to fill out a Change Request Form each time that I want to make a program change and those changes must be approved by Management.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

Please initial next to the program of choice

**Annual Registration: $45.00**

**\_\_\_\_\_\_** 5 Days per Week: $75.00

**\_\_\_\_\_\_** 3 Days per Week: $45.00

**\_\_\_\_\_\_** Wednesday Only: $15.00

I, , authorize the Kids Care Staff

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent’s Name*

Members of Sun Valley Academy to sign out my child:

from the Kids Care program at 7:30am so that they can attend their regular day of school. I also authorize a Kids Care Staff Member to sign my children back in at the end of their school day.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

# Have any program changes or questions?

Lori Laspada – Director

* LLaspada@sunvalleyacademy.org

Tottyiuna King – Kids Care Coordinator

* Tking@sunvalleyacademy.org