



## **Enrichment Program Kindergarten - 6<sup>th</sup> Grade Statement of Services**

16025 North Dysart Road • Surprise, Arizona 85374

### **Purpose:**

The purpose of the Arizona Charter Academy Enrichment Program is to provide an engaging program designed to help coordinate with your child's classroom activities and to provide them with another step along the road to success.

### **Daily Activities and Hours of Operation:**

The Enrichment Program runs from 3:30 to 5:30 p.m. each day that school is in session. The goal during the time these students are in this program is to give them a fun but educational experience in a disciplined environment. Below is the daily schedule of activities that the children will be participating in.

#### **Tuesday - Friday**

3:30 – 4:30 p.m.	Snack and Homework Club
4:30 – 5:30 p.m.	Enrichment Club

#### **Monday W.I.N. Day's**

We will begin Monday Enrichment starting October 26<sup>th</sup>

8:30am-3:30pm      Full Day Enrichment

\$200 to pre-pay for the whole quarter or \$25 a day or \$5 an hour as needed if you don't require the whole quarter.

### **Enrollment/Disenrollment Procedures:**

Parents will be given the opportunity to enroll their students in the Enrichment Program when they complete the school's enrollment package. If a parent wishes to enroll their student in the Enrichment Program, they will be given an enrollment packet that consists of:

1. Statement of services
2. Policies and Procedures
3. The Enrichment Program Application
4. The Enrichment Program Contract
5. The Enrichment Program Fee Schedule

When the parents turn in the packet they will need to pay the \$85.00 non-refundable session fee to complete the enrollment process. If a student is brought to the Enrichment Program prior to the parent completing the enrollment process the Enrichment Program staff will create a student sign in sheet and the parent will be required to complete the enrollment process and pay the fees prior to dropping off their student. Each child is accepted in the above program on a provisional basis. If Arizona Charter Academy cannot meet the needs of your child and chooses disenrollment of the child(ren), the fees will be computed on a daily basis and the

remainder of fees already paid for the period of time *after* the effective date of termination of enrollment, will be refunded.

### **Charges and Fees:**

The following is the fee schedule for the Enrichment Program

1. \$85.00/Non-refundable session fee due at time of application for Homework Club (3:30-4:30).
2. \$85.00/Non-refundable session fee due at time of application for Enrichment Club (4:30- 5:30).
3. \$200/Non-refundable fee for Monday W.I.N. Day Enrichment (8:30-3:30) starting October 26<sup>th</sup>
4. If not signing up for the entire quarter, then fee's for Tuesday-Friday are \$6 an hour.
5. Participants **MUST** pre-pay or student may not participate. Parent or Guardian will be required to pick up their student no later than 3:40 pm. Payment for weekly care will be due one week before the student can attend the Enrichment Program.
6. \$30.00 charge for all checks returned for non-sufficient funds.
7. If the child is **absent** from the program all fees will still apply. If the child is absent for more than one-week parent or guardian may request an exemption from payment for that week. Exemptions will be reviewed and approved on a case by case basis.
8. In order to enroll in the next session, the student's balance must be paid off by the beginning of the new session.

***Arizona Charter Academy takes cash, checks, money orders only, visa and MasterCard only.***

### **The following is the start and end dates for each session**

<b>Session 1:</b>	Tuesday, September 29 <sup>th</sup> – Friday, October 9 <sup>th</sup>
<b>Session 2:</b>	Tuesday, October 20 <sup>th</sup> – Friday, December 18 <sup>th</sup>
<b>Session 3:</b>	Tuesday, January 5 <sup>th</sup> – Friday, March 12 <sup>th</sup>
<b>Session 4:</b>	Tuesday, March 23 <sup>rd</sup> – Thursday, May 20 <sup>th</sup>

Please note, program will not be held during school holidays.

### **Child admission and release requirements:**

All students must be signed into the Enrichment Program by the staff when they are brought in, and their parent or guardian must sign them out when they are picked up, even if the student is only with the Enrichment Program Staff for a few minutes (anything less than 15 min. will not be billed). Only the parent or those listed on the Emergency Information and Immunization Record Card are authorized to sign a student out of the Enrichment Program. If for some reason the parent must send someone who is not on the list to pick up their student the parent will need to notify the Enrichment Program staff with the person's name prior to their student being picked up. The Enrichment Program staff will require a picture ID to be shown by anyone with whom they are not familiar with.

### **Discipline Guidelines:**

While in the Enrichment Program we expect the students to listen to the Enrichment Program staff and follow all the rules given to them by the staff. Disrespectful attitudes, foul language, and bullying other students will not be tolerated. Since the Enrichment Program is held on the Success School District Campus the students are also expected to follow all the rules and guidelines laid out in the Success School District Parent/Student Handbook.

If a student does violate any of the rules laid out by the Enrichment Program Staff and by Success School District, the Discipline Matrix will be followed. The first time a student breaks one of the rules he/she will be given a verbal warning. The parent/guardian will be notified of the behavior and appropriate consequences will follow based off the matrix. If the behavior persists or becomes a major disruption, he/she will be removed from the program until their parent has met with the Enrichment Program Staff and the student agrees to follow the Enrichment Program rules. If the student is allowed to return to the program and continues to be a discipline problem, he/she will be permanently removed from the program.

### **Transportation Procedures:**

Arizona Charter Academy and the Enrichment Program will not provide any form of transportation.

### **Field Trip Requirements:**

The Enrichment Program will not participate in any field trips off campus.

### **Parent Responsibilities:**

Parents will be responsible for the following procedures:

1. Complete the Enrollment Packet.
2. Pay fees on time according to the fee schedule.
3. Notify the Enrichment Program of any illnesses, allergies, or special needs.
4. Notify the Enrichment Program of disenrollment.
5. Notify the Enrichment Program of any changes regarding the person who will be picking up their child from the Enrichment Program.

### **Description of Activities and Programs:**

The purpose of the Arizona Charter Academy Enrichment Program is to provide an Enrichment Program designed to help coordinate with your child's classroom activities and to provide them with another step along the road to success. The program will help develop the child special interest in clubs such as arts and crafts, Spanish, dance, drama, scrap booking, etc. It will also provide homework help and other educational activities in after care.

### **Liability Insurance:**

Arizona Charter Academy is in compliance with the State of Arizona Liability Insurance Requirements for Charter Schools. More information on the liability insurance is held in the front office.

### **Medical Administration Procedures:**

Arizona Charter Academy Enrichment Program does not administer and medical care or medications. If your child has special need please contact the Enrichment Coordinator to develop an Individualized Educational Plan.

### **Emergency Medical Procedures:**

In the event of a medical emergency we will first contact 911 if the emergency is life threatening. We will then notify the parent/legal guardian of the child. If the parent/legal guardian is unable to be reached, we will contact the contacts listed on the emergency information and immunization record card. The person contacted will either make arrangements for the child to be picked up or give the enrichment coordinator further instructions.

### **Snack Time:**

Because the students enrolled in the Enrichment Program are often in the program until late in the afternoon the students do get hungry. For this reason, the Enrichment Program staff allows the students to eat a snack during break time. We will be providing a healthy snack for the student to eat at this time. We ask parents that No Soda or Candy is sent in with your student.

### **Homework:**

Students will work on their homework from 3:30 – 4:30 p.m. or until they are picked up for the evening. If they complete their homework and are not in need of additional tutoring, students will read for the remainder of the homework club.

### **Tutoring:**

After your student has been enrolled in the program for a few weeks the Enrichment Program Staff will meet with your student's teacher to determine if there are any areas that your students need additional help in. If your student's teacher identifies any areas that he/she needs additional help in the Enrichment Program staff will provide tutoring, worksheets, and games to help them improve in those areas.

### **Parent Access:**

The Enrichment is an open-door program, meaning parents listed on the contact form are able to visit the program at any time during Enrichment hours to view the daily routine of your student.

### **Pesticide Notice:**

Written notification will be made to parents and guardians of all enrolled students 48 hours prior to any pesticide application. All pesticide applications take place on a quarterly basis during scheduled school breaks.

### **Notice:**

All inspection reports are available upon request. The facility is regulated by the Arizona Department of Health Services at 150 North 18<sup>th</sup> Avenue Suite 400, Phoenix, AZ 85007.  
(602) 364-2539.



## Enrichment Program Contract

Arizona Charter Academy goal is to provide an Enrichment Program for the students. Enrichment Program hours are billed on a weekly basis and must be paid a week in advance. The Enrichment Program is subject to the rules and policies governing the school day, including student behavior. Arizona Charter Academy reserves the right to amend or supplement the rules and policies from time to time and to change the fees charged for any enrichment program with written notice. Enrichment Program services are available from the time school is dismissed until 5:30 p.m.

By executing this contract, each of the undersigned agrees to abide by all guidelines laid out in the Enrichment Program Policies and Procedures Manual and assumes full financial responsibility for the fee amount provided in, and performance of the obligation of this Contract. The term "Contract" includes the Fee Schedule, the Policy and Procedure Manual, and any amendments and all additions as may be made from time to time, and the commitment to timely payment of any charges accrued according to stipulations stated on the Arizona Charter Academy Fee Schedule.

### Additional terms and conditions for the Enrichment Program

1. Termination of Enrollment by Arizona Charter Academy. Each child is accepted in the above program on a provisional basis. If Arizona Charter Academy cannot meet the needs of your child and terminates the enrollment of the child (ren), the fees will be computed on a daily basis and the remainder of fees already paid for the period of time *after* the effective date of termination of enrollment, will be refunded.
2. Absence: Please remember, Arizona Charter Academy must staff the Enrichment Program whether your child is there or not. For this reason, the \$90.00 session fee for the \$200 Monday fee will not be discounted or credited to another session if your child is absent. (Please Initial) \_\_\_\_\_ and \_\_\_\_\_.
3. Acknowledgement of Understanding and Agreement: By executing this Contract, each of the undersigned agrees to be bound by the terms of this Contract and acknowledges that (a) he/she understands all of the terms on this Contract and has had the opportunity to ask all questions and has received satisfactory answers to all questions asked; and (b) he/she is not relying on any representations or warranties not contained in this Contract, and that no person at Arizona Charter Academy or Success School District has made any statements on which the undersigned is relying in executing and entering into this Contract.
4. Enrichment Program Statement of Services: We the undersigned acknowledge that we have received a copy of the Statement of Services. (Please Initial) \_\_\_\_\_ and \_\_\_\_\_.
5. Enrichment Program Fee Schedule: We the undersigned acknowledge that we have received a copy of the fee schedule. (Please Initial) \_\_\_\_\_ and \_\_\_\_\_.

I (we) wish to enroll my student(s) in Arizona Charter Academy Enrichment Program.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
Date