



Arizona Charter Academy

Purpose, Character and Excellence in Education...

Enrichment Program Statement of Services

Purpose:

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.

Daily Activities and Hours of Operation:

The Enrichment Program runs from 2:30 to 6:00 pm 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.

Monday - Thursday

2:30-3:30 Clubs
3:30-4:00 Snack/Break
4:00-6:00 Aftercare (Homework, Reading, Enrichment Activities)

Friday

2:30-6:00 Aftercare (Homework, Reading, Enrichment Activities)

In the event of an early release day from school the enrichment schedule will be as follows.

11:30-1:00 Lunch (Students need to bring lunch)
1:00-6:00 Homework, Reading, Enrichment Activities

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 \$15.00 non-refundable registration fee and the first weeks tuition 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 to disenroll 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. \$15.00/Non-refundable registration fee and the first week's tuition are due at the time of application.
2. Homework Enrichment Club services are \$55.00/week (2:30pm-6:00pm) includes club attendance and aftercare program. \$25.00 (2:30pm-3:30pm) per club per quarter.
3. Participants MUST pre-pay or student may not participate. Parent or Guardian will be required to pick up their student no later than 2:30 pm. Payment for weekly care will be due one week before the students attends the Enrichment Program. Payment for club attendance only will be due one week before the start of a new club quarter. (This policy does not apply for those who receive DES assistance)
4. \$30.00 charge for all checks returned for non-sufficient funds.
5. 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.

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

The following is the start and end dates for each club quarter

Club Quarter 1: Start Monday August 17th – Thursday October 8th

Club Quarter 2: Monday October 19th – Thursday December 17th

Club Quarter 3: Tuesday January 5th – Thursday March 11th

Club Quarter 4: Monday March 22nd – Thursday May 20th

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 persons 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 he/she will be subject to a three strikes policy. The first time a student breaks one of the rules he/she will be given a verbal warning. If he/she continues to disregard the Enrichment Program staff he/she will be subject to but not limited to; discipline of time-out, not able to participate in the activities and a meeting will be scheduled with the parent/guardian. If the behavior persists throughout the day or has become a major disruption every time he/she is in the program, 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 the initial non-refundable registration fee of \$15.
3. Pay fees on time according to the fee schedule.
4. Notify the Enrichment Program of any illnesses, allergies, or special needs.
5. Notify the Enrichment Program of disenrollment.
6. 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 Pop or Candy is sent in with your student.

Homework:

Students will work on their homework from 4:00 - 6:00 pm or until they are picked up for the evening. If they complete their homework and are not needing additional tutoring then they can play any of the educational games we have for them.

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.

Clubs:

Students will attend clubs from 2:30-3:30 Monday thru Thursday. Students will need to abide by all rules set by their instructor. In the event a student is being disruptive the discipline guidelines will apply.

Notice:

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



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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 6:00 p.m. The cost for the program is \$55.00 per week.

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. Non-refundable Registration Fee: A \$15.00 **NON-REFUNDABLE** registration fee is required to ensure your child's space in the above program. The registration fee and first weeks tuition is due at time of application. (Please initial) ____ and ____.
2. 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.
3. Absence: Please remember, Arizona Charter Academy must staff the Enrichment Program whether your child is there or not. For this reason the \$55.00 weekly fee will not be discounted or credited to another week if your child is absent. (Please Initial) ____ and ____ .
4. 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.
5. Enrichment Program Statement of Services: We the undersigned acknowledge that we have received a copy of the Statement of Services. (Please Initial) ____ and ____.
6. 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