**Prescott Valley Charter School**

**Before and After Care Program (Kindergarten- 8th grade)**

**Statement of Services and Enrollment Package**

**Director: Monika Fuller**

**Designee: Deanna Haight**

**Teacher: Dae Van Horn**

**Description:**

The purpose of the Prescott Valley Charter School Before/After School Care Program is to provide PVCS families with a safe, affordable option for the care of their school-aged children outside of the instructional school day.

**Hours of Operation:**

Regular Day programs runs from… Half Days programs run from….

Before Care from 6:30am to 7:30am Before Care from 6:30am to 7:30am

After Care from 3pm to 5:30pm After Care from 12:30pm to 5:30pm

**(Attendance after 5:30pm will accumulate late fees: $5 per minute)**

**Detailed Information**

**Website:** <https://www.pvschool.com/>

**Business:** Prescott Valley Charter School

Physical Address: 9541 E. Lorna Ln

Prescott Valley, AZ 86314

**Mailing Address:** PO Box 27348

Prescott Valley, AZ 86312

**Phone Number:** (928) 772-8744

**Enrollment/Disenrollment Policies:**

Parents will be given the opportunity to enroll their student(s) in the Before an/or After Care program when they complete the school’s enrollment package. If a parent wishes to enroll their student in the program(s), they will be given an enrollment packet that consists of:

* Statement of Services
* Policies and Procedures
	+ Disciplinary Matrix
* Application (must complete before student can attend)
	+ Application will list/include required documentation
* Fee Schedule
* DES Info/Eligibility

**Charges, Fees, and Agreement:**

The following is the fee schedule for the Before and After Care Program.

* **DES**

Prescott Valley Charter School is in the process of becoming a DHS/DES approved child care program. **Charges will be void for those who provide an up to date/active and valid proof (case #, students covered, etc.) of coverage for childcare through DES**. **Please note that if this documentation is not provided payment is required at the first day of attendance with the enrollment package; without enrollment package, payment or coverage proof the student may not attend.**

**Please see “Child Care Assistance Gross Monthly Income Eligibility Chart and Fee Schedule Provided)**

* **Before Care**

 **Per Day:** $2/Non-refundable daily fee **must be pre-paid or the student may not attend.**

  **(This rate applies to half days as well, cannot prepay for half days)**

 **Per Week:** $10/Non-refundable weekly fee **must be pre-paid or the student may not attend.**

* **After Care (Attendance after 5:30pm will accumulate late fees: $5 per minute)**

**Per Day:** $6/Non-refundable daily fee that **must be pre-paid or the student may not attend.**

**(This rate applies to half days as well, cannot prepay for half days)**

**Per Week**: $30/Non-refundable weekly fee that **must be pre-paid or the student may not attend.**

* **Both**

**Per day:** $8/Non-refundable daily fee that **must be pre-paid or the student may not attend.**

**Per Week:** $40/Non-refundable weekly fee that **must be pre-paid or the student may not attend.**

* **Disclosure (After Care only, Please Read):**

**If the student is not picked up by 5:30pm fees with accumulate for attendance. The late fee consists of $5 per minute. There is a three strike policy; the first two strikes the parent will be in charge of the students accumulated late fees and the third strike will lead to contact with Child Protective Services.**

**Prescott Valley Charter School accepts cash, checks, or credit cards payments in the office. All payments need to be made between the hours of 7:30am to 3:30pm in the office. Before and After Care Program staff can accept payment. We can accept credit/debit card payments over the phone during school hours at 928-772-8744.**

**The following are the start and end dates for each session:**

**Session 1:** July 29th- October 4th

**Session 2:** October 15th – December 20th

**Session 3:** January 7th- March 6th

**Session 4:** March 17th- May 21st

**There are no program(s) on the last day of school: May 22nd**

**Please note, program(s) will not be held during school holidays or breaks.**

**Children admission and release requirements:**

All students must be signed into the program(s) by staff when they are brought in, and their parent or guardian must sing them out when they are picked up, even if the student is only with the staff for a few minutes (anything less than 15 minutes will not be billed). **Only parents or those listed on the sheet provided in enrollment packet are authorized to sign a student out of either 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 program staff with the person’s name prior to being picked up. The Before and After Care staff will require picture ID to be shown by anyone with whom they are not familiar with. This can be done by calling the program directly 928-899-6666.**

**Discipline Guidelines:**

While in the Before and After Care program we expect students to listen to staff and follow all PVCS handbook policies. Disrespectful attitudes, foul language, and bullying other students will not be tolerated.

If a student does violate school handbook policies, the Discipline Matrix will be followed. The parent/guardian will be notified of the behavior and appropriate consequences.

Attached (page) is the handbook disciplinary guidelines for Prescott Valley School, if you would like the full handbook please ask for one at either front office (middle/elementary).

**Transportation Procedures:**

Prescott Valley Charter School, Before and After Care will not provide any form of transportation.

**Field Trip Requirements:**

Before and After Care will not participate in any field trips off campus.

**Parent Responsibilities:**

Parents will be responsible for the following…

* Complete the enrollment package
* Pay fees on time according to the fee schedule (Including late fees)
* Notify staff of any illnesses, allergies, or special needs
* Notify staff of disenrollment
* Notify staff any changes regarding the person who will be picking up their student from the program

**Program Activities**

The students will be participating in the following activities

**Before Care After Care**

6:30am: Drop off from parent(s) 3:00-3:05pm: Teacher Drop off

6:30-7:00am: Quiet/Craft Time 3:05pm to 3:20pm Snack Time (PVS provides)

7:00am to 7:25am: Movement/Game Time 3:20pm to 4:25pm: Movement/ Game Time 7:25am to 7:30am: Class drop off 4:25pm to 5:25pm: Quiet/Craft Time

 5:25pm to 5:30pm: Clean Up/Pack Up

**Parents must pick up their student no later than 5:30pm**

**$5 per min. late fee accumulate: DES does not cover late charges**

**Liability Insurance:**

Prescott Valley Charter School 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 Administrative Procedures:**

Prescott Valley Charter School’s program(s) do not administer medical care or medications. If your child is special needs, please contact the program coordinator.

**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/guardian of the student. If the parent/guardian is unable to be reached, we will call the contacts listed on the emergency part of the enrollment package. The person contacted will either make arrangements for the child to be picked up, or give the program coordinator further instructions.

**Inspections Notice**

Please note that there are inspection reports on-site (in the front office, with the staff member, in the gymnasium, etc.)

**Nutritional Snacks:**

We will provide a healthy snack for each student to eat at the beginning of the program. We ask parents that no soda or candy is sent with your student.

**Provision Stating our Facility is regulated by Arizona Department of Health Services**

This provision states that Prescott Valley Charter School Before and After Care program is regulated by Arizona Department of Health Services. **Local departments info provided below.**

Address: 150 N. 18th Avenue

Phoenix, AZ 85007

Phone Number: (602) 542-0883

**(there is a DES office in Prescott Valley)**

Address: 3262 Bob Dr.

Prescott Valley, AZ 86312

**Notifying for Pesticide Application**

Students parents will be notified at least 48 hours before a pesticide is applied on a facility’s premises. Staff member will send out an email and/or text message regarding the application (place, date, time, etc.)

**Parent Access**

Parents have access to Before and/or After Care during hours of operation. Parents will have to call or check in with the office to notify staff that they are coming and to sign in/out.

**Agreement**

I, understand Prescott Valley Charter School’s Before and After Care program statement of services and understand that by signing below I am agreeing to and promising to abide by it.

Signature Date

**Before and After Care Contract**

Prescott Valley Charter School’s goal is to provide a quality and affordable childcare for students and their families. Before and After Care hours are billed on a daily basis and must be paid before the day of attendance/service. The Before and After Care program is subject to rules and policies governing the school day, including student behavior. Prescott Valley School reserves the right to amend or supplement the rules and policies from time to time and to change the fees charged for the Before and After Care program with written notice (letter, text, etc.).

**Hours of Operation:**

Regular Day programs runs from… Half Days programs run from….

Before Care from 6:30am to 7:30am Before Care from 6:30am to 7:30am

After Care from 3pm to 5:30pm After Care from 12:30pm to 5:30)

**(Attendance after 5:30pm will accumulate late fees: $5 per minute)**

By executing this contract, each of the undersigned agrees to abide by all guidelines laid out in the Before and After Care Program Policies and Procedures presented herein and assumes full financial responsibility for the fee associated with any services rendered, and performance of the obligation of this contract. The term “contract” includes everything stated under the Statement of Services portion of the package, any amendments, and all additions as may be made from time to time, and commitment to timely payment of any charges accrued according to stipulations stated on the Prescott Valley School’s fee schedule (above).

**Additional Terms and Conditions for the Before and After Care Program:**

* **Termination of Enrollment by Prescott Valley Charter School.** Each student is accepted in the above program on a provisional basis. If Prescott Valley Charter School cannot meet the needs of your student and terminates the enrollment of the student(s), 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.
* **Absence rule**. Please remember, Prescott Valley Charter School must staff the Before and After Care program whether your student is present or not. For this reason, the per session fee(s) will not be discounted or credited to another session if your student is absent.
* **Acknowledgement of Understanding and Agreement.** Be 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 the terms of the Contract and has had the opportunity to ask all questions and has received satisfactory answers to all questions, and (b) he/she is not relying on any representations or warranties not contained in this Contract, and that no person at Prescott Valley Charter School has made any statements on which undersigned is relying in executing and entering this contract.
* **Before and After Care Statement of Services.** We the undersigned acknowledge and understand that we received a copy of the Statement of Services and the fee schedule. **(Please Initial)**

I (we) wish to enroll my student(s) in the Prescott Valley Before and After Care program.

**Please check those that apply:**

 **Before Care Student Name:**

 **After Care Grade and Teacher:**

**Parent/Guardian Printed Name Parent/Guardian Signature Date**