

## Prescott Valley Charter School

### Before and After Care Program (Kindergarten- 8<sup>th</sup> grade)

#### Statement of Services and Enrollment Package



Director: Dae Van Horn  
Email [dvanhorn@pvschool.com](mailto:dvanhorn@pvschool.com)  
Call (928) 772-8744

#### Hours of Operation:

##### Regular Day programs runs from...

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

After Care from 3pm to 5:30pm

##### Half Days programs run from....

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

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

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

Enrollment/Disenrollment Policies: Students must be enrolled at PVS to attend this program

#### Charges, Fees, and Agreement:

Note: We do not accept DES at this time

- **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.**

#### Disclosures

- **(Late fees)** If the student is not picked up by 5:30pm fees will 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 student's accumulated late fees and the third strike will lead to contact with Child Protective Services.
- **(Holidays and Breaks)** Please note, program(s) will not be held during school holidays or breaks.
- **(Student Release)** Only parents or those listed on the sheet provided in enrollment packet are authorized to sign a student out of either program. Staff must be notified if someone not on the list will be picking up the student.
- **(Discipline Guidelines)** While in the Before and After Care program we expect students to listen to staff and follow all PVCS handbook policies. 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.
- **(Transportation Procedures)** Prescott Valley Charter School, Before and After Care will not provide any form of transportation.
- **(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.

#### 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 sign 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 and Field Trips Procedures:**

Prescott Valley Charter School Before and After Care Programs do not provide transportation and do not provide field trips.

**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

**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.

**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.