

Imagine Schools at Avondale

Beyond the Bell Before and After Care Program Parent Handbook & Statement of Services 2010-2011

Principal — Kim Agnew



Student's First Name _____ Student's Last Name _____

Teacher: _____ Grade: _____

Start Date: _____

Attending (please circle one): Before After Both

For after care only — please indicate daily usage:

- | | | | |
|------------------------------|---|--|--|
| <input type="checkbox"/> MON | <input type="checkbox"/> 1 hour (until 4pm) | <input type="checkbox"/> 2 hours (until 5pm) | <input type="checkbox"/> 3 hours (until 6pm) |
| <input type="checkbox"/> TUE | <input type="checkbox"/> 1 hour (until 4pm) | <input type="checkbox"/> 2 hours (until 5pm) | <input type="checkbox"/> 3 hours (until 6pm) |
| <input type="checkbox"/> WED | <input type="checkbox"/> 1 hour (until 4pm) | <input type="checkbox"/> 2 hours (until 5pm) | <input type="checkbox"/> 3 hours (until 6pm) |
| <input type="checkbox"/> THU | <input type="checkbox"/> 1 hour (until 4pm) | <input type="checkbox"/> 2 hours (until 5pm) | <input type="checkbox"/> 3 hours (until 6pm) |
| <input type="checkbox"/> FRI | <input type="checkbox"/> 1 hour (until 4pm) | <input type="checkbox"/> 2 hours (until 5pm) | <input type="checkbox"/> 3 hours (until 6pm) |

****Please complete this packet in black or blue ink****



950 N. Eliseo C. Felix Jr. Way • Avondale, AZ 85323

www.ImagineAvondale.com

623-344-1730

Beyond the Bell Contract 2010 - 2011

Student _____ Social Security Number _____

Home Address _____ Date of Birth _____

City _____ State _____ Zip _____ Home Phone _____ Cell _____

Gender Male _____ Female _____ Parent/Guardian _____

Mission Statement: Beyond the Bell Before and After Care Program (“Beyond the Bell”) strives to improve children’s lives by nurturing their minds, bodies and spirits through educational programs that incorporate independent learning and enrichment activities.

Program Goal: Beyond the Bell is an educational based study program for all grade levels. With the assistance of Imagine Schools at Avondale teachers, Beyond the Bell staff will ensure that the student has the required homework for the day. Beyond the Bell uses a buddy system where other grade levels and staff can offer assistance on homework and will ensure that it is correct and complete. After homework is completed, the student will be engaged in educational games, reading, crafts, computers and outdoor activities. Parents can rely on Beyond the Bell staff to provide a fun and safe environment for their student.

Parent Responsibilities: This Agreement is entered into by and between Beyond the Bell and the parent(s)/guardian(s) whose signatures appear on this contract. In consideration of the mutual promises set forth herein, the parties hereto accept the following terms and conditions governing enrollment and attendance at the school. All admissions are accepted at the sole discretion of Beyond the Bell.

Tuition Fees:

Pre K Students

\$50 per month (flat fee for before and after care – regardless of time attended – student must be enrolled in Imagine Preschool at Avondale – please see Imagine Preschool at Avondale brochure for more information)

K- 8th Grade

6:00 a.m. – 7:45 a.m. \$100.00 per month (flat fee - regardless of time attended)

End of school day – 4:00 p.m. \$ 5.00 per day

End of school day – 5:00 p.m. \$ 9.00 per day

End of school day – 6:00 p.m. \$12.00 per day

Early Dismissal

End of school day – 1:00 p.m. \$5.00 per day

End of school day – 2:00 p.m. \$9.00 per day

End of school day – 3:00 p.m. \$12.00 per day

Any time beyond 3 hours is a \$25 flat fee

Drop In Rate:

For those who need our service occasionally, we offer a drop in rate; no registration required. Fees are due on day of service.

Before Care: 6:00 a.m. – 7:45 a.m. \$20.00 per day (flat fee – regardless of time attended)

After Care: End of school day – 6:00 p.m. \$25.00 per day (flat fee – regardless of time attended)

Early Dismissal: End of school day – 6:00 p.m. \$35.00 per day (flat fee - regardless of time attended)

You may pay by cash, check or money order.

NO REFUNDS ARE GIVEN.

Terms of Payment: Payments are due in advance. Payments are due on Friday for the upcoming week. Any payments received after the close of business on Friday will be considered late. A **\$10.00 late fee** will be assessed. No late payment will be accepted unless full payment is received, including the late fee. If payment is more than one week past due, the student may not be permitted to attend until balance is paid in full. Beyond the Bell accepts DES qualified families. Please see Addendum A with regard to DES payments.

Hours of Operation:

Monday thru Friday

Before Care: 6:00 a.m. - 7:45 a.m.

After Care: End of school day – 6:00 p.m.

Late Pick-Up Fees: If the student is not picked up by 6:00 p.m., a late fee of \$1.00 per minute will be charged for every minute the student stays beyond 6:00 p.m. This fee must be paid the same day. Any student left one hour after the normal operating hours for Beyond the Bell (6:00 p.m.) may be considered abandoned, and the proper authorities may be notified.

Absences or Illness: No credit will be given for before care, since tuition is paid to reserve your student's place in the program on a monthly basis.

Breaks and Holidays: Beyond the Bell follows the Imagine Schools at Avondale 10 month calendar. Beyond the Bell will be open on all early dismissal days and will be closed on all school recognized breaks and holidays.

Daily Sign-In and Sign-Out: An authorized individual must sign-in each student when arriving for Beyond the Bell and sign-out each student when leaving Beyond the Bell. Only authorized individuals listed on the Blue Emergency Card will be allowed to pick-up a student from Beyond the Bell. If circumstances dictate that phone authorization is necessary, the authorized individual must show proper identification in order for the student to be released to that individual.

Visitation and Access: All parents/guardians are welcomed and encouraged to visit Beyond the Bell. All visitors will be required to sign in and to wear a visitor's badge.

Breakfast and Snacks: Breakfast is not included in the tuition, but is available through Imagine Schools at Avondale for an additional fee. Snacks will be offered at 4:00 p.m. daily in accordance with recommended nutritional and state guidelines. If your student has special dietary needs, these must be put in writing at time of enrollment.

Transportation: Transportation is not provided.

Field Trips: Field Trips will not be taken.

Special Needs Programs: At the current time, Beyond the Bell is not staffed for special needs students.

Discipline Guidelines: Beyond the Bell provides an environment in which students are responsible for their own behavior. Positive reinforcement will be used whenever possible to shape behaviors that need correcting. To ensure the safety of our students, and staff, our program operates a ZERO TOLERANCE DISCIPLINE POLICY. Any discipline action resulting from fighting, destroying school or other's property, profanity, theft, and defiance of staff will result in parent notification and automatic suspension for three days. A second offense may result in removal from the program. (No refund of tuition will be given.)

Medication/Emergency Policy: During the school day, the Imagine Schools at Avondale Health Aide will generally administer medication. Should the need arise; another Imagine Schools at Avondale staff member may administer medication to the student. Only medications with a pharmacist's label will be administered and must be accompanied by a completed medication administration consent form. Administration will only follow what is stated on the pharmacist's label, this includes dosage amounts, times, duration, etc. Medication will be kept in a locked cabinet at all times. In case of illness, a parent/guardian will be contacted and will be expected to pick up the student within a reasonable time period. In the event a parent/guardian cannot be reached, the other authorized adults listed on the Blue Emergency Card will be contacted to pick up the student. In case of emergency, accident, fire, poisoning or evacuation, Imagine Schools at Avondale staff will take the appropriate action.

Discontinuation of Enrollment: A one-week written notice of intent to discontinue enrollment is required. If a student does not attend for a one-week period and no notification is received from the parent/guardian, enrollment may be considered discontinued.

Unpaid Fee Collection: Any fees left unpaid after the student's enrollment in Beyond the Bell is discontinued or terminated will be processed for collection through Small Claims Court or a collection agency. Parents/guardians assume the responsibility for all costs incurred by Beyond the Bell during the collection process.

Licensed and Insured: Beyond the Bell is licensed by the State of Arizona Department of Health Services, Day Care Licensure Division, 150 North 18th Avenue, Phoenix, Arizona 85007, (602) 364-2536. Beyond the Bell is covered by the mandatory insurance required by the State of Arizona. All licensing, insurance and inspection records are available upon request and are located in the Imagine Schools at Avondale office.

This contract is not binding upon the school until executed by Beyond the Bell and is for a period of one academic year. For enrollment to be complete the following must be fulfilled:

1. Completion of an enrollment contract with signatures.
2. Completion of the Blue Emergency Card. All sections must be filled out, if information is not applicable, please mark N/A. Please do not leave any sections blank.
3. Payment of appropriate fees.

The student will be considered enrolled in the Beyond the Bell Program upon acceptance and execution of this contract by the school. Upon acceptance, the school will return one copy of this contract. Parents/Legal Guardians are jointly and separately responsible for the student's account. It is the obligation of the below-signed Parents/Guardians to make all payments in accordance with the terms of this contract.

I/We have read, understand and agree with the terms and conditions of this contract.

Parent/Guardian Print

Parent/Guardian Signature

Date _____

Parent/Guardian Print

Parent/Guardian Signature

Date _____

Beyond the Bell does not discriminate against any person in admission, employment or otherwise because of race, color, religion, or national origin. Beyond the Bell reserves the right to increase tuition as deemed necessary.

Beyond the Bell Before and After Care Addendum A

Families currently receiving DES assistance will be responsible for the following:

- 1. Daily DES assigned copayment.**
- 2. Daily amount of provider rate not subsidized by DES.**
- 3. Full payment of provider's daily rate on all days student is absent over 2 (DES allows two absences per month).**
- 4. Full payment of provider's daily rate on all days not covered by the daily DES assigned copayment.**
- 5. Signing the Provider/Parent/Guardian's Agreement For Child Care Charges.**
- 6. Daily accurate and complete sign-in and sign-out sheets.**
- 7. For Preschool students only: Full payment of \$50 flat rate monthly fee.**

As a parent/guardian of a student enrolled in Beyond the Bell, I agree to accept responsibility for the daily DES assigned copayments and the daily amount of provider rate not subsidized by DES. I am aware that if my student is absent, I will still be required to pay my daily DES assigned copayment and daily amount of provider rate not subsidized by DES. If my student misses more than 2 days in a one month period I will be required to pay the full provider daily rate each day missed. I am aware that I will be required to pay the full provider daily rate on days that are not covered by my assigned DES copayment. I am aware that I am responsible for accurate and complete daily sign-in/sign-out sheets.

I have read, understand and agree with the terms and conditions of Addendum A.

Parent/Guardian Print

Parent/Guardian Signature

Date _____