

# GRIFFIN FOUNDATION SCHOOL DISTRICT

1844 S. Alvernon Way, Tucson, AZ 85711

520-790-8400

## For Business Use Only:

Grade Level: \_\_\_\_\_

Final Approval: \_\_\_\_\_

Description of Fees: \_\_\_\_\_

Birth Certificate

Immunization Complete

Health Records

Emergency Contact Sheet

Deposit, 1<sup>st</sup> Week Tuition, and Appl. Fees

Before/After S/P Requested & Fees Included

Approved Start Date: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Appl. Received Date: \_\_\_\_\_

Initial Admin.: \_\_\_\_\_

## Before and After School Program Agreement

2018-2019

[www.griffinfoundation.org](http://www.griffinfoundation.org)

*“Visit our website for family involvement information and school events”*

I agree to enroll my child, \_\_\_\_\_ in the Griffin Foundation School District's Before and After School

Program start date \_\_\_\_\_

This program is designed to serve students ages 3 - 12. A student that has behavior issues such as not following classroom procedures, endangering the safety of other students, or showing disrespect will be suspended or placed on a 2 weeks probation period. I understand the school will provide my child with a quality program lead by caring staff in a safe and positive learning environment. Hours of operation: Monday through Friday, 7:00 am – 8:30 am and/or 3:00 pm – 6:00 pm; except on Wednesday 1:00 pm -6:00 pm. During the summer we work from a modified Summer Camp schedule. A late pick-up charge of \$1.00 per minute will be assessed by the agency if a child is not picked-up at the close of business.

### Tuition and Fees

I understand:

1. My weekly tuition is \$\_\_\_\_\_, if applicable DES co-pay per week is \$\_\_\_\_\_. Parent(s) are required to pay for their child's/children's services by the week before services are rendered, or at the latest, the first day of the week services are provided. If payment is not received by the due date, a \$15 late fee will be charged each week on the past due balance. After two weeks of nonpayment or payment due is greater than \$250, the child will be removed from the program until balance is paid in full (no exceptions). A child that is not picked-up one hour from the close of business, the school representative will contact DCS and/or the Police Department for child pick-up. A \$1 per minute charge will be billed to your account.
2. One week's tuition, to be submitted with your application, is held as a deposit. The first week's tuition will be used as advance payment for the first week of class.
3. A non-refundable \$45.00 registration and processing fee is due at enrollment.
4. Payment is due for the contracted time, including statutory holidays, whether the child attends or not. Tuition will be waived for Fall Break (1 week), Winter Break (2 weeks), and Spring Break (1 week).
5. The school district will provide a thirty-day notice prior to a rate increase.
6. I have the option to enroll my child in extra-curricular activities for an extra charge.
7. Mandatory withdrawal will be requested if a child does not abide by the standards of conduct, demonstrates extreme behaviors that hurt others or failure of the school to meet the needs of the child or parents.

8. Any checks not honored by the bank will be subject to a \$30.00 service charge.
9. Drop-in care rate is \$15 for 1<sup>st</sup> hour, \$20 for the 2<sup>nd</sup>, and \$25 for 3 hours or more per day.

**Registration**

10. Parents will complete all registration forms including; health records, emergency and permission authorizations for pick-up and any other required records or forms before student entry into the program.
11. Parents agree to bring their child/children to the program on time and pick him/her up on time after program ends.
12. To pick-up their child on time before the close of business.
13. If you attempted to call the main office during before or after school hours, and no answer, you can try calling the Before and After School Program directly at 790-8400 ext. 2034.
14. The Before and After School Program will be closed for Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Rodeo Break, Memorial Day, and 4<sup>th</sup> of July; as well as one week for Spring Break, Fall Break, and two weeks for Winter Break (refer to school calendar). We may include other closures; parents/guardians will be notified in advance.
15. The district will be closed in the case of extreme weather conditions (i.e. heavy snow or storm causing power outages).
16. By signing this document you agree and understand the policies and procedures of the Before and After School Program:

I \_\_\_\_\_ **(parent/guardian)** consent, acknowledge, and approve of the procedures, rules, and regulations of the Griffin Foundation School District's Before and After School Program.

*Arizona Department of Health Services: The licensing agency shall have the authority to interview children or staff and to inspect child and facility records without prior consent. The licensing agency shall also have the authority to observe the physical condition of children, which could indicate possible abuse or neglect.*

*I authorize the school district to call an emergency ambulance in case of accident or acute illness and to arrange for possible emergency medical and surgical care in case I am not immediately available. Before such action is taken, it is understood that a conscientious effort must be made to notify me or \_\_\_\_\_ at the following number: \_\_\_\_\_.*

**Before and After School Schedule** (Circle days): **Mon Tue Wed Thur Fri**

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<b>Name (print)</b>	<b>Home Phone</b>	<b>Work/Cell Phones</b>
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Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Background Information

Student's Name: \_\_\_\_\_  
Last First Middle

Has the student ever been or currently enrolled in any Gifted, Bilingual Programs or Special Education Programs?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the program: \_\_\_\_\_

Has the student ever been suspended or expelled from any child care services or school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is the student currently suspended or expelled from any child care facility or school? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the student ever had behavior or attendance issues? Yes \_\_\_\_\_ No \_\_\_\_\_

What are your goals and expectations of the school and your child? \_\_\_\_\_  
\_\_\_\_\_

How did you learn about the Griffin Foundation School District? \_\_\_\_\_

- Brochure, flyers, and handout
- Other advertisement: \_\_\_\_\_
- Internet: \_\_\_\_\_
- Griffin Foundation's websites
- Walk-in
- Relative/friend: \_\_\_\_\_
- Newspapers/Television/Radio: \_\_\_\_\_

### **Transportation:**

List the daycare facility that is authorized to provide transportation for your child:

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

Address: \_\_\_\_\_ Tucson, AZ. Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Contact person: \_\_\_\_\_

Mark an X on the day(s) and indicate the times your daycare is scheduled to transport your child from GFSD:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**I verify that the information provided above is accurate and true:**

**Signature of Parent/Legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## Before and After School Program

*Monday, Tuesday, Thursday, and Friday  
7:00am to 8:30am and 3:00 pm to 6:00 pm*

*Wednesday  
1:00 pm - 6:00 pm*

### Weekly Rate

**\$70.00**

### Drop In Rates

One hour or less	\$15.00
Two Hours	\$20.00
Three hours+	\$25.00
Wednesdays (only)	\$25.00

### **Fee Policy:**

- ❖ Rates are based on a weekly fee and payment guarantees (reserves) a place for your child at all times.
- ❖ D.E.S clients are responsible for an absentee fee.
- ❖ D.E.S. will be notified of any unpaid co-payments.
- ❖ A \$70 deposit is required.
- ❖ An application processing fee of \$45 is required.
- ❖ No credit will be given for days program is closed.
- ❖ A late fee of \$1.00 per minute will be charged at the close of business and must be paid at the time of pick-up or no later than the next school day.
- ❖ If a payment balance is 2 weeks past due or payment due is greater than \$250, the parent's child will be withdrawn from the program until payment is paid in full.
- ❖ Parent(s) are required to pay for their child's/children's services by the week before services are rendered, or at the latest, the first day of the week services are provided.
- ❖ If payment is not received by the due date, a \$15 late fee will be charged each week on the past due balance. After 2 weeks of nonpayment, the child/children enrolled in the program will be removed from the program until the balance is paid in full (exceptions).
- ❖ Any checks not honored by the bank will be subject a \$30 service charge.