

**2018-2019**  
**Kids with a Smile Preschool**  
**KWAS - Ages 3-4**  
**&**  
**SUMMER CAMP**

1830 S. Alvernon Way, Tucson, AZ 85711  
Office: 520-790-8400 Fax: 520-620-6570

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**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.: \_\_\_\_\_

- Enrolling in Summer Camp 2018/2019
- Enrolling in KWAS Preschool 2018/2019

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

Visit our website for family involvement information and school events

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

Name of Parent: \_\_\_\_\_ Contact number: \_\_\_\_\_

Parent E-Mail Address: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
Mother Father

Last preschool/childcare attended: \_\_\_\_\_  
Name City State

Date the student last attended school: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_

Gender: Male\_\_\_ Female\_\_\_

Home Address: \_\_\_\_\_

City State Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## KWAS/Summer Camp contract 2018-2019

I agree to enroll my child, \_\_\_\_\_ in the Kids with a Smile Preschool Program and/or Summer Camp beginning on \_\_\_\_\_. These programs are designed to serve students ages 3 and 4 or 5-12. Children must be potty-trained. A student that has behavior issues such as not following classroom procedures, endangering the safety of other students, or not potty-trained will be placed on a 2 weeks probation period. I understand the school will provide my child with a quality preschool program lead by caring staff in a safe and positive learning environment. Hours of operation: Monday through Friday, 8:00 am – 5:00 pm with a modified Summer Camp schedule. Half day morning is 8:00 am to 12:30 pm and half day afternoon is 12:30 pm to 5:00 pm. 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. I enroll my child in the KWAS Preschool or Summer Camp for \_\_\_\_\_ days per week on a \_\_\_\_\_ (half/full) day basis, and that any days my child comes to the KWAS Preschool/Summer Camp outside of the days agreed upon in this contract, a drop-in fee will be charged to the parents. My weekly tuition is \$\_\_\_\_\_, If extended child care is required before or after Pre-school classroom hours, a \$20 fee per week is added to your bill. If applicable DES co-pay per week is \$\_\_\_\_\_. Parent(s) are required to pay for their child's preschool 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 CPS 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 is required as 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 Spring Break (1 week) and Winter 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. Drop-in care rate is \$30.00 per day.
9. Any checks not honored by the bank will be subject to a \$30.00 service charge.
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. To bring my child to the program on time and pick him/her up on time after class ends.
12. To call the KWAS Preschool teacher/Summer Camp Team Leader at 790-8400 to inform her of my child's absence or notify her of any illness that may keep my child home, such as: diarrhea, vomiting, fever, infected skin or eyes, undiagnosed rash or a contagious disease.
13. To provide a change of clothes or come and get my child at Preschool in the case of a toileting accident.

14. The KWAS Preschool/Summer Camp 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 and one week for Winter Break. 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. Written notice must be given one full week prior to a child leaving the preschool program. If one full week's notice is not given to the school, the deposit will be used to pay for failure to provide the school with one full week's notice.
17. By signing this document you agree and understand the policies and procedures of the Kids with a Smile Preschool and Summer Camp program:

I \_\_\_\_\_ **(parent/guardian)** consent, acknowledge, and approve of the procedures, rules, and regulations of Kids with a Smile Preschool/Summer Camp.

*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: \_\_\_\_\_.*

**Preschool schedule** (Circle days and length): **Mon Tue Wed Thur Fri** (full days or half days)

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



**Race/Ethnicity Two-Part Question: Complete both questions**

**Part 1: Ethnicity (Choose one only)**

- Yes, Hispanic or Latino  
A person of Mexican, Puerto Rico, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.
- No, not Hispanic or Latino

**Part 2: Race (Choose one or more)**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**McKinney-Vento Act Eligibility:**

Is your current address a temporary living arrangement? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is this temporary living arrangement due to loss of housing or economic hardship? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered YES to the above questions, please complete the remainder of this form.  
If you answered NO, you may STOP.

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**Where is the student currently living? (Check one box)**

- In a shelter
- In a motel
- With more than one family in a house or apartment
- Moving from place to place
- In a place not designed for ordinary sleeping accommodations (ex. car, park, campsite)

**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 \_\_\_\_\_

## Emergency Information

**Student lives with:** Both Parents \_\_\_\_\_ If Not (Please mark an X in the boxes below)

Mother \_\_\_\_\_ Father \_\_\_\_\_ Step Father \_\_\_\_\_ Step Mother \_\_\_\_\_ Legal Guardian(s) \_\_\_\_\_

Name of person (persons) who have Legal Custody: \_\_\_\_\_

Mother's Name: \_\_\_\_\_  
(Guardian's Name)                      Last                                      First                                      Middle

Mother's Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
(Guardian's Name)                      Last                                      First                                      Middle

Father's Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of an emergency, our procedure is to contact the parent/guardian that is listed first on the Student Data form at work or home. If we are unable to contact you, the second person listed on this form will become the next person to contact. The seriousness of the issue will determine whether or not the persons listed below will be asked to care for your child. A rescue unit will be called in a serious situation.

Person(s) who will care for and transport the student if the parent(s) cannot be contacted:

Name (person 1): \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name (person 2): \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please check one of the boxes below: **(YOU MUST COMPLETE THIS SECTION)**

- I give permission for my child to be photographed for educational purposes, including newspaper, television, and other publicity without reservation or compensation.
- I do not give permission for my child to be photographed for school purposes.

\_\_\_\_\_  
Name (print)                                      Home Phone                                      Work/Cell Phones

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

**The following person(s) may NOT remove my child from the school**

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

If so, comment? \_\_\_\_\_

## Kids with a Smile Preschool

*Monday-Friday 8:00am to 5:00pm  
Half days 8:00am to 12:30pm/ 12:30 pm to 5:00pm*

### Weekly Rate Schedule

	<u>5 Days</u>	<u>4 Days</u>	<u>3 Days</u>
Full Days	\$150.00	\$130.00	\$105.00
Half Days	\$110.00	\$100.00	\$90.00

### **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.
- ❖ One Week's tuition, to be submitted with your application as a deposit.
- ❖ 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 preschool 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(ren) 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.

# GRIFFIN FOUNDATION SCHOOL DISTRICT

## 2018-2019 New School Uniform Policy

*(Please read and keep this page at home as a reference)*

Parents:

All students enrolled for the 2018/2019 school year are required to wear the Griffin Foundation School District uniform for their specified school. Parents can purchase uniforms from vendors or department stores. Uniforms must follow our style and material requirements. **Clothes not allowed** to be worn to schools: **Denim, Blue Jeans, Sweats, Baggy pants, Spandex, Skinny Jeans, or Cargo pants** (pants with 4 pockets in front). Leggings are acceptable in **Solid White, Solid Navy, or Solid Black**. **No** Stretch pants are allowed. Uniform bottoms must be Cotton or Polyester and no more than 3% of other material. Clothes that are too revealing is not acceptable, short pants must be of regular length and uniform should **not** be skin tight. Mohawks and shaved heads are not allowed, but a fade hairline is acceptable. Unnatural hair colors are not allowed. Tattoos are not allowed and piercings must be kept to a minimum. Modest make-up is allowed for middle school students only. Nonschool sweat shirts with hood must have a zipper and kept open when worn in the building. Nonschool sweat shirts with hood must have a zipper and kept open when worn in the building.

If you are interested in purchasing uniforms from the Griffin Foundation School District, please stop by the front office.

As preparatory schools, it is important that students wear the required uniform attire. Parents will be called to bring in a change of clothes and/or called to pick-up their child, if the child is identified as wearing an unapproved uniform to school. Students may receive a uniform warning violation and/or suspension.

FIMS: Tops	Bottoms	CRS/KWAS: Tops	Bottoms
White	Khaki	White (Polo)	Khaki
Maroon	Navy	Navy (Polo)	Navy
Forest Green		<b><u>(No Navy top worn with Navy Bottom)</u></b>	

**No Light Blue Polo or Light Blue Dress shirts** will be allowed for the 2018-2019 school year.

Thank you and we look forward to another great school year with increased student achievements.

### **Every Friday! – Free Dress Day**

This school year the Griffin Foundation School District will be allowing students a Free Dress Day every Friday. We are happy to announce this new event for students to celebrate the end of each week.

It is impossible for school administrators to identify all items that might be inappropriate attire, but if any outfit is deemed to be inappropriate for school, the student may be given a warning not to wear the item again or the parent could be called to bring a change of clothes.

Blue Jeans or non-uniform bottoms will be allowed to be worn. Please make sure bottoms are clean, non-baggy. Pants must be on the waist and not showing the student's underwear. Please make sure shirts, shorts, and dresses have a modest hem length. No sleeveless shirts or spaghetti straps will be allowed. No inappropriate writing or language on clothes. Students are required to follow policies and directives of the uniform dress codes as stated by GFSD. Failure to do so could result in suspension.

We believe this will be a wonderful school year for our students.

Sincerely,  
Administration



# GRIFFIN FOUNDATION SCHOOL DISTRICT

1844 S. Alvernon Way, Tucson, AZ 85711

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

Office: 520-790-8400



## **Kid with a Smile Preschool**

February 9, 2018

Dear Parents:

We are about to embark on a new and exciting school year!

I would like to make our parents aware that the Billing Department will no longer overlook payment and billing compliance requirements. Starting this school year the Business Office will require parents to follow childcare payment guidelines.

If you need a copy of the handbook, policy guidelines, or payment requirements, please speak to Ms. Vaught or Ms. Spoon. If you need additional information, these guidelines are also listed on your agreement/enrollment application and other documents that have been issued to you in the past. Listed below are some of the guidelines that will be enforced this school year:

### **Program General Policies**

- 1.) Parents will complete/submit all registration forms including health records, emergency, birth certificate, and permission authorizations for pick-up and any other required records or forms before a student can enter into the program. The child must be age 3 or 4 (preschool) and age 5 thru 13 (Before and After School or summer camp).
- 2.) A non-refundable \$45.00 registration fee per family is due with the application. The only exemption is if the applicant is a renewal without interruption of childcare services or referred by the Department of Child Safety (DCS).
- 3.) One Week's tuition per child will be submitted with your application as a deposit. Invoices are issued every Friday and payment must be paid no later than Monday of the following week before the end of business. If the child is not scheduled for childcare that day, payment is due the next day that the child is scheduled for services.
- 4.) Weekly childcare payment is paid in advance before services are rendered.
- 5.) A \$15 late fee is due each week that a past due balance is owed to the childcare program. An invoice will be issued or mailed each week and additional late fees will be charged each week your bill is not paid. If no arrangements are made by the client to pay the past due balance in person, by telephone, or mail, the department will submit the past due balance to a collection agency and the amount due will be entered on the client's credit record.
- 6.) Any checks not honored by the bank will be subject a \$30 service charge.

- 7.) A \$20 weekly service fee will be added to bill if the before/after school program is used by a KWAS student for extended childcare services.
- 8.) There is a \$1 dollar per minute late fee for late pick-up. Aides/monitors in the program are required to complete an invoice for parents that arrive late to pick up their child. The parent is given a copy of the receipt.
- 9.) Before/after School Drop-in rates: \$15 for 1<sup>st</sup> hr, \$20 for 2<sup>nd</sup> hr, and \$25 for 3 hrs. The weekly rate is \$70 per week. The Kids with a Smile Preschool is \$150 per week. We also offer 4 days and 3 days program services and half days.
- 10.) The application and required fees will be given to the Superintendent for final approval before the child can enter the classroom or receive program services.
- 11.) No students will enter the program until their application has been approved by Mr. Griffin. Parents enrolling their child into one or more programs for the upcoming school year will be contacted over the summer to make the required payments and deposits for their child to be ready to receive services at the start of school.
- 12.) If a parent changes child care services or receive a decrease or increase in their payment amount, their deposit will be updated to reflect the amount due for collection. A deposit will be collected on each child enrolled in the program. If the parent has paid their balance due and has given the childcare program a one week written notice, the deposit will be refunded to the parent within 7 business day in the form of a check. If the written notice is not signed timely and on file, the deposit will be used as payment for failure to provide a timely one week written notice.

We provide quality childcare services to your child or children at discounted/low rates compared to other childcare programs in the community. The revenue we receive in form of weekly payments is what is used to pay our employees' wages. Please follow the program childcare guidelines and procedures. If you have any questions, speak to the Business Office staff.

Thank you for your cooperation and understanding.

Sincerely,  
Mr. Griffin  
GFSD Superintendent