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| --- | --- | --- |
| **Family Last Name (Account Name)** | **Campus Student(s) Attend** | **Date of Application** |
|  | ⃝ Desert Oasis Elementary⃝ Nadaburg Elementary |  |
| **Parent or Guardian #1** | Parent/Guardian Name | Home Phone | Cell Phone | Work Phone |
|  |  |  |  |
| Street Address | City | St | Zip Code | Child Lives with |
|  |  |  |  | ⃝Yes ⃝ No  |
| Email Address | Relationship | Educational Rights |
|  |  | ⃝ Yes ⃝ No  |
| **Parent or Guardian #2** | Parent/Guardian Name | Home Phone | Cell Phone | Work Phone |
|  |  |  |  |
| Street Address | City | St | Zip Code | Child Lives with |
|  |  |  |  | ⃝Yes ⃝ No  |
| Email Address | Relationship | Educational Rights |
|  |  | ⃝ Yes ⃝ No  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Student #1 Information**  | Student First and Last Name | Date of Birth | Age | Grade | Gender | Ethnicity |
|  |  |  |  |  |  |
| Homeroom Teacher | IEP or 504 Plan | ELL Student | Gifted Student |
|  | ⃝Yes ⃝ No | ⃝ Yes ⃝ No | ⃝ Yes ⃝ No |
| Program Enrolling For | Custody Documents  |
| ⃝ Assets Before/After School ○ Monday ○ Tuesday ○ Wednesday ○ Thursday ○ Friday  ⃝ Preschool 3-5 ⃝ Extended Preschool 3-5 ⃝ Early Head Start | ⃝ Yes ⃝ No  |
| **Student #2 Information**  | Student First and Last Name | Date of Birth | Age | Grade | Gender | Ethnicity |
|  |  |  |  |  |  |
| Homeroom Teacher | IEP or 504 Plan | ELL Student | Gifted Student |
|  | ⃝Yes ⃝ No | ⃝ Yes ⃝ No | ⃝ Yes ⃝ No |
| Program Enrolling For | Custody Documents  |
| ⃝ Assets Before/After School ○ Monday ○ Tuesday ○ Wednesday ○ Thursday ○ Friday  ⃝ Preschool 3-5 ⃝ Extended Preschool 3-5 ⃝ Early Head Start | ⃝ Yes ⃝ No  |
| **Student #3 Information**  | Student First and Last Name | Date of Birth | Age | Grade | Gender | Ethnicity |
|  |  |  |  |  |  |
| Homeroom Teacher | IEP or 504 Plan | ELL Student | Gifted Student |
|  | ⃝Yes ⃝ No | ⃝ Yes ⃝ No | ⃝ Yes ⃝ No |
| Program Enrolling For | Custody Documents  |
| ⃝ Assets Before/After School ○ Monday ○ Tuesday ○ Wednesday ○ Thursday ○ Friday  ⃝ Preschool 3-5 ⃝ Extended Preschool 3-5 ⃝ Early Head Start | ⃝ Yes ⃝ No  |
| **Student #4 Information**  | Student First and Last Name | Date of Birth | Age | Grade | Gender | Ethnicity |
|  |  |  |  |  |  |
| Homeroom Teacher | IEP or 504 Plan | ELL Student | Gifted Student |
|  | ⃝Yes ⃝ No | ⃝ Yes ⃝ No | ⃝ Yes ⃝ No |
| Program Enrolling For | Custody Documents  |
| ⃝ Assets Before/After School ○ Monday ○ Tuesday ○ Wednesday ○ Thursday ○ Friday  ⃝ Preschool 3-5 ⃝ Extended Preschool 3-5 ⃝ Early Head Start | ⃝ Yes ⃝ No  |

***For Additional children please complete the Additional Student Form, and attach to this application.***

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| **Program Rates and Fees are per month** |
| Preschool Program | Regular Preschool Rates | Extended Preschool |
| 12 month to 35 month  | Early Head Start Grant Only  |
| 36-60 Months | $445.00 a month | $180.00 a month M-F$20 a month M-F, FTF Scholars |
| Dual Enrollment: State Funded Preschool, Additional Time | $165 a month | Same as Above |

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| School Age Program (ASSETS) | Mon-Friday | Mon-Thur | Friday Only | Drop In \* |
|  | $110  | $85  | $55 | $15/day |

\* Drop In must be preregistered with the Community Education Department

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| --- | --- | --- | --- |
| Registration Fees | March 29th-April 30th | May 1st- May 24th | After May 24st  |
| Returning Families | $25 | $40 | $70 |
| New Families | $35 | $50 | $70  |

**Camp Programs:**

Daily Rate (1 day of Camp) $30 per a day

Weekly Rate $125

Summer School Program Requires $25 non-refundable deposit

 For families who receive a 100% scholarship will pay the $25 as tuition

**Other Fees:**

Late pick up fee. First thirty (30) minutes $1 per a minute, 31 minutes and after $2 per a minute. Director of Educational Services may waive up to one late fee pick up if the circumstances are deemed an emergency or unavoidable, and there is no history of prior late pickups.

Late Payment Fee. Any late payments after the tenth of the month, $15. Director of Educational Services may waive up to one late payment if extraordinary circumstances exist.

Returned Item Fee. Any payments returned from a financial institute, $25 plus any applicable late fees. If two items or more are returned in an academic year the district will require a secured payment (money order or cashier’s check).

Ten percent discount for multiple students, applied to the highest tuition rates. Ten percent discount applied if annual tuition is paid in advance. There are **no** refunds available if tuition is paid in full for the year.

The district will waive excess when being paid by the Arizona Department of Economic Security, but cannot waive required co-pays.

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| **Initial Here** | **Please read statement of understanding** |
|  | Program payments are leveled over a ten month period, regardless of the number of days of service. Payments do not include days/services when school is not normally in operation. For example fees do not include camp days, summer programs, or other days when services may be offered and school is closed. |
|  | Program fees are due in advance. Program fees are non-refundable. Late fees will apply after the tenth day payment is not received past the due date. Services will be suspended after the ­twentieth day payment is not made; and students will be withdrawn if payment is not made within thirty days. Days are calendar days, not business days. Accounts past thirty days may be sent to collections. Responsible party may be charged any and all collection fees, interest, or late payment fees assessed by the collection agency. |
|  | At times there may be additional program fees for special activities and events. These fees would not be mandatory for program participation, but may be required for the particular activity. These fees will be limited in how often they are requested, and we will provide a minimum of a two week notice. The actual cost of the activity or event will be charged. |
|  | I understand the staff are in charge of the program and will direct my child(ren) to make responsible choices, and may impose discipline within the confines of the Nadaburg Unified School District No. 81 Governing Board Policies. I understand my child could be suspended or removed from the program for behavior and/or safety concerns. |
|  | I grant permission for my child to be photographed and understand such photographs (including video) may be used in public displays such as district web sites, classroom displays, brochures, newsletters, and mailings at the direction of the program administration. |
|  | Children are required to self toilet and provide general care needs, including those enrolled in the preschool program, excluding those who qualify for developmental preschool |

**Agreements, Terms, and Conditions.**

The Nadaburg Unified School District No. 81 community education programs are licensed by the Arizona Department of Health Services Bureau of Child Care Licensing. We will notify you by posting in operating/licensed classrooms if there are any sanctions, pending actions, or valid complaints registered against the specific program(s) your child is enrolled.

Immunizations-Accordance with Arizona Department of Health Services every child enrolled in a licensed program must have current immunizations as prescribed by the Department of Health Services. Students may be suspended or withdrawn from enrolled programs if the program does not have verification of current immunizations. You must provide current immunization information even if your child attends/enrolled in the Nadaburg School District as a student. Under Arizona State Law parents have the right to waive immunizations under certain conditions. If a student has an immunization waiver they will be withdrawn from the program if a known outbreak of an immunized disease is present or suspected until such contagious disease is eradicated. There is no waiver or suspension of tuition payments if a child is suspended from the program for lack of immunizations.

Payments-Payments are due on the first of the month. If the first of the month falls on a day the school is normally closed payments are due on the first business day school resumes. Accounts not paid by the 10th of the calendar month will be assessed a late fee in accordance with our current rates. Payments not made by the 11th day will result in the student being suspended from the program. Payments not made by the 30th day will result in the child(ren) being withdrawn from the program. If the child(ren) are withdrawn a new application with appropriate application fee is required; any past due payments must be current; and will be based on availability.

Enrollment-Enrollment in programs is required. The enrollment process may take up to three (3) business days. Families will be contacted when the enrollment process is completed. Families will be notified by the district when enrollment is completed and the child may begin their enrolled programs. All enrollment documents must be completed and turned in with the application prior to beginning any community education programs. If a desired program is full to capacity a family may request to be placed on a wait list provided the application documentation is complete, and the registration fee is paid. Registration fees are non-refundable.

Program Absence, suspension-If a child is absent or suspended from an enrolled program the program will not provide a refund or a pro rate fee. At the director’s discretion a pro-rated fee may be applied if a child has a serious, chronic, or contagious disease that will keep them from participating in regular attendance for more than five (5) days. If a prorated waiver is granted it is limited to one per a family per a year.

Late Pick Up-Parents/guardians or designated persons whom pick a child up late from the program will be assessed a late pick up fee in accordance with our current rate structure. Late pick up fees must be paid within three (3) business days of being assessed. Failure to do so will result in the late payment policy being implemented. At the department director’s discretion late pick up fees may be waived or negotiated in emergency situations. Family accounts are limited to one waiver or negotiation per a year, and the situation must have been one that could not be avoided. However, the director is not obligated to waive or negotiate any late pick up fees assessed.

Return Bank Instrument-If a payment is returned from your financial institution or the payer on your account you will be assessed the NSF fee in our current rate structure, and actual cost incurred by the Nadaburg Unified School District No. 81. If payment in full is not paid by the due date a late fee will be assessed regardless of when we are notified by the financial institution of the late payment. If more than two bank instruments are returned in a twelve month rolling period all future payments must be made in a secured format.

Payment methods-Payment may be made in the form of check, money order, or cash. Cash payments should be given to the site director or community education business office. The payer will be issued a receipt for cash payments. Cash payments not posted to accounts will not be credited if the payer does not have a written receipt. Cash payments shall not be placed in payment boxes, mail boxes, or night depositories.

Program Withdrawal-Participants must withdraw enrolled child(ren) completing a family withdrawal form. Failure to do so will keep the account active with charges accruing for tuition and other fees. Participants may complete a withdrawal form via telephone through the community education office.

Document and Payment Delivery-The community education department operates separately from the school district operations. Documents, forms, and payments should be delivered to appropriate community education staff. The community education department and school sites are not responsible for forms, documents, or payments not delivered to community education. Documents, forms, payments may be mailed to: Nadaburg Unified School District No. 81, 32919 Center Street, Wittmann, AZ 85361.

Financial Assistance-Financial assistance is available through the Department of Economic Security and the First Things First Scholarship program. Participants in these programs are solely responsible for maintaining their eligibility. If either entity denies payment the enrolled family is responsible for any payments to the Nadaburg Unified School District No. 81. Families are responsible for any fees assessed that are not covered by a third party payer.

Special Field Trips/Events-If the program your child(ren) are enrolled in has a special event or field trip that you do not want your child(ren) to participate in they will not be provided services on those day(s). Refunds will not be issued for non-participation.

Multi-child discount-Families that have more than one child will receive a discount on tuition. Tuition discounts will be applied to each child after the first enrolled child. Discounts will always be applied to the highest tuition rate first.

Child Removal-The program will not release child(ren) to adults who are not listed on the child’s emergency information and immunization record card, also known as the blue card. It is the parent/guardian’s responsibility to assure all persons listed as those who are allowed to pick up children is appropriately listed. If the parent/guardian decides a listed person shall no longer be allowed to remove a child they must notify the center to update the form. If a legal parent/guardian is forbidden from removing a child from the program the parent/guardian with legal custody shall provide adequate documentation to the community education department. Providing this information to the school site does not satisfy this requirement.

By signing this application you hereby agree to the terms and conditions of the agreement, the parent handbook for 2016-2017, and the Nadaburg Unified School District Governing Board Policies. You have read and understand the terms and conditions on the reverse of this agreement, and understand they are part of your agreement. You certify that no verbal commitments or promises have made to you that conflict with this agreement. You further understand your child cannot begin a program until you are notified by the Community Education Department. This process can take up to three (3) business days to complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/Guardian # 1 Signature** | **Date** | **Parent Guardian Signature # 2** | **Date** |
|  |  |  |  |

**Required Documents for Enrollment**

|  |  |  |
| --- | --- | --- |
| Preschool | First Things First Preschool Scholarships | ASSETS, School Age before and after care |
| Community Education ApplicationEmergency Contact CardPHLOTE (Language Survey)McKinney-Vento FormStudent Health SurveyDevelopmental SurveyEIS Authorization (Technology)Parent Handbook AcknowledgmentBirth CertificateProof of ResidencyImmunization Record | State assistance notice dated in the past 6 months or prior year tax return and one full month of current pay stub for each working parent/guardian or letter stating unemployedFirst Things First Application**All** documents listed under preschool. | Community Education ApplicationEmergency Contact CardImmunization RecordParent Handbook Acknowledgement |
| Department of Economic Security Child Care Subsidies | Possible Additional Documentation, All Programs |
| Authorization from Case WorkerDES Payment Worksheet Copy of parent/guardian(s) driver license | Medication Authorization, Individual Education Plan, 504 Plan, Custody Documents, immunization waiver, medical statements of special medical needs/allergies/dietary needs.  |
| Early Head Start | Families participating in Early Head Start need to qualify through the Early Head Start grantee. They may require additional documentation beyond our program. Please contact 623-388-2120 for additional information. |

**p**

**Office Use Only. Please do not write below this line.**

Office Use Only:

**⃝ Application ⃝ McKinney/Veto ⃝ FTF Application**

**⃝ Registration Fee ⃝ Home Language Survey ⃝ FTF Financials ((○Tax Return ○Pay Stubs/AZ State letter)**

**⃝ Emergency Blue Card ⃝ Medical Form ⃝ DES Authorization**

**⃝Immunization Record/Waiver ⃝ EIS Agreement ⃝ DES Parent/Center Agreement**

**⃝ Birth Certificate ⃝ Court/Custody**

**⃝ Proof of Residency ⃝ IEP/504 Plan other Academic Record**

**PROCESSING**

|  |  |
| --- | --- |
| Comm Ed File | All documents |
| Classroom | Application, Blue Card, Immunization, Birth Certificate, EIS, Medical Form, Academic Records, Custody Records  |
| Site Nurse | Blue Card, Immunizations, Medical Form |

**⃝ Comm Ed File ⃝ Classroom ⃝ Student Database ⃝ Billing System**

**Application Received By: Date/Time .**

**Application Reviewed By: Start Date: Tuition: $ Registration $ .**

**⃝ Contacted acceptance Date: . ( ) Phone ( ) Mail**