



Before- and After-school Programs

The Washington Elementary School District prides itself in being able to provide before and after school care for its students.

We recognize that quality care is essential to children's growth and development. At KidSpace, we look forward to providing your child with opportunities for personal and academic growth in a fun, safe and nurturing environment that extends beyond the school day. You can be assured that the safety and well being of your child is a top priority and you will notice the high standards that are present at each and every site.

We offer a wide range of activities that are exciting and fun and at the same time build on educational classroom experiences.



Locations at these WESD schools:

Abraham Lincoln: 602-896-6315
Acacia: 602-896-5015
Alta Vista: 602-347-2015
Arroyo: 602-896-5145
Cactus Wren: 602-347-2115
Chaparral: 602-896-5315
Ironwood: 602-896-5673
John Jacobs: 602-896-5715
Lakeview: 602-896-5858
Lookout Mountain: 602-896-5991
Manzanita: 602-347-2272
Moon Mountain: 602-896-6082
Ocotillo: 602-347-2415
Orangewood: 602-347-2914
Richard E. Miller: 602-347-3011
Roadrunner: 602-347-3115
Sahuaro: 602-896-6215
Shaw Butte: 602-347-4215
Sunburst: 602-896-6415
Sunset: 602-347-3315
Sweetwater: 602-896-6515
Tumbleweed: 602-896-6615
Washington: 602-347-3415

- Safe, on-campus BEFORE and AFTER school care
- Students in grades K- 6 are welcome!
- KidSpace offers childcare in a positive setting with fun and educational daily activities.
- Open Monday through Friday- 6:30 a.m. to 6:00 p.m.
- Staffed by WESD District employees with full background checks.
- Academic enrichment & homework help
- Nutritious snacks
- DES approved
- DHS licensed facilities
- Multiple sites open during WESD breaks.



Enrollment forms available online at
WWW.WESDSCHOOLS.ORG

**Your child can attend KidSpace
before and after school for as little as \$20 per week!**
Call your school KidSpace office for enrollment information.

WESD **KidSpace**

Before- and After-school Programs

El Distrito Escolar Washington se enorgullece de proveer cuidado para sus estudiantes antes y después de clases. Reconocemos que un cuidado de calidad es esencial para el crecimiento y desarrollo de los niños. En el Programa KidSpace, anticipamos proveer a su hijo(a) con oportunidades para crecimiento personal y académico en un ambiente divertido, seguro y cariñoso que se extiende más allá del día escolar. Pueden estar seguros que la seguridad y bienestar de su hijo(a) es nuestra primera prioridad y ustedes notarán la alta calidad que está presente en cada una y todas las localidades. Ofrecemos una gran variedad de actividades que son excitantes y divertidas y al mismo tiempo edifican experiencias educacionales en el salón de clase.

Programas ubicados en estas escuelas del WESD:

Abraham Lincoln: 602-896-6315
Acacia: 602-896-5015
Alta Vista: 602-347-2015
Arroyo: 602-896-5145
Cactus Wren: 602-347-2115
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- Cuidado seguro, en la propiedad escolar ANTES y DESPUÉS de clases
- ¡Acogemos a estudiantes en los grados K- 6!
- El programa KidSpace ofrece cuidado de niños diariamente en un ambiente positivo con actividades divertidas y educacionales.
- Abierto de lunes a viernes - 6:30 a.m. a 6:00 p.m.
- Empleados provistos por el WESD con revisión de antecedentes
- Enriquecimiento académico y ayuda con las tareas
- Instalaciones con licencia de DHS
- Meriendas nutritivas
- Aprobado por DES
- Varias localidades abiertas durante los recesos de WESD



Formularios de inscripción disponibles en línea al
WWW.WESDSCHOOLS.ORG

**¡Su hijo(a) puede asistir a KidSpace
antes y después de clases por tan poco como \$20 por semana!
Llaman a la oficina de KidSpace de su escuela para información sobre la inscripción.**

WESD KidSpace Child Care Services Contract

2013-2014 School Year

KidSpace Child Care Services Contract

Washington Elementary School District #6

Standard Services:

- ☐ Standard Rate (Youngest Child): \$3.50 per hour
- ☐ Sibling & District Employee Rate: \$3.00 per hour
- ☐ DES: Financial assistance is available for income eligible families; rates will be determined by DES. DES authorization required before the child can attend.
- ☐ Twilight: \$20 per month--can attend only on academy days
- ☐ McKinney Vento: \$3.00 per hour--must have prior authorization

PLC Wednesday (PLC) Services Only:

- ☐ PLC Wednesday release rate: \$2.00 per hour*.

*PLC reduced rate only applicable during the hours that fall between PLC Release and the child's Regular Release time. Thereafter, standard rates apply.

***Fees subject to change at anytime based on WESD budget.**

Nonrefundable Registration Fee

- ☐ \$50.00 Per Child
- ☐ \$75.00 Per Family
- ☐ Other _____

Check #:

M.O. #:

School:

Name of child:

Grade:

Teacher:

Effective week of:

PLC Wednesday Information

- The WESD Governing Board adopted a District-wide Early Release PLC Wednesday Policy for the current school year. In support of our communities, KidSpace is offering a reduced rate of \$2.00 per hour for the hours that fall between PLC Release (PLC) and the child's regular release time (RR). For example: If PLC is 12:30 and RR is 2:00; customers would be eligible to receive 1.5 hours at \$2.00 per hour. Thereafter, standard service rates apply. **NOTE:** PLC Release time will vary by school.
- The PLC rates are only applicable to children who have been released early. Therefore, excluding early childhood enrichment programs, all families enrolled for child care services on Wednesdays are eligible for the reduced rate.
- Customers have the option of engaging child care services for PLC Wednesdays only; and the minimum weekly charge of \$20.00 is waived. However, if customers exceed the PLC time frame, they will automatically incur the weekly minimum charge and may be required to complete a new contract for Standard Services.

Requested Child-care Schedule

Time Requested	M	T	W	TH	F	Contracted Services
Before School In (AM)						Total Weekly Hours Contracted:
Before School Out (AM)						Total Charge For Hours Contracted*:
						<i>*Weekly minimum rates apply to all contracts except PLC, DES, Twilight and McKinney Vento</i>
After School In (PM)						Payment Requirements
After School Out (PM)						Weekly Payments Requires deposit equal to 1 week of contracted hours. (Deposit is refundable)
Total Daily Hours						

Contracts

- To retain space in the program, customers are liable for the weekly fees stated in this contract until withdrawn from the program.
- Contract will remain in effect until a new contract is filled out, signed, dated and returned, or upon completion of current school year.
- Customers may amend their contract up to 2 times at no charge. A \$5 charge will apply for additional changes.
- New contracts must be received by Friday @ 6:00 p.m. to be effective for the following week.

Enrollment Fees

- Nonrefundable registration fee: \$50.00 per child, \$75.00 per family or discounted fee.
- Refundable Deposit (see Payment Requirements above): Deposit will be applied to the last week of current school year attendance or applies to final charges upon withdrawal from the program.

Billing

- BILLING RATES ARE NEVER BILLED BELOW THE WEEKLY MINIMUM.
- Billing statements are generated every Monday. Payment is due in full by Friday @ 6:00 pm of the same week. A \$10 late payment fee may be charged weekly on all account balances that exceed \$10 on Friday at 6:00 p.m.
- Statements will include:
 - Current weekly contracted hours.
 - Any additional hours over previous week's contract (which may include early dismissal/full release days; i.e. professional development days and/or holidays).
- NO CASH ACCEPTED**, checks or money orders only. Please make check or money order payable to KidSpace.
- A \$25 fee will be charged for all NSF checks (in addition to the principal amount of the check). Customers who have NSF checks may be asked to pay by money order or cashier's check only.
- If DES authorization expires or lapses for any period of time, DES customers will be expected to follow the same guidelines as families not receiving financial assistance.

Withdrawals/Reinstatement of Services

- Refunds on student withdrawals will take up to 30 days to be processed after the child's last day of enrollment in the program.
- Child may be withdrawn at the program's discretion when account is past due.
- Reinstatement after withdrawal (voluntary or involuntary) may require a \$25 fee per family and a 1-week deposit. Reinstatement will be subject to space availability.

Late Pick-Up

- All KidSpace centers close at 6:00 p.m., so please plan for a punctual pick up.** In the event that parents or emergency contacts cannot be reached after the center closes, WESD has been advised to contact the Phoenix Police Department or Child Protective Services.
- Penalties: \$3 per minute, per child will be charged after 6:00 p.m. and added to next billing cycle. After 3 occurrences, child may be dropped from the program.

Authorization

I have read this contract and agree to the terms stated therein. I have received additional billing standard policies and agree to all terms as stated. I do ☐ / do not ☐ grant permission for my child to be photographed for WESD use only.

Parent or Guardian Signature: _____

Date: _____

Person Responsible for Payment (Please Print): _____

Address: _____

Phone: _____

KIDSPACE BILLING STANDARDS/ FEES 2013-2014



updated 3/1/13

Registration Fee

- All registration fees are non-refundable.
- An annual non-refundable \$50 registration fee per child and \$75 registration fee per family will be charged each school year.
- PLC Wednesday only student's registration fee will be waived.
- DES student's registration fee will be discounted 50%.
- McKinney/Vento student's registration fees will be waived.
- A separate summer camp registration fee of \$25 will be charged.
- WESD employees will get a 50% discount on registration fees.
- Twilight student's registration fees will be waived.
- Registration fees may be discounted or waived throughout the year by program staff for special circumstances or program promotions.

Weekly Contracts

- Customer will be liable for the fee stated in contract until a new one is filled out, signed, dated, and returned.
- **New contracts must be received by Friday 6 p.m. to be effective for the following week.**
- Customer may amend contract up to 2 times at no charge. A \$5 charge will apply starting with the 4th contract on file.
- Billing rates are never billed below the \$20 weekly minimum for the first child and a \$17.50 minimum for each additional older sibling or district employee. PLC Wednesday only contracts may be billed at the \$2.00 hourly rate during PLC times and would be excluded from the weekly minimum unless the time used exceeds PLC times. Then normal weekly rates would be charged.
- On holidays that there is no KidSpace day care available there will not be a charge. The weekly minimum will still be billed.
- PLC Wednesday Only Services will not be billed or will be credited if there are weeks with no PLC dismissal.
- Fall/Winter/Spring Break weeks will not be billed according to the school year contract. If there is a week with no school a camp contract will need to be filled out if camp services are to be utilized.
- Additional hours will be billed at the \$3.50 an hour rate or the sibling/employee rate of \$3.00.

Fees For Enrollment

- Non-refundable registration fee is due with registration. A 1-week deposit equal to contracted hours and first week bill is due by the end of the first week registered.

Weekly Billing Standards

- Statements will be available Monday afternoons.
- Statements will include current weeks contracted hours and any additional hours over previous week's contract, which may include early dismissal/full release days i.e.; professional development days & holidays.
- Payment due in full by Friday 6:00 PM of same week.
- A \$10 late payment fee will be charged on all accounts that exceed \$10 as of Friday at 6:00pm.
- Only check or money order is accepted payable to KidSpace –**NO CASH ACCEPTED.**
- \$25 NSF fee will be charged in addition to the principal amount for any returned checks. Payment must be made by only money order or cashier's check may be applied to accounts with excessive NSF checks paid on account.

- Children may be withdrawn when account is two weeks past due.
- For services to be reinstated due to any withdrawal a \$25 fee will be applied along with the 1-week deposit paid on account.
- Refunds on student withdrawals will be refunded after 30 days.
- \$3/minute per child will be charged after 6:00 PM (added to next billing cycle). After 3 occurrences, child may be dropped from the program.
- The Phoenix Police have advised WESD to call them or Child Protective services in the event that parents or emergency contacts cannot be reached after the center closes.
- Standard Rate \$3.50 per hour for youngest child and discount rate of \$3.00 per hour for siblings & district employees.
- Twilight only participant's can only use days when there is Academy or 21st Century classes only. Care will be provided after Academy/21st Century classes are dismissed until 6:00pm. If days/hours are used that are not Academy/21st Century the standard weekly minimum will be billed to account.
- The schools that have Academy or 21st Century classes and do not have academy or vendors on Wednesday during weeks when there is classes. The Wednesdays when academy is still in session for the week but there is no vendor will be included in the \$20 monthly charge.
- If Twilight child uses extra days/hours (when there is no Academy/21st Century) they will be charged the standard weekly rate.

DES Contracts

- **DES financial assistance is available for income-eligible families.** If authorization expires, parents will be expected to follow the same guidelines as families not receiving financial assistance. The customer will be responsible for paying any charges on the bill. This includes a one-week deposit, which will be refunded if and when services are authorized.
- For DES families on weekly contracts accounts will be billed the week after services are rendered. Charges (co-payments) will only be applied to days used the previous week.
- For DES families on monthly contracts accounts will be billed on the 1st of the month for the previous month. Charges (co-payments) will only be applied to the days used the previous month. Charges for the last month of the year may be charged at the beginning of the month.

Monthly Contracts

- No deposits will be required on monthly billing. All billing statements will be for the current month
- Billing statements will be issued on the 1st Monday of every month.
- All fees on the billing statements are due by the 5th or first Friday of the current month.
- A \$10 late fee will be assessed on all accounts with a balance that exceeds \$10 on Friday after the first Monday billed and continue weekly to be billed on every Monday until balance is paid under \$10.
- If a balance over \$10 remains on account after the 10th of the current month the child may be recommended for **disenrollment by the Program Supervisor.**
- **Any contracts starting on or after the 16th of the month will be discounted by 50% .**
- Any additional charges for time used will be at a daily rate of \$18 for less than 6 hours and \$25 for 6 hours or more. These charges will be added to next monthly billing cycle.
- All contract changes are due prior to the 1st of every month.
- Only check or money order is accepted payable to KidSpace –**NO CASH ACCEPTED.**
- \$25 NSF fee will be charged in addition to the principal amount for any returned checks. Payment by only money order or cashier's check may be applied to accounts with excessive NSF checks paid on account.
- \$3/minute per child will be charged after 6:00 PM (added to next billing cycle). After 3 occurrences, child may be dropped from the program.



CDC/SGH# or name: _____

**Arizona Department of Health Services
Bureau of Child Care Licensing****Emergency, Information and Immunization Record Card**

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Mother or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Father or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted:

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

I hereby give authority to any hospital or doctor to render immediate aid as might be required at the time for his/her health and safety. It is understood by me that the expense of this service will be accepted by me.**In case of injury or sudden illness, I request that this individual be called first:**Does your child have insurance coverage? ☐ No ☐ Yes Name of Insurance Company:

The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. ☐ yes ☐ no

Telephone Authorization Code (optional): _____

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:

www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day /yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day /yr

Medical Information

Is child allergic to food or other substances? If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:
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