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| --- | --- | --- |
| **Family Last Name (Account Name)** | **Campus Student(s) Attend** | **Date of Application** |
|  | ⃝ Desert Oasis Elementary⃝ Nadaburg Elementary |  |
| **Parent/Guardian #1** | Parent/Guardian Name | Primary Phone | Alternative Phone | Work Phone |
|  |  |  |  |
| Street Address | City | St | Zip Code | Child Lives with |
|  |  |  |  | ⃝Yes ⃝ No  |
| Email Address | Relationship | Educational Rights |
|  |  | ⃝ Yes ⃝ No  |
| **Parent/Guardian #2** | Parent/Guardian Name | Primary Phone | Alternative 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 Information** | Student First and Last Name | Date of Birth | Age | Grade | Gender |
|  |  |  |  | ⃝ Male ⃝ Female |
| Custody Documents  | ELL Student | IEP or 504 Plan | Race | Ethnicity |
| ⃝ Yes ⃝ No  | ⃝ Yes ⃝ No | ⃝Yes ⃝ No |  |  |
| Program Enrolling For |
| ⃝ **Early Head Start** *(Monday-Friday 7:30a-5:30p)*⃝ **Preschool 3-5** *(Monday-Thursday 7:00a-3:00p)*⃝ Full Day⃝ Part Day⃝ **Extended Day** *(3-5yr old not eligible for Kindergarten)*⃝ Monday-Thursday *6:00a-school-6:00p)*⃝ Friday Care *(7:00a-5:00p)*⃝ **Drop-In**⃝ Monday-Thursday⃝ Friday⃝ **Hold** until \_\_\_\_\_\_\_\_\_ (monthly HOLD fee applies) | ⃝ **Before/After School Care** *(K-6th, not yet 13yr old*⃝ Monday-Thursday *6:00a-school-6:00p)*⃝ Friday *(7:00a-5:00p)*⃝ **Drop-In**⃝ Monday-Thursday *(6:00a-school-6:00p)*⃝ Friday *(7:00a-5:00p)*⃝ **Hold** until \_\_\_\_\_\_\_\_\_ (monthly HOLD fee applies) |

***Please complete the separate application for each student enrolling***

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| **Program Rates and Fees are per month** |
| Preschool Program | Preschool Mon-Thurs | Extended Day Mon-Thurs | Friday Care | \*Extended day Drop In |
| 12-35 Months (Toddler) Monday-Friday | Early Head Start Grant Only |
| 36-60 Months (Preschool **Full Day**) | $700 | $170 | $170 | M-Th$30/dayFriday $50/day |
| 36-60 Months (Preschool **Part Day**) | $375 | AM or PM only $85 | $170 | M-Th$30/dayFriday $50/day |
| Dual Enrollment (Full Day): IDEA/PP | $435 | $170 | $170 | M-Th$30/dayFriday $50/day |
| School Age Program  | Mon-Thursday | Friday | Drop In \* |
|  | $145 | $145 | M-Th$30/dayFriday $50/day |

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

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| Registration Fees  | Until May 22 (last day of school) | May 23 and after  |
| Family | $25 | $50 |

**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 or before the first of the month. 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 20th 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 five (5) 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-rated fee. If a child is suspended from the Elementary school, they may not attend the enrolled program until suspension is completed. 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 who 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 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.

**Returned 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, cash, or credit/debit card. Cash & Check Payments are accepted only at community education business office. Credit/Debit can be made electronically, at the school front office, at the district office, or via the online payment portal. The payer will be issued a receipt for all payments. Payments not posted to accounts will not be credited if the payer does not have a written receipt.

**Program Withdrawal**- Participants must withdraw enrolled child(ren) by 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 the community education office. The preschool classroom and school sites cannot accept payments or documents not meant for them. Documents, forms, payments may be mailed to: Nadaburg Unified School District No. 81, ATTN: Mrs. Breuana Tammaro, 32919 N 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.

**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 (tuition) 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.

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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 on the tenth of the month if 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. |
|  | 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. |
|  | 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. |

By signing this application, you hereby agree to the terms and conditions of the agreement, the parent handbook for 2024-2025, 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 five (5) business days to complete.

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

**Required Documents for Enrollment**

|  |  |  |
| --- | --- | --- |
| Preschool | DES CDDES Child Care  | First Things First Preschool Scholarships |
| * Community Education Application
* Parent Handbook Acknowledgment
* Discipline Acknowledgement
* Emergency Contact Card
* Home Language Survey
* McKinney-Vento Form
* Student Health Survey
* Best of Care
* Birth Certificate
* Proof of Residency
* Immunization Record or Waiver
* Copy of parents Drivers License/ photo ID
 | **All** documents listed under preschool.And all of the following:* DES Child Care Authorization from Case Worker
* DES Payment Worksheet
 | **All** documents listed under preschool.And all of the following:* State assistance notice dated in the past 12 months

 AND* One full month of current pay stub for each working parent/guardian
* prior year tax return
* First Things First Application
 |
| Early Head Start (12month to 3yr) |  |  |
| Families participating in Early Head Start need to qualify through the Early Head Start grantee.They require additional documentation beyond our program. For more information call 623-388-2120* Community Education Application
* Parent Handbook Acknowledgment
* Discipline Acknowledgement
* Emergency Contact Card
* Home Language Survey
* McKinney-Vento Form
* Student Health Survey
* Best of Care
* Birth Certificate
* Proof of Residency
* Immunization Record or Waiver
* Copy of parents Drivers License/ photo ID
 |  |  |
| School age: Before/After school care | DES Child Care |
| * Community Education Application
* Parent Handbook Acknowledgment
* Discipline Acknowledgment
* Emergency Contact Card
* Immunization Record
* Copy of parents Drivers License/ photo ID
 | **All** documents listed under ASSETsAnd all of the following:* DES Child Care Authorization from Case Worker
* DES Payment Worksheet
 |
| Additional documents If applicable:* Medication Authorization
* Individual Education Plan &/or 504 Plan
* Custody Documents
* medical statements of special medical needs/allergies/dietary needs.
 |

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

Office Use Only:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application |  |  |  | First Things First |  |
| Registration fee |  | Emergency Blue Card |  | * Application
 |  |
| Court/Custody |  | Immunization Record OR Waiver |  | * Financials (tax return & Pay stub OR AZ state letter)
 |  |
| Parent/Guardian ID |  | Birth Certificate |  | * Approval letter
 |  |
| Proof of Residency |  | Developmental Check List |  | DES |  |
| Handbook Acknowledgement |  | Medical Questionnaire |  | * Authorization
 |  |
| Discipline Policy |  | Home Language Survey  |  | * Parent/Center Agreement
 |  |
|  |  | McKinney/Vento |  | IEP, 504, other Academic Records |  |

**PROCESSING**

|  |  |
| --- | --- |
| Comm Ed File | All documents |
| Classroom | Application, Blue Card, Immunization, Birth Certificate, Medical Form, Best of Care, Custody Records, & 45-day screener, Academic Records if IEP |
| Site Nurse | Application, Blue Card, Immunization, Birth Certificate, Medical Form, Best of Care, |
| ESS office  | Only for students with IEP- School enrollment forms |
| School office | Only for students with IEP- School enrollment form, Application, Blue Card, Birth, Certificate |

 **⃝ Spreadsheet**

 **⃝ Jackrabbit**

**Registration**

 **Schedule**

 **Tuition**

 **⃝ Infinite Campus**

 **Registration**

 **SAIIS/Student #**

 **Schedule**

**⃝ Qualify for FTF /DES Auth**

**⃝ 45 Day Screener**

**⃝ Copies**

 **Classroom x2**

 **Site Nurse**

 **Ed Services (if IEP)**

**Front office (if IEP)**

**Café (if allergies or special diet)**

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| **Notes:** |

**Application Received By: Date/Time** ­­­­­­­\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Start Date: Tuition: $ Registration $**  \_ **­­ .**

**Contacted acceptance Date: Name of contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**( ) Phone ( ) E-mail ( ) In Person ( ) Mail**

**Completed by (Community Education)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_