



Happy Valley School

Character ▪ Leadership ▪ Academic Success

7140 West Happy Valley Road, Peoria, AZ 85383

Telephone: (623) 695-9915

Fax: (623) 376-9030

July 11, 2017

Dear Parents:

Please fill out a daycare packet if you will be using Before and/or Afterschool Daycare.

- Parent Contract - must be signed, dated and submitted with payment.
- School Year 2017/2018 sign up calendar indicating the days you are enrolling your child in Daycare.
- Emergency Information and Immunization Record. State law requires that a form must be filled out for each child.

You can find the entire Daycare packet on our website -

www.happyvalleyschool.org/daycare.

Thank you and we look forward to seeing you at orientation.

Sincerely,

Jennifer Smeets
Daycare Manager

Happy Valley School Before & After Daycare

Parent Contract

School Year Schedule - 2017- 2018

The policies in this contract are set forth by Happy Valley School Before & After Daycare and are in accordance with child care regulations. The Policy Manual and Parent Contract become effective upon acceptance by the parent/guardian and Happy Valley School Before & After Daycare.

Required Information

The following information requirements are needed before your child may attend.

- 1) Signed contract per child.
- 2) Emergency Form **MUST** be completely filled out.
- 3) Copy of Immunization **MUST** be attached.
- 4) Copy of custody papers, if applicable.
- 5) One-time registration fee of \$50.00 per family.

Business Hours

Daycare hours of operation are Monday through Friday from 6:15 a.m. to 7:15 a.m. and 1:50 p.m. to 6:30 p.m. (Excluding holidays).

Fees & Refunds

Registration Fee: \$50.00 per family.

Fees: AM Care: \$6.00; PM Care: \$12.00. Full Day: \$25.00 (any time over 6 hours, including $\frac{1}{2}$ days)

All payments must be prepaid on the 1st of the month for days 1st - 15th and on the 16th of the month for days 16th - 30th (31st). If the payment due date falls on a weekend, fees are due the Friday before.

A \$10.00 late charge will be added each week for all payments made after the 16th and 1st of the month. There are no refunds issued for days missed due to illness, vacation or suspension. Child is withdrawn from the program if payment is not made.

EMERGENCY Daycare fee of \$15.00 per 2 hours for every child is charged. Emergency daycare use is not to exceed 3 days in a month; otherwise you will be charged a registration fee of \$50.00.

Return check policy: \$25.00 handling charge for any returned dishonored check. The parent will be required to pay cash from that point on.

Policies, contracts and forms are subject to review and change. We will notify parents in writing of any changes.

Student Name: _____ Teacher: _____

Parents are to read all rules to children and initial.

- I will follow all school and daycare rules. _____
- I will not hit, kick, spit, or otherwise injure another child. _____
- I will not leave my group without permission. _____
- I will use my words and ask a teacher if I need help with a problem. _____

I have read and understand the Happy Valley School Before and After Daycare Policy Manual and will comply with all written policies and procedures.

I agree to pay all fees on time each month. I understand that there is a \$10.00 late charge if payment is not made on time.

*I understand the hours of operation for the daycare. A late charge of \$1.00 per minute per child will be charged for all time after 6:30 p.m. **This amount is DUE at the time of pick up.***

I understand that my child is responsible for following daycare rules while attending Happy Valley School Before & After Daycare.

I understand that I will keep the daycare updated on any address, employment, phone number changes or any emergency contact information.

Camp dates:

\$25.00 on-site, \$30.00 field trip days

- *Columbus Day -October 9, 2017 (\$25.00)*
- *Veterans Day-November 10, 2017 (\$25.00)*
- *Thanksgiving - November 20,21,22 (\$25.00)*
- *Winter Recess - December 21,22, 27,28,29 (\$30.00)*
- *Winter Recess - January 2, 3 (\$30.00)*
- *President's Day - February 19, 2017 (\$25.00)*
- *Spring Break - March 19,20,21,23 (\$30.00)*

I _____ (parent name) hereby acknowledge that I
Please Print

(the parents) am aware of the conditions stated in the Happy Valley School Before and After Daycare Contract, and agree to abide by the above requirements.

Parent Full Name: _____ Parent Signature: _____

Email for billing: _____

Total Payment Due: \$50.00 Registration Fee

Total Days Fee: _____

TOTAL PAYMENT DUE: _____

Check #:	Credit/Debit:	Cash:
----------	---------------	-------

August Payment

*Payments are due by the 1st and 15th of each month.

*A \$10.00 late fee will be charged every week that payment is late.

		9 AM ____ PM ____	10 AM ____ PM ____	11 AM ____ PM ____
14 AM ____ PM ____	15 AM ____ PM ____	16 AM ____ PM ____	17 AM ____ PM ____	18 AM ____ PM ____
21 AM ____ PM ____	22 AM ____ PM ____	23 AM ____ PM ____	24 AM ____ PM ____	25 AM ____ PM ____
28 AM ____ PM ____	29 AM ____ PM ____	30 AM ____ PM ____	31 AM ____ PM ____	

Please check the days that your child will attend in August.

____ Mornings (\$6.00) ____ Afternoons (\$12.00) Total Amount Due: _____

Check #: _____ or Debit: _____ - _____ - _____ ex. date: ____ *Cvc: ____