



## Arizona Language Preparatory After School Programs Descriptions and Fees

### Homework Club

- Available Monday through Friday from 3:15 pm – 4:15 pm
- ALP teachers are available to assist students with homework

### Kids Club Add-on

- Available Monday through Friday after Homework Club from 4:15 pm – 5:30 pm
- Three-day and five-day options available\*
- No academic support provided; Kids Club is a fun and meaningful environment
- Program includes regular activities such as indoor and outdoor play, STEM projects, and art and crafts
- Snack provided to students at 4:30pm

### Program Fees

|   |  |
|---|--|
| <b>Homework Club</b><br>5 days/week   | \$140/month  |
| <b>Kids Club 3</b><br>Homework Club 5 days/Kids Club 3 days*                            | \$210/month  |
| <b>Kids Club 5</b><br>Homework Club 5 days/Kids Club 5 days*                            | \$270/month  |
| <b>Drop-in Care*</b>  | \$30/day   |
| <b>Late Pick Up</b><br>(After 4:15 pm for Homework Club<br>After 5:30 pm for Kids Club) | \$1.00/minute; increasing by \$.50 every 5<br>late pick ups* |
| <b>Administrative Fee**</b>   | \$20   |

*\*Drop-In Care Fees apply for attendance outside of enrolled program/days specified. \$30 will be charged the business day following drop in.*

*\*\*Administrative Fee charged for switching between services and/or days*

### Late Pick Up Fees

Homework Club ends at 4:15 pm and After Care ends at 5:30 pm. Beginning at 4:16 pm/5:31 pm respectively, charges of \$1.00/minute will be charged for every minute late. After every five occurrences, the amount will increase by \$.50 (i.e. \$1.50 to \$2.00, etc). Late pick up fees will be charged to the account on file the following business day.



## Arizona Language Preparatory After School Program Rules

The ALP After School Program is committed to providing a safe and positive environment for all children in the program. Although the after-school program is different in setting than the regular school day, appropriate student behavior is still expected. Please review the following rules and consequences that will guide the after-school program.

### Rules:

- Show respect at all times.
- Move appropriately throughout campus (i.e., leaving the classroom without permission, running in the classroom).
- Follow all instructions set forth by the staff.
- Do not disrupt others.
- Comply with all other regulations set forth by the ALP Principal and After School staff.

### Consequences:

First Offense – Verbal warning

Second Offense – Visit to the office and behavior report sent home to parents.

Third Offense – Temporary one to five-day suspension from the program.

Fourth Offense – Temporary five to ten-day suspension from the program.

Fifth Offense – Suspension from the program for the remainder of the school year.

*ALP reserves the right to call a parent at any time to pick up a child if the inappropriate behavior is extreme and uncontrollable, or if the behavior infringes upon the rights of another child.*

We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for continued support in making appropriate behavior a priority for all children.

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



# Arizona Language Preparatory After School Programs Registration

## Student Information (Please print):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/20\_\_\_\_

### Program Information (Check one box only):

Homework Club only \$140/month

Kids Club 3 days \$210/month  Kids

Club 5 days \$270/month

DROP In Only \$30

### For Three-Day Students Only (Please select the days your child will be attending):

Monday

Tuesday

Wednesday

Thursday

Friday

**After School Program Agreement (Please initial each statement):** \_\_\_\_\_ I have received a copy of the *After School Program Parent Handbook* and acknowledge that I have read, understood, and will comply with it and have reviewed the information with my child.

\_\_\_\_\_ I understand a \$20 Administrative Fee will be assessed if I need to make a change to my child's services or specified program days.

\_\_\_\_\_ I understand that my child must be picked up by the designated pick-up time or late fees will immediately apply.

\_\_\_\_\_ I understand that Arizona Language Preparatory will automatically charge my checking account or credit card on file on the first day of every month from August 2023 through May 2024, with the exception of late fees and drop in fees, which will be billed the following business day.

\_\_\_\_\_ I understand a late payment/returned payment will result in my child's immediate suspension from after school services until payment is made.

\_\_\_\_\_ I understand there are no refunds for paid services.

\_\_\_\_\_ I understand there is no prorating or credits for unused services previously billed.

\_\_\_\_\_ I understand vacations and holidays do not reduce monthly fees.

\_\_\_\_\_ I understand cancellation of after school services must be made in writing to [admin@azlanguageprep.org](mailto:admin@azlanguageprep.org) at least one week prior to the first day of the month to avoid fees.

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



# ALP Payment Authorization Form

Student Name \_\_\_\_\_ Payee Name \_\_\_\_\_

### Choose Payment Type:

- Checking
- Credit Card

### Checking Account Bank Transfer Authorization:

I, \_\_\_\_\_, give permission to Arizona Language Preparatory to electronically debit my bank checking account according to the terms outlined below. I acknowledge that electronic debits against my account must comply with United States law.

Routing# \_\_\_\_\_ Account# \_\_\_\_\_

### Credit Card Authorization:

I, \_\_\_\_\_, authorize Arizona Language Preparatory to charge my card according to the terms outlined below. I acknowledge that my card will be stored in my profile and will only be charged for approved charges.

Card Type (VISA , MasterCard, Discover, Amex): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVC: \_\_\_\_\_ ZIP Code (billing address): \_\_\_\_\_

Cardholder (Name on card): \_\_\_\_\_

### Terms of Billing:

Billing starts on August 1, 2023 or upon enrollment, whichever comes later, for agreed upon amount and continues once per month until May 1, 2024 except for the Booster Donations which will continue until June 1, 2024. There are no refunds for paid services. There is no prorating or credits for unused services previously billed. Vacations and holidays do not reduce monthly amounts. There will be a \$35 late payment fee for payments that are 14 days or more overdue. *There will be a \$35 late payment fee for payments that are 14 days or more overdue. There will be a \$35 fee added for any payments that result in a chargeback.* In the event of a mandatory school closure, the billing will be as follows: Kindergarten services will continue to be charged monthly; after care services will not be charged though please note there are no refunds for unused services previously billed; Booster donations will continue to be charged monthly. There are no refunds or credits for Booster Club Donations, however cancellation may be made at any time. Cancellation of services must be made in writing to: [admin@azlanguageprep.org](mailto:admin@azlanguageprep.org) and must be made at least one week prior to the 1<sup>st</sup> of the month. In the event the payment is declined, all student services are suspended until a new card is provided.

### Authorization Amount

Product/Service(s): **CIRCLE ALL AMOUNTS THAT APPLY**

- Kindergarten Service \$425
- After-Care Services \$140 \$210 \$270 \$30
- ALP Booster Club Donations: \$10 \$25 \$50 \$100 \$250 \$500 Other

Total Amount Authorized: \_\_\_\_\_ Email for Sales Receipt: \_\_\_\_\_

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

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