



Homework Club 2018-19

Scottsdale Preparatory Academy (*grades 6-12*)

Homework Club is a place for your student to complete homework, receive peer tutoring, and quietly socialize with friends in a supervised environment. The program runs every school day (*including half days*) after school until 5:30PM.

Registration Fee

\$25 non-refundable

Pre-Pay for the entire year and receive a discounted rate!

\$800 for first child

\$600 for each additional child

Monthly Cost:

\$100 per month for first child

\$70 per month for each additional child

Additional Options:

\$300 one time fee for care on the 24 half days

\$100 for each child per season for athletes and siblings of athletes

Additional Fees:

\$10 late pick-up fees begin being assessed at 5:31 (see details on following page)

For more information, contact:

Ms. Heather Stone

hstone@Scottsdaleprep.org

READY TO ENROLL?

1. Go to Scottsdale Prep Payment Portal on the SPA website and pay registration fee
2. Complete the attached registration & billing form and return:

EMAIL

Scan and email to Ms. Stone at
hstone@ScottsdalePrep.org

MAIL

Homework Club
Scottsdale Preparatory Academy
16537 N. 92nd Street, Scottsdale, AZ 85260

Drop Off

Scottsdale Preparatory Academy's Front Office
Summer Hours: 8am-1pm

OR

Turn in at the Homework Club table during Back To School Night (Aug. 6th)

HOW THE PROGRAM WORKS

- Homework Club is open to students grades 6–12. It operates every school day (*including half-days*) from after school until 5:30PM.
- Once you register and receive confirmation from the Director (in the form of a “Welcome Email”), you may begin sending your child to the program.
- Upon dismissal at the end of the day, students will have about 15 minutes to gather their belongings, have a snack, and proceed to the Homework Club rooms, where they will sign in.
- If students have a club or need to attend tutoring with a teacher directly after school (prior to the start of Homework Club), they may sign in to Homework Club once they are finished.
- If students have tutoring, a club, or other school obligations during the hours of Homework Club, they may sign out to attend to them, and then return to Homework Club.
- Parents do not need to communicate to us which days their children will attend; parents are responsible for instructing their children which days they should attend Homework Club, and which days they will be picked up.
- We do not assume responsibility for registered students unless and until they actually sign in to Homework Club. Once they sign in, we will be responsible for them until parents pick them up and sign them out, or until they are dismissed for athletic practice.

WHAT HOMEWORK CLUB IS. . .AND IS NOT

Homework Club is a safe, structured environment in which students may quietly work on homework until their parents arrive to pick them up or until they are dismissed for athletic practice. While we allow for quiet peer tutoring, it should be noted that Homework Club is not a “tutoring service.” Homework Club monitors will be happy to answer the occasional question, but they will not be able to work individually with students for extended periods. Students who require individual tutoring should make arrangements with their teachers, or they may take advantage of the peer tutoring option.

Homework Club monitors assume that students will work independently on their homework, and that, once their homework is finished, they will read, work ahead, play some of the quiet games we provide, etc. Monitors will not be checking to see that each student has finished his/her homework; completing homework is each student’s responsibility.

PAYMENT POLICIES

For All Families

- You will pay the non-refundable registration fee of \$25 online to begin the enrollment process
- Your first payment will be for a full month’s cost, regardless of when you join, and will not be prorated.
- Monthly fee is paid through a recurring, automatic charge to your credit card on the 28th of the prior month.
- A \$10.00 late fee will be charged for late pickups (after 5:30). An additional \$10.00 will be charged at 5:41, 5:51, and so forth. You **MUST** come up and sign out your student(s) if you are picking up after 5:30.
- You may withdraw from the program with no penalty if you notify Ms. Stone in writing by the **25th of the month prior** to the month you desire to withdraw.
- **Non-attendance is NOT a form of withdrawal.**
- Please note that **no refunds** will be granted for withdrawals requested after the 25th of any month for the following month.
- Please note that partially-used months **will not be prorated** and that the **discounted pre-pay rate can not be partially refunded.**

For Athletes & Siblings

- For each athletic season, it is your responsibility to notify Ms. Stone by email that your child is signed up to play a sport. The \$100 per season fee will be charge at the beginning of the season.
- If you have NOT checked the box on the registration form informing us that your student will **ONLY** use the program during competitive season(s), we will automatically begin charging you the regular fee on the first of each month, once your child’s season is over. It is your responsibility to notify us in writing if you are **NOT** using the program on the off-season

Homework Club (2018-19)

BILLING & REGISTRATION FORM

PLEASE NOTE: Spaces in the program are first-come, first-served, and we anticipate they will fill quickly. You must complete registration paperwork and pay the registration fee online before we begin to process the enrollment. Please **WAIT FOR CONFIRMATION e-mail from Ms. Stone before sending your child.** Confirmation that you may begin utilizing the program will come in the form of a "Welcome Email" from the Ms. Stone (For detailed pricing information and payment policies, see previous page.)

FAMILY & STUDENT INFORMATION:

PLEASE PRINT LEGIBLY

PARENT Name(s): _____

Student First and Last Name: _____ M F Grade in Fall 2018: _____

PLEASE INITIAL APPROPRIATE BILLING

_____ I want to take advantage of the discounted pre-pay offer (\$800 one time fee for the entire year, \$600 for siblings)

_____ Please charge my credit card, on or around the 28th, the monthly fee (\$100 for first child and \$70 for additional children)

_____ This student will ONLY use Homework Club during his/her competitive sport season, or during a sibling's competitive sport season. (\$100 per season)

_____ This student will ONLY use Homework Club on ½ days (\$300 one time fee for the entire year)

Student First and Last Name: _____ M F Grade in Fall 2018: _____

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_____ This student will ONLY use Homework Club on ½ days (\$300 one time fee for the entire year)

***Please print a second copy of this page for additional children**

BILLING INFORMATION:

NOTE: All fields are **required**. Incomplete forms will not be processed.

Parent First Name: _____ Parent Last Name: _____

MAKE ALL PAYMENTS ONLINE THROUGH CONFIGIO

You can find the link for Configio on the Scottsdale Prep. website: Scottsdale Prep. Payment Portal

[] I have read and understood the Payment Policies.

Signature: _____ Date: _____

Scottsdale Prep Homework Club (2018-19)
GENERAL Information, MEDICAL Information,
EMERGENCY CONTACT, and PERMISSION FORM
(Please print clearly and use a separate form for each child.)

Child Name: _____ Male Female

Address: _____

City: _____ State: _____ Zip: _____

Birthdate/Year: _____ Age on August 1, 2018: _____ Grade in Fall 2018: _____

Parent/Guardian 1: _____ Male Female

Email: _____

Cell #: _____ Home #: _____

Employer: _____ Business #: _____

Parent/Guardian 2: _____ Male Female

Email: _____

Cell #: _____ Home #: _____

Employer: _____ Business #: _____

Child in custody of (check one): Both parents Mother Father Other (specify) _____

Child lives with (check one): Both parents Mother Father Other (specify) _____

Custody papers have been provided and are on file at Scottsdale Prep. Yes No

In addition to Parent/Guardian names listed above, these person(s) have permission to pick up my child from Homework Club. I understand that my child will not be allowed to leave with any other person without authorization from me:

Name: _____ Phone #: _____ Relation: _____

Name: _____ Phone #: _____ Relation: _____

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

Name: _____ Phone #: _____ Relation: _____

(Child Name: _____)

Health History (Use additional paper if more explanation is necessary)

- Asthma Bleeding/clotting disorders Convulsions Ear infections
 Other _____

Allergies: Pollen Penicillin Insect stings (type?) _____
 Food (list) _____
 Other allergies (describe) _____

Recent operations, serious injuries, diseases, or restrictions on physical activity:

Current medication and purpose (all medication must be given to Homework Club Director and labeled clearly with doctor's instructions): _____

Learning differences, behavioral conditions, or problems of which staff should be aware (please note that Special Education Services are NOT available at Homework Club):

Parent Authorization/Medical Release: The information provided is correct to the best of my knowledge. The child listed on this form has my permission to engage in all Homework Club activities, except if noted by me.

I (we), the undersigned, understand that Homework Club staff will first contact me directly after contacting emergency services in case of a life-threatening emergency. I (we) authorize Homework Club staff members (in the event they cannot reach me [us]) to serve as agent(s) for the undersigned to consent to any medical or surgical diagnosis or treatment, anesthetic, X-ray exam, along with treatment and/or hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. I (we) understand that I (we) will be responsible for expenses for such services.

I (we) understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This form may be photocopied for use away from the main program site.

My child has medical insurance. Yes No

Name of insurance company: _____

Policy number: _____

PARENT/GUARDIAN SIGNATURE:

_____ **DATE:** _____

Scottsdale Prep Homework Club (2018-19)
“Quick Pick-Up” Registration & Authorization
(Optional)

Don't want to come in to sign out your child? Use the “Quick Pick-Up” option! Simply come in the first day you use Homework Club and sign your child out, and bring us this form to us in person. At that time, you may give us up to three cell phone numbers that we will program into the contact list of our on-site phone. After that, simply **call or text your child's name to us**, and we will send him/her out. Note that we will NOT release the student to callers/texts from an unknown number.

Please note: You MUST come in at least once and bring us this form in person. We will not honor the form if you scan it to us with your registration; please instead drop it off with our staff on the first day you use Homework Club.

Please note the on-site number you should text or call for quick pick-up: 602-740-6534

Full names of child(ren) who may be picked up using “Quick Pick-Up” (*Note: We will NOT release your child(ren) unless s/he is/are listed here:*)

Student Names: _____

Phone Number(s) Authorized for Quick Pick-Up:

(1) Phone Number: _____

Phone Owner: _____

Relationship to child: _____

(2) Phone Number: _____

Phone Owner: _____

Relationship to child: _____

(3) Phone Number: _____

Phone Owner: _____

Relationship to child: _____

I hereby authorize Scottsdale Prep Homework Club to release my child(ren) upon receiving a text or a phone call from the numbers listed above, in lieu of my physically signing them out from Homework Club. I will not hold Homework Club responsible for my child's welfare after Homework Club releases him/her in response to a call or text from the numbers listed on this form. I understand that Homework Club will not release my child to a text or call from an unregistered number, and that they may change this policy and require me to physically sign out my child(ren) at any time.

Parent Name (printed): _____

Signature: _____ Date: _____