



Elsass Academy Westlake 2017-18 After School Care



General Information

- Elsass Academy Westlake picks up students from Cedar Creek, Eanes and Forest Trail Elementary.
- Daily activities include: Afternoon snack, Gym & Games, Artist's Studio, Bookworm Club (Homework), and outside time on the field.

Pricing Information

- At the time of registration, each student must pay a **non-refundable, non-transferable deposit of \$100.**
- In September, the following will be due:
 - \$150 Prorated August tuition
 - \$360 September tuition
- Regular Monthly Tuition: \$360
 - *August, December, January, March and May will be prorated.*
- Monthly tuition is inclusive of care on all Early Release Days and lunch for your child on any 3 hour Early Release Days.
- Elsass Academy Westlake will still provide additional all day care on C-Days at the cost of \$50 per day.

**The above pricing information is subject to change based on the final version of the Eanes ISD 2017-18 school year calendar.*

Registration Procedures:

- **Students Currently Enrolled in After School Care:**

*Registration begins **February 15th**. Please return your **completed Registration Packet** along with your payment to the office.*

- **Students *NOT* Currently Enrolled:**

*Registration begins **March 1st**. Please return your **completed Registration Packet** along with your payment to the office or mail to: Elsass Academy Westlake - 4015 Bee Caves Rd. - Austin, TX 78746*

- Spaces are limited and are filled on a first-come, first-serve basis.
- No spot will be held without completed paperwork and payment in full.

Elsass Academy Westlake
After School Care Enrollment Form



Child's Info (please print)			
Last:	First:	Child's Sex (Circle One) M / F	Date of Birth: / /

Mother's Information		Father's Information	
Last:	First:	Last:	First:
Address:		Address:	
City:	State:	Zip:	
Home #: ()	<i>(Please asterisk by best contact number)</i>		Home #: ()
Work #: ()	Place of Employment:		Work #: ()
Cell #: ()			Cell #: ()
Email:		Email:	

Allergies and Illnesses: List any conditions that your child may have, such as allergies, existing or previous serious illness, injuries during the past year, any medications prescribed for long-term continuous use, and any other information which staff should be aware of:

Primary Emergency Contact: Please provide the name, address and phone number of the primary person to call in case of an emergency if parents / legal guardians cannot be reached:

Name: _____ **Address:** _____ **Phone Number:** _____ **Relationship to Child:** _____

Authorized Pick Ups: In addition to parents/legal guardians and the above Emergency Contact, I hereby authorize Elsass Academy Westlake to allow my child to leave the facility with the following persons:

Name: _____ **Phone Number:** _____ **Relationship to Child:** _____

1. _____
2. _____
3. _____
4. _____

Emergency Medical Attention: In the event I cannot be reached to make arrangements for emergency medical attention, I authorize the facility director or person in charge to take my child to the following:

Physician: _____ Address: _____ Phone #: _____

Hospital: _____ Address: _____ Phone #: _____

*Initial Here _____ **I give consent for Elsass Academy Westlake to secure any and all necessary emergency medical care for my child.**

By signing below, I am acknowledging that the above information is correct, I have read the policies on this page and agree to abide by them:

Signature of Parent/Legal Guardian: _____ Date: _____

School Age Children:

Child's School: _____ Phone Number: _____

Grade Level for Applicable School Year: _____

Immunization Record:

I certify that my school-age child's immunization record is current and on file at the Elementary School listed above. I acknowledge that my child has been seen by his/her pediatrician within the past calendar year and is free of any illness or condition that would limit his/her participation in After School Care or any Camp program at Elsass Academy Westlake/Crenshaw Athletic Club.

Check All That Apply:

Transportation: I hereby give do not give— my consent for my child to be transported and supervised by Elsass—
 on field trips from school to/from Crenshaw's for emergency care

Field Trips: I hereby give do not give— my consent for my child to participate in field trips.

Water Activities: I hereby give do not give— my consent for my child to participate in the following water activities:
 Sprinkler play splashing/wading pools swimming pools other bodies of water provided

Media Release: I hereby give do not give— permission for my child's name, picture, art, written work, voice, verbal statement or portraits (video or still) to appear in Elsass Academy Westlake/Crenshaw Athletic Club classrooms, publications, videos or on the school's website. If consent is granted, we will notify you prior to using any image or statement regarding your child.

Communication: I hereby give do not give— permission to release my contact information to be used by Elsass Academy Westlake for communication purposes such email notifications, newsletters, etc.

Parent Contact: I hereby give do not give— permission to provide my contact information to other parents of Elsass Academy Westlake for play dates, birthday parties, keeping in contact, etc.

Nutrition Policy: Elsass Academy Westlake does not provide lunch for students. I understand that:
 as a parent/legal guardian, I am responsible for meeting the daily nutritional needs of my child.
 Elsass Academy Westlake is not responsible for meeting my child's daily nutritional requirements.

After School Care/Camp Policies:

I understand that:
 It is required by State Licensing Regulations for my child to be signed in / out each day.
 It is my responsibility to contact Elsass Academy Westlake by phone or email at least one hour prior to bus pick-up if my child will not be picked up by Elsass for After School Care that day. Additionally, I understand there is a **No-Call Fee of \$25** each time I do not properly notify Elsass.
 After School Care hours are from 2:45 p.m. to 6:30 p.m. Camp hours are from 7:30 a.m. to 6:30 p.m. Elsass Academy Westlake closes at 6:30 p.m. daily and my child should be picked up by this time each day. I understand there is a **Late Pick Up Fee of \$1 per minute** that is to be paid directly to the supervising teacher if my child is picked up late.

Parent Handbook and Operational Polices:

By checking this box, I acknowledge that I have received a copy of the Parent Handbook and Operational Polices. I confirm that I have read, understand and agree to abide by these policies.

By signing below, I am acknowledging I have read all of the policies on this page and agree to abide by them:

Signature of Parent/Legal Guardian: _____ Date: _____

Tuition and Payment Policies

I understand and agree to the following policies regarding tuition, other fees, and withdrawal of my child from
Elsass Academy Westlake:

Registration/Deposit Fee: A registration/deposit fee is required upon reservation of a space (MMO \$350/Preschool \$650/Afterschool \$100). Your \$50 waitlist fee will apply towards registration. The registration fee is non-refundable and non-transferable.

Supply Fee: A supply fee will be assessed for each child annually in September. The 10% sibling discounts will not be applicable to supply fees and all supply fees are non-refundable but will be prorated for start dates after Sept. 1.

Sibling Discounts: Families with more than one child enrolled in the Toddler/Preschool program will receive a 10% discount on monthly tuition for additional family members. The discount is taken from the lesser of the tuitions.

Vacation Credit: A credit of \$100 per week is available twice a year for Toddler/Preschool students. The year is considered Sept. 1–Aug. 31. Credit will not be applied for less than a full week. We ask that you inform the office in writing *before* the first of the month. The credit will be deducted from that month's tuition (max. of 1 week per month). If your child takes an extended absence (longer than one week), you must pay regular tuition (minus the 1 week vacation credit) to hold his/her space, or withdraw your child. He/she will be placed on the wait list to return at a later date subject to availability (*see withdrawal policy below*).

Tuition Payments: Tuition may be paid with credit card, check, cash, money order or cashier's check. Tuition is due on or before the 1st of each month—after the 5th, a \$25 late fee will be assessed. If tuition continues to be unpaid through the 15th, discontinuation of service will be considered. You may opt to split your tuition payments. A \$10 split payment fee will be assessed—the first payment must be received by the 1st and will be considered late after the 5th, the second payment must be received by the 15th and will be considered late after the 20th. A separate late fee will apply for each late payment.

Returned Check Charges: There will be a \$30 fee for all returned checks. NSF checks will not be re-deposited. You must bring in a money order, cashiers check, credit card or cash with the included NSF fee and applicable late fees.

Illness and School Closure Pickups: I also understand that my child must be picked up **immediately** from Elsass Academy Westlake when I am notified that he/she is ill or when the school closes during the business day due to inclement weather. I understand that I must arrange for my child to be picked up within 45 minutes after I am contacted in the case of **illness or school closure**.

No Call Charges: It is imperative you contact Elsass Academy if your child will not attend After School Care. We are responsible for your child's safe transportation from his/her school to Elsass Academy Westlake. There will be a **\$25 charge** each time your child does not attend and the Academy is not notified **at least one hour prior** to pickups.

Late Pickups: Elsass Academy Westlake closes promptly at 6:30 pm each day. **I understand that a \$1 per minute, per child late fee will be charged if I am late picking up my child.** That fee is paid directly to the staff member who must remain with my child and not to Elsass Academy Westlake.

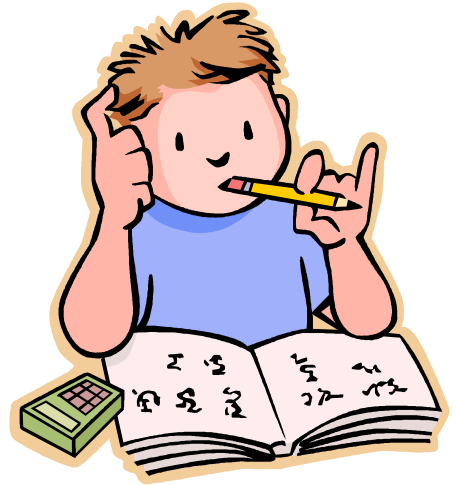
Withdrawal from Elsass Academy Westlake: A 30 day written notice is required to withdraw your child from any program at Elsass Academy Westlake. Failure to provide us with this notice will result in your being financially responsible for the following month's tuition.

I have read, understand and agree to adhere to the above policies.

Parent Signature: _____ Date: _____

Homework Contract

By filling out a homework contract, you specify how much homework you would like your child to complete during his or her time at Elsass. Elsass Academy Westlake Afterschool program offers a 30 minute quiet study rotation, in which a teacher is available to answer any questions your child might have about his or her homework. Please discuss the terms of this contract with your child.

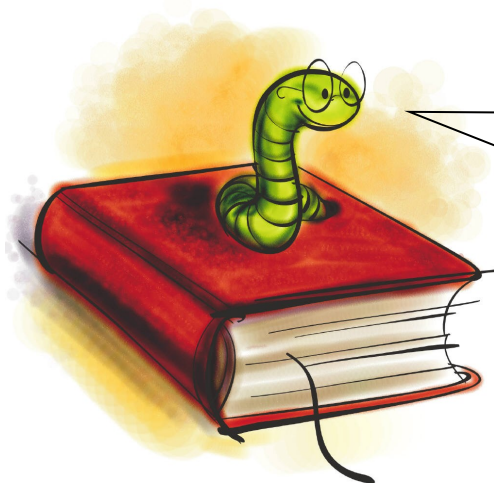


Child's Signature: _____

- I would like my child to complete as much homework as possible during homework rotation.
- My child can decide if he or she wants to do homework.
- I would like my child to complete his or her homework at home.

Elsass Academy Westlake is not responsible for completing my child's homework. I understand that any homework that is not finished during the homework period will be sent home.

Parent's Signature: _____



Did you know about our Bookworm Club?

During homework rotation, those who aren't working on assignments will participate in the Bookworm Club! It's a great club where kids are offered quiet reading activities and challenges.



Elsass Academy Westlake
Release Form



Student Name: _____

Please Read and Sign:

All precautions will be taken to prevent injuries. Simple first aid will be administered to all minor injuries and parents and/or doctors will be called when necessary. However, in the event that arrangements must be made for emergency medical attention at the time of illness or accident, I hereby authorize Elsass Academy/Crenshaw Athletic Club to take my child to _____ Hospital. In return for the use, today and on all future dates, of the property, facilities and services (the "Facilities") of Elsass Academy/Crenshaw Athletic Club ("Elsass" or "Crenshaws"), the undersigned, for himself/herself, and on behalf of his/her children, heirs, assigns, and legal representatives, hereby expressly agrees to:

- (1) ASSUME any and all risks to self and/or my/our children involved in or arising from the use of or presence upon the facilities, including, without limitation, the risk of bodily injury, property damages or death. I/we are fully aware of and understand the risk of catastrophic injury, paralysis, and even death as well as other damages and losses associated with the participation at Elsass/Crenshaws and/or being on the facilities.
- (2) RELEASE Elsass/Crenshaws and all of its successors, assigns, subsidiaries, officers, directors, employees, and agents from, and agree not to sue them on account of or in connection with any claims, causes of action, injuries, damages, costs or expenses arising out of my/our or my/our child's use of or presence upon the facilities, including, without limitation, those based on death, bodily injury or property damages; whether or not caused by the negligence or other fault of Elsass/Crenshaws, of its agents, employees, or servants, whether paid or volunteers.
- (3) INDEMNIFY, hold harmless, and defend, at my/our own cost, Elsass/Crenshaws, its agents, employees and servants from any and all liability, damages, losses, claims, judgments, costs or expenses, including attorney's fees, which in any way arises from my/our or my/our child's use of or presence upon the facilities, irrespective of whether such liability, damages, losses, claims, judgments, costs or expenses were actually or allegedly caused wholly or in part through the negligence of Elsass/Crenshaws or any of its agents, employees or servants, whether paid or volunteers.

I have read and understand this assumption of risk, release and indemnification agreement and agree to abide by its terms. I understand a copy of this agreement will be made available for me at my request.

Legal Guardian Signature: _____ Date: _____