



# Elsass Academy Westlake 2019-20 After School Care



Name: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Grade Level: \_\_\_\_\_

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## Pricing Information

- At the time of registration, each student must pay a **non-refundable, non-transferable registration fee** of \$100.
- 2019-20 Monthly Tuition: \$380
- 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 provides additional all day care on C-Days at the cost of \$60 per day.

*\*The above pricing information is subject to change based on the final version of the Eanes ISD 2019-20 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 2019-2020 School Age Program Enrollment Form



**First Child's Info (please print)**

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

**Second Child's Info (please print)**

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

**Mother's Information**

**Father's Information**

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

**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.**

**First Child's School Information:**

2018-19 Grade Level: \_\_\_\_\_ Child's School: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Second Child's School Information:**

2018-19 Grade Level: \_\_\_\_\_ Child's School: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**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 any School Age 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/reminders, 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.

**School Age Program 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 7:00 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 the above information is correct and 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

Please read 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 reserve any space (Preschool \$650/ASC \$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 Toddler/Preschool student annually in September. The 10% sibling discount is not applicable to supply fees and all supply fees are non-refundable but will be prorated for students with 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. Sibling Discounts are *not* available for any school age programs.

**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*). Vacation Credits are *not* available for any school age programs.

**Tuition Payments:** Tuition may be paid with credit card, check, cash, money order or cashier's check. Elsass Academy *does not* have an automatic payment system at this time. 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 of \$15 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, cashier's check, credit card or cash with the included NSF fee and applicable late fees.

**Illness and School Closure Pickups:** In the event my child becomes ill or Elsass Academy closes during the business day due to inclement weather, he/she must be picked up as soon as possible. The office will attempt to contact both parents first and then the emergency contact on file if necessary. 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 (After School Care Students only):** 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 school dismissal.

**Late Pickups:** Elsass Academy Westlake closes promptly at 6:30 pm each day. **There is a \$1 per minute, per child late fee due if I am late picking up my child.** That fee must be paid with cash or check, and 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 Elsass Academy Westlake. Failure to provide us with this notice will result in your being financially responsible for the following month's tuition. This policy is not applicable to Winter Break, Spring Break or Summer Camps.

**By signing below, I acknowledge I have read, understand and agree to adhere to the above policies. A copy of this agreement will be made available for me at my request.**

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