**ENROLLMENT PACKET**

**2023-24**

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# SCHOOL CALENDAR 2023-24

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| ***May 2023***  5/1-5/5 – Teacher Appreciation Week  5/14– Mother’s Day  5/19- Music Show 8:30a-10:00a  5/26- **Graduations**  *10am- Prekindergarten*  *12pm- Kindergarten*  5/26- End of 2022-23 school year  5/29- Memorial Day: School Closed  5/30- First Day of Summer Camp  ***June 2023***  6/18- Father’s Day  6/21- First Day of Summer  ***July 2023***  7/3- School’s Parade  7/4 – Independence Day *(School is closed)*  7/31 – PTO First Meeting: 5.00pm  ***August 2023***  **8/1–Orientation Night 6:30p-7:30p**  8/4 – Last Day of Summer Camp  **8/7 – First Day of School Year 2023-2024** | ***September 2023***  9/4 – Labor Day: School Closed, Childcare Available  9/15-9/17– Rosh Hashana Eve and Days (weekend)  9/25 – Staff Professional Development Day, School is Closed (Monday)  ***October 2023***  10/9- Fire Safety Week  10/9-13-Auction Week  10/14- Fall Festival 4:00-6:00PM  *10/16 – Picture Day Fall Part I*  *10/17 – Picture Day Fall Part II*  *10/18– Picture Day Fall Part III*  *10/19- Picture Day Fall Part IV*  *10/20- Picture Day Fall Part V*  10/27 – Nevada Day: School Closed, Childcare Available  10/31- Halloween (Tuesday)  ***November 2023***  11/11 – Veterans Day: **Saturday (weekend)**  **11/13-11/17 – Parent/Teacher Conferences (Per Sign Up Sheet)**  11/20-11/22 – Classroom Thanksgiving Feasts  ***11/23– Thanksgiving, School is Closed***  ***11/24 – Family Day, School is Closed*** |

|  |  |
| --- | --- |
| ***December 2023***  12/1 – Kindergarten Open House  12/20 – Last Day before Winter Break  12/21-12/22- Winter Break, Childcare Available  ***12/25 – Christmas Day (Monday)***  12/26-12/29- Winter Break, Childcare Available  ***January 2024***  1/1 – New Year’s Day (Monday-School is Closed)  1/2- Classes resume  1/15 – Martin Luther King Day, School Closed, Childcare Available  ***February 2024***  2/1- 3/1 – Black History Month  2/7 – Tooth Fairy Visit and Dental Health  2/9- Chinese New Year Parade (Friday)  2/16– Family Breakfast 8:00a-9:30a  2/19 – Presidents Day, School Closed, Childcare Available  2/20-2/23– Community Helper’s Week (18m-4s)  2/26-3/1- Nevada Reading Week  ***March 2024***  3/5– Art Fair 5:30p – 7:00p  3/12-3/14 – United Testing Services: Hearing/Vision/Speech (\*subject to change)  3/25-3/29 – Scholastic Book Fair | ***April 2024***  4/15 – Picture Day Spring Part I  4/16- Picture Day Spring Part II  4/17- Picture Day Spring Part III  4/18- Picture Day Spring Part IV  4/19- Picture Day Spring Part V  4/22-4/25 – Parent Conferences: 3p-6p  ***May 2024***  5/6-5/10 – Teacher Appreciation Week  5/12– Mother’s Day  5/17- Music Show 8:30a-10:00a  5/24- Graduations  *10am- Prekindergarten*  *12pm- Kindergarten*  5/24- End of 2023-24 school year  5/27- Memorial Day: School Closed  5/28- First Day of Summer Camp  **\**8/5- First Day of 2024-25 School Year*** |

# 2023-2024 REGISTRATION

Program\*: 6w – 12m old  12m old  18m old  2yr. old

3 yr. old  4 yr. old  Kindergarten

**\*Shenker Academy follows a CCSD cut-off date (August 7th) for all grade level placements.**

**Classroom Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CHILD’S INFORMATION

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizen of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of last school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN 1 INFORMATION

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hm. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bus. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus.Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN 2 INFORMATION

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus.Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check Services (days and times of attendance) Required:**

**M  T  W  TH  F**

Full Day 9:00 am – 4:00 pm  Half Day 9:00 am – 12:30pm

Before Care 7:00 am -9:00 am  After Care 4:00 pm – 6:00 pm

FAMILY/FRIEND REFERENCES (*Please list one*)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you initially hear of Shenker Academy School (*check one*)?

Family/Friend Referral Internet Search Social Media \_\_\_\_\_\_\_\_\_\_\_\_\_ Drove By Military Referral Returning Family

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Billing Information:**

Tuition plan will be set by our financial office and sent to you following the completion of the registration form and contract attached. Your first monthly/semi-monthly tuition payment is due on August 20th, 2023. This tuition amount refers to the period of 8/5/23-8/19/23 for the first payment, and applicable during the school year beginning August 7th, 2023 – May 24th, 2024. The tuition amount is subject to change if you add/delete days or hours.

Shenker Academy will not be responsible for contacting you to remind you that tuition is due, nor will you receive a bill. All payments are due on the 5th and 20th of every month (military families on a special monthly schedule). The individual signing this form is responsible for tuition payments on this account currently through our **SmartCare** online system. We recommend that you use our Auto Pay system for tuition payments. Parents are expected to follow our handbook policies as outlined in detail further on this document.

**Scholarships/Discounts:**

A **10%** discount applies to families with multiple children, active military service, fire and police, CCSD employees and Temple Sinai Members. **Please check:**

Multiple Children  CCSD Employ  Active Military  Fire Dpt.

Police Dpt.  Temple Members

**Registration fees are due upon registration and are non-refundable**.

**Registration fee: $ 150.00**

**Security Fee: $150.00**

**Tuition:** Tuition plan will be sent to parents by May 31,2023, or after registration (for new families)

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

# 2023 SUMMER CAMP REGISTRATION

**(5/29/2023- 8/4/2023)**

Program\*: 6w – 12m old  12m old  18m old  2yr. old

3 yr. old  4 yr. old  Kindergarten  1st Grade & Up

**\*Shenker Academy follows a CCSD cut-off date (August 7th) for all grade level placements.**

**Classroom Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CHILD’S INFORMATION (CHECK HERE IF SAME AS FALL REGISTRATION )

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizen of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of last school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN 1 INFORMATION (CHECK HERE IF SAME AS FALL REGISTRATION )

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hm. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bus. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus.Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN 2 INFORMATION (CHECK HERE IF SAME AS FALL REGISTRATION )

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hm. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bus. Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Ph.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus.Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please choose the sessions your child will be attending and check the days of attendance for each session**

**THEME WEEK DAYS**

Welcome to Shenker Week 1: May 29th– June 2nd M T  W TH F

Blast Off! & Under Stars Week 2: June 5th – June 9th M T  W TH F

Lions, Tigers, and Bears Week 3: June 12th- June 16th  M T  W TH F

Mad Scientist Week 4: June 19th - June 23th  M T  W TH F

Party in the USA Week 5: June 26th – June 30th M T  W TH F

Disney Week Week 6: July 3rd – July 7th M T  W TH F

Sports Extravaganza Week 7: July 10th – July 14th M T  W TH F

Wild West! Week 8: July 17th - July 21st M T  W TH F

A Pirates Life Week 9: July 24th - July 28th  M T  W TH F

Goodbye Summer! Week 10: July 31st – Aug. 4th  M T  W TH F

**Please check the times needed for camp**

Full day 9am-4pm Half Day 9am-12:30pm

Before Care 7am-9am After Care 4pm-6pm

**Price Per Week**

Full Day Half Day Before Care After Care

5 days a week $330.00 $230.00

4 days a week $290.00 $200.00

3 days a week $265.00 $170.00

2 days a week $215.00 $145.00

Daily rate $100.00 $80.00 $10.00 $10.00

* **Registration fees (non-refundable): For Summer only- $75.00, for the entire year- $150.00**

**For Summer Only Attendees: $30.00 Security Fee**

* **Registration fees are due upon registration and are non-refundable**.
* **A Monthly flat fee of $75.00 will substitute hourly charge for before/after care for full time students**
* All Children are required to have an updated shot record and physical examination
* Birth Certificate required for Kindergarten
* **Changes to schedule MUST be submitted on 6/5, 6/20, or 7/5 PROIR to the attendance changes. We will not process summer changes after 7.5.2023. Camp is signed based and not attendance based.**
* Our summer tuition is based on weekly enrollment, and installments to be paid on the fifth & the twentieth of the month, and is the same regardless of days missed due to illness or school holidays. There are no makeup days.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Signature of Parent/Legal Guardian Date

# SHENKER ACADEMY ENROLLMENT CONTRACT

**This is a legally binding contract. Please read it carefully.**

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

This Contract is between Shenker Academy Toddler, Pre-School, Elementary School (hereinafter the “School”) and the parent(s) or legal guardian(s) (referred to as “Parent,” which term includes the singular or plural, as applicable) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert student name] (hereinafter “Student”). All persons signing this Contract are jointly and severally liable for

the tuition and fees set forth herein. Parent’s signature and/or initials on this Contract evidence Parent’s understanding and agreement to the terms of this Contract, as follows:

1. Enrollment: Student, if accepted, will be enrolled for all or a portion of the 2023-2024 academic year. Please indicate term above.

**For pre-school students** (6 weeks- prekindergarten class) A **30-day written notice** is required to withdraw a child from the program. Payment is required for **the 30 days** immediately following the withdrawal notice, whether the child continues to attend the school during that period or not. If families wish to return after withdrawing, space is not guaranteed, and a new registration fee will be due at the time of re-enrollment. Changing your child’s attendance schedule will be processed on the 5th and the 20th of each month prior to the change requested and pending availability. A dismissal of family will also require a payment of 30 days following a dismissal without the option of attending after the dismissal (see handbook).

**For Kindergarten Students** (5 years old by cut off day), a full school year contract applies. Payment is required **for the entire school year** whether the child continues to attend the school during that period or not. Withdrawal policy does not apply to kindergarten signees as they commit to a full year contract.

This Contract covers the portion of the year with the dates so stated and the tuition shown on the Tuition plan which will be set by the school’s financial office. If Student is accepted,

Parents are aware that a final determination of classroom placement will be made by the School in accordance with the School’s standard admissions or retention practices and that curriculum

changes/decisions are made in the School’s discretion. The Contract is valid only for the academic year stated and does not entitle Student to any future enrollment.

2. Tuition Deposit: The School will not ask for tuition deposit. **However**, the school reserves the right to consider a tuition deposit for the sum of a **full month tuition** within 10 days of the date of this Contract set forth above in cases of families who had a history of late payment/s, repeated dispute of payments, referral to a collection agency, abrupt withdrawal in the middle of the school year or prior to the beginning of the school year, disregard of a prior contractual commitment, using Shenker Academy as a safety enrollment option, and similar patterns to the above which pose a financial risk to the School.

Parent understands that in the above-mentioned cases, the Tuition Deposit is earned by the School upon Parent’s submission of the Contract and fees to the School and the School’s consideration of Student’s application. The Tuition Deposit will be applied to tuition for the academic year covered by this Contract. The Tuition Deposit is not refundable unless the School rejects, in its sole discretion, Student’s application for admission and unilaterally cancels this Contract; in such case, the School will retain $300.00 of the Tuition Deposit, refunding the remainder to Parent. The Tuition Deposit may be transferable at the discretion of the School.

If an admission testing is determined by the administration, a non-refundable $100 Admissions Testing Fee is also required.

3. Tuition: Tuition amounts for the various program options are posted on the school’s website and on the enrollment packet. Individual tuition plans are set forth by the financial office at the school, with detailed tuition schedule, discounts, scholarships, awards, etc., for the period covered by this Contract, and shared with the parents.

4. Tuition Obligation: Parent understands that Student is being enrolled for the entire School Year unless a withdrawal was properly performed and processed as outlined above, and on the financial agreement and in the parent handbook. Parent further understands that the

overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time

of Parent’s execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled.

Therefore, once this Contract has been submitted to the School (with the Tuition Deposit if applicable based on Paragraph 2), Pre-school parent becomes liable for the following 30 days after a withdrawal (termination) notice, and Kindergarten parent becomes liable for the entire year’s tuition or and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School unless the Parent terminates this Contract in strict accordance with the termination procedures set forth in Paragraph 5 below, or the School rejects an application, dismisses a student, denies enrollment, or reverses enrollment decision for any reason, in its sole discretion and unilaterally terminates this Contract. If Student is withdrawn, absent (for more than 72 hours without notifying the school), or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates set forth in Paragraph 5, there will be no refund or reduction of fees or tuition owed, and any unpaid balance may, at the School’s election, become immediately due and payable.

5. Termination Procedures: **Preschool parents** may terminate this Contract by submitting a *Written Termination Notice* to the main office by the dates indicated below (the Termination

Date). **Kindergarten applicants (parents) are not able to terminate their contract once signed.** The Termination Notice must (a) be dated, (b) state the Student’s name, (c) provide a reason for the termination of the Contract; and (d) be RECEIVED by the main office before the Termination Date, and 30 days before the last day of attendance. If such Termination Notice is timely received (30-day-notice), Parent will be relieved of all tuition pay and other payments and fees that would have come due after the 30th day of notification (except of the non-refundable registration fees and the non-refundable security fee). Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student’s Tuition Deposit set forth in Paragraph 2.

*The Termination Dates are as follows:*

**For Preschool Applicants:**

If the Student was enrolled by March 1st (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be RECEIVED by March 10th (prior to the start of the academic year applicable to this Contract).

**For Kindergarten applicants: Parents are not able to terminate their contract once signed (at any time after signing).**

Our enrollment process starts earlier to allow us to provide a stable environment while helping parents select their new classroom, meet their next year’s team, and for the school to be ready for the next year on all aspects. We ask parents to avoid applying and registering at Shenker Academy if your intentions are not to attend Shenker Academy.  Shenker Academy will not reserve spots for applicants or registered students who wish to attend other schools. Shenker Academy reserves the rights to annul this contract, cancel registration, or dismiss a student immediately in case of repeated dispute of payments, referral to a collection agency, abrupt withdrawal in the middle of the school year or prior to the beginning of the school year, disregard of this contractual commitment, using Shenker Academy as a safety enrollment option, and similar patterns to the above which show lack of commitment to this contract’s terms, lack of commitment to our educational philosophy, or pose a financial risk to the School.

Time is of the essence as to all deadlines stated in this Enrollment Contract.

6. Tuition Insurance Plan: Parent have the option to purchase a tuition insurance suit to their needs. Tuition insurance is a common part of private school contracts and is mandatory in most private schools. We at Shenker Academy do not mandate the insurance plan from families, but strongly recommend that parents will use it through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or through their personal insurance agency. The School will not request a documentation of tuition insurance as a condition of enrollment.

7. Incidentals: Parent agrees to pay the School for incidental fees, such as interest, late fee, extended day charges, field trips etc. charged to Parent’s account within thirty days of receipt of each statement (Incidental fees will be paid by Parent in accordance with the terms of the specific incidental).

8. School Rules: Student’s enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School’s Parent Handbook

and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.

9. Support: Student’s enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student’s education, being an encourager, and keeping in regular contact with Student’s teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent’s ability, the School’s entire program through time, attendance at parent meetings, and participation in various School activities.

10. Termination of Student’s Attendance: The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Handbook (or other

published document), for reasons that the School Administration considers detrimental to the School community, student, or to other students of the School, reasons mentioned on any paragraph on this contract, or for the Parent’s failure to pay all or any part of the Parent’s financial obligations for Student’s attendance (including any amounts charged on Student’s account with the School).

11. Payment and Late Fees: Parent understands and agrees that a Late Charge of $15.00 will be added for any delinquent payment (which is defined as a payment not

received within 5 days after the due date- end of business on the 25th and the 10th (semi-monthly payees) day(s) of the month). If payment has not been received and become two (2) weeks delinquent; your child may be dis-enrolled without advance notice. In the event of default of two weeks, Parent also agrees to pay all costs of collection, including collection agency fees, attorneys’ fees, court costs, and interest per prime rate.

When accounts are in arrears, the account may be referred to the School’s collection agent and/or counsel for satisfaction. In this case, all communication regarding the account should be directed to the collection agency or the counselor.

12. Default of Payment: All accounts must be current before records and transcripts can be released or transferred to other schools. Student will not be allowed to continue to attend classes or participate in other School activities unless tuition and fees are paid by stated deadlines (or until Parent makes other written arrangements acceptable to the School).

13. Photos and Images: The Parent have the option to allow the Student’s name, photograph, voice, image, and information to be used by the School for use in the School’s publications, promotion materials, social networks, and website, without compensation and without prior notice. Please refer to the Media Release Form in the enrollment packet.

14. School Directory: Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School on the Management System (SmartCare). The School

Will not distributed this information to any person other than authorized School family member who is defined as an account holder.

15. School/Family Cooperation: A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School’s educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School’s policies, methods of instruction or discipline, or otherwise interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community. The School may also place restrictions on a Family Member’s involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School’s sole discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Contract.

16. Medical Authorization: If, in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent’s pre-authorization or consent, Parent will complete the Consent for Medical Treatment Form, which will empower the School to act as Parent and furnish such consent on Parent’s behalf.

17. Consent to Onsite Medical Care, Including Referrals for Student Counseling: The Parent hereby authorizes the School to supply medical care as needed for Student (including

administration of allergy medications, Epi-Pens, etc. according to the Student’s prescription from a licensed practitioner) or other minor medical care or emergency as determined to be appropriate by the School administration per The Consent for Medical Treatment Form completed by the parent. The Parent also authorizes the School’s administration to work with the Student regarding emotional, social, or family circumstances. Parent hereby

releases and holds the School harmless from any liability which might arise from the provision of such medical care or counseling services.

18. New Student Transcripts: In case of a Student’s transfer from another school, it is the Parent’s responsibility to ensure that the transferring school promptly provides the School with an official transcript.

19. Student’s Satisfactory Completion of Current School Year: This Contract is further conditioned upon the Student successfully completing the current school year in good standing, both academically and behaviorally. If, after completion of the current school year, the School determines in its sole discretion that Student has not met this requirement, the School has the right to unilaterally cancel this Contract.

Enrollment Contract

20. Release of Student Records: Parent consents and holds the School harmless for the release of Student’s records and information upon request by an educational institution or law

enforcement agency (per NRS 432.A). Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student’s records or information.

21. Promotional Materials/Statements: The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and online activity. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled the Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Head of the School (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School’s regular curriculum.

22. Governing Law/Waiver of Jury Trial: This Contract and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of Nevada without

regard to principles of conflicts of law. The parties agree to waive the right to jury trial over any claims pertaining to Student’s enrollment, attendance, or separation from the School

including, but not limited to, claims of breach of contract, under statute, ordinance, or common law.

23. Understanding of Terms: Please read this Contract carefully. By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent’s obligation to pay the child’s tuition even if the Student is withdrawn or dismissed (as outlined in paragraph #2), the Parent’s option to terminate, and all other obligations set forth herein. If Parent has questions about the terms, Parent is encouraged to seek advice of counsel or to seek clarification from the School Admissions Director.

24. Force Majeure: The School’s duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure

events including, but not limited to, any fire, act of God, natural disaster, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School’s control. If such an event occurs, the School’s duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

25. Reimbursement for Domestic Legal Issues: Parent understands and agrees that the School’s primary purpose is to provide educational opportunities to the students within its institution.

Parent also understands that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School often

must pay for legal fees and costs associated with such issues. Therefore, the Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent’s

domestic legal disputes, including, but not limited to: Parental disagreements about Student’s education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Cost incurred may involve reasonable attorneys’ fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent’s counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. Parent agrees to reimburse the School for such fees/costs within thirty (30) days of School billing Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent’s failure to pay such fees/costs promptly will result of dismissal of the family from the School.

26. Parent’s Commitment to Truthfulness in the Admissions and Enrollment Process: The School is relying on the completeness and truthfulness of the information provided by the Parent in the admissions and enrollment process. If the School finds out after the Student has been admitted and enrolled that the Parent was not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, finds to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs and any unpaid balance is payable in full according to the terms of this Contract.

27. Authority: Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the School. No oral modifications will be recognized or accepted.

28. Entire Agreement: This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and

contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein.

\*Both parents must sign (unless the School, in its discretion, permits enrollment with one parent’s signature).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Signature of Parent/Legal Guardian 1 Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Signature of Parent/Legal Guardian 2 Date

# CHILD RECORD

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian 1**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List additional authorized persons who may be called in the event of an emergency, and who are authorized to remove the child from the facility. (**Your child will not be allowed to leave with any other person without written authorization from parent or guardian**.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone | Relationship |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# CHILD INTAKE FORM

**Basic Information**

|  |  |
| --- | --- |
| Intake Date: | Gender: |
| Child’s Full Name: | Date of Birth: |
| Country of Birth: | Immigrant: Yes No |
| Native Language: | Other Languages (in the home): |
| Race:  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  Caucasian/White | Religious Affiliation:  No Religious Affiliation  Christian  Jewish  Other |

**Family Information**

|  |
| --- |
| Marital status of Parents, if divorced or separated what is your child’s living arrangements? |
| Name of custodial parent if applicable: |
| Sibling(s’) Names and Birthdates**:** |

**Education Information**

|  |  |
| --- | --- |
| Formal education experiences child had BEFORE enrolling in The Shenker Academy.  (Please check all that apply) | Infant/toddler program  Early intervention/early childhood  special education (0 – 2.11)  Preschool (ages 3 – 4)  Kindergarten |
| Special services needed WHILE ENROLLED in The Shenker Academy.  (Please check all that apply) | Early intervention/early childhood  special education (0 – 2.9)  Special Education  None  Other- list: |

**Health Factors**

|  |
| --- |
| My child has a special physical or mental condition (describe or list) |
| My child has frequent colds, ear infections, etc.: |
| Are there any medications given regularly? If so, please list: |

**Eating**

|  |
| --- |
| My child cannot eat? Please list: |
| My child’s favorite foods are: |
| Any other information related to eating, drinking, or food: |

**Napping/Resting**

|  |  |
| --- | --- |
| My child conveys feeling fatigue by… | |
| My child has a regularly scheduled nap/rest time: | Length of time my child usually sleeps at nap time: |
| My child has a favorite toy/blanket for nap time: | Any other information? |

**Emotions/Behavior Management**

|  |
| --- |
| My child comforts him/herself by… |
| Special things I say or do to comfort my child? |
| He/she expresses anger by… |
| Does your child have any fears? How are they shown? |
| My areas of concern or difficulty |

**Toileting**

|  |
| --- |
| Is your child toilet trained? |
| What words does your child use to communicate toilet needs? |

**Development**

|  |
| --- |
| My concerns about my child’s development are: |
| What are some favorite toys and activities that you and your child share at home (Indoor/Outdoor) |
| What are your child’s special talents or interest? |
| What are your expectations of our program? |
| What are your expectations for your child’s school experience? |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# MEDICAL HISTORY FORM

This form must be completed by the parent/guardian and received by The Shenker Academy prior to the child’s first day of attendance in order for the child to participate in any activities. The intent of this information is to provide school staff the background to provide appropriate care. **Any changes** to this form should be provided to The Shenker Academy. Provide complete information so that The Shenker Academy can be aware of your child’s needs.

|  |  |
| --- | --- |
| **Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Parent/Guardian completing form**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**ALLERGIES:** List all known medical or food allergies (please include symptoms or reactions).

|  |
| --- |
|  |
|  |

SPECIAL DIET If your child requires a doctor prescribed diet, please indicate diet and reasons

below. (Please attach a sample menu or special food list.)

|  |
| --- |
|  |
|  |
|  |

**MEDICATIONS BEING TAKEN**

Please list ALL medications (including over the counter or non-prescription drugs) taken routinely. We will administer prescription medications upon the parent/guardian’s completion of the **Authorization for Administration of Medication** form. Bring prescription medications in the original packaging/bottle that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration.

|  |
| --- |
| * My child takes NO medication on a routine basis. |
| * My child takes medication as follows: |
| Med #1 Dosage  Times to be given |
| Reason for taking |
| Med #2 Dosage  Times to be given |
| Reason for taking |
| Med #3 Dosage  Times to be given |
| Reason for taking |

**GENERAL QUESTIONS** Circle Y for yes or N for no for the participant (Explain “yes” answers below.)

|  |  |
| --- | --- |
| 1. 1. Have a chronic or recurring 2. llness/condition Y  N | 11. Ever passed out during or after  Exercise Y  N |
| 1. 2. Ever had high blood pressure 2. Y  N | 12. Ever been dizzy during or after  exercise Y  N |
| 1. 3. Ever been hospitalized 2. Y  N | 13. Have any skin problems (itching,rash, acne, etc)  Y  N |
| 1. 4. Ever been diagnosed with a heart murmur 2. Y  N | 14. Ever had chest pain during or after exercise  Y  N |
| 1. 5. Has frequent headaches Y  N | 15. Have diabetes Y  N |
| 6. Had back problems Y  N | 16. Had seizures Y  N |
| 7. Ever had a head injury Y  N | 17. Ever had an eating disorder Y  N |
| 8. Wears glasses or protective eye wear Y  N | 18. Have asthma Y  N |
| 1. Had frequent ear infections Y  N | 19. Have emotional difficulties for which professional help was sought? Y  N |
| 10. Have an orthodontic appliance being brought to school Y  N | 20. Have a history of bedwetting Y  N |

Please explain any “yes” answers noting the number of the questions.

|  |
| --- |
|  |
|  |
|  |

Use the space below to provide any additional information about the participant’s behavior and physical, emotional, or mental health about which the school should be made aware.

|  |
| --- |
|  |
|  |
|  |

Explain any restrictions of participation in school activities:

|  |
| --- |
|  |
|  |
|  |

**Parent/Guardian Authorization:** This health history is correct and complete as far as I know. I agree to notify The Shenker Academy if any changes occur in my child’s medical condition before arriving to school. The child herein described has permission to engage in all school activities except as noted above.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# HEALTH STATEMENT

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT’S ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATUS OF THE ABOVE CHILD’S HEALTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD IS CAPABLE OF ADJUSTING TO PROGRAMS OF THE CHILD CARE FACILITY

YES NO – REASON:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of M.D. or R.N. Date**

# CONSENT FOR MEDICAL TREATMENT

Parent/Guardian agrees the provider may consult with the child’s nurse or attending physician in regards to child’s health as needed. In the event that we should have questions regarding the health of the enrolling child we may contact one, or more, of the following sources for information.

**√** Hospital of choice and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**√** Clark County Health District (702) 759-1301

Dr. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In an emergency, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Parent/Guardian), give my authorization to, **Shenker Academy,** (Provider’s Name) and any local physician, dentist or hospital to provide medical care and/or transport my child at my expense.

Medical Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child require additional accommodations? Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are the problems serious enough to restrict your child’s activities? Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe, if any, special care required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have frequent colds?  Yes  No

**List any allergies that staff should be aware of?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your child currently taking prescribed medication?  Yes  No

Name of medication(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# AUTHORIZED RELEASE FORM

(To be completed in case of authorization of a new pick up or drop off person, temporarily or permanently)

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Person’s Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# MEDIA RELEASE FORM

During the school year the Shenker Academy may hold several functions with the opportunity to take photographs of the children engaged in activities.

Please check below if you authorize from this point forward for the publication of any pictures taken at the Shenker Academy for use on our school:

**Post pictures on our school website**

**School Facebook Posts**

**School Twitter Tweets**

**School Instagram Posts**

**School brochures or school literature**

**Classroom Newsletter**

**Classroom PhotoCircle App**

**I do not want my child to be photographed.**

I give permission to have my child photographed and his/her image used only at the checked lines above. I understand this photo release is effective while my child attends the Shenker Academy. I further understand I will not benefit monetarily from the potential use of my child’s image.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# PERMISSION TO RELEASE INFORMATION

I understand that the time my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_is in the facility, the School may be asked for information regarding my child.

I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare or other governmental officials.

I do not give permission to release information about my child as set forth in the aforementioned statement. I understand that the State of Nevada/Bureau of Services for Child Care has access to my child’s record as the licensing agent and may view the record upon BSCC facility inspection.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

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I understand that my child may take part in field trips and educational excursions,

either by bus, private car, or on foot. I further understand that my child will be chaperoned by a responsible adult at all times away from the facility.

***Should any accident occur while my child is away from the facility on the trip, I shall not hold the child’s caretaker, members of the facility and its employees, nor any participating adult liable.***

I do not wish my child to take part in the field trips or educational excursions.

**Shenker Academy** (provider) may transport my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event of an emergency evacuation or disaster preparedness drill of the facility.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# PARENT HANDBOOK

Welcome to the Shenker Academy where parents are always welcome and encouraged to visit and volunteer anytime. This is your school and we would love you to become an integral part of it. If you have any questions or concerns, please don’t hesitate to contact us; we believe that open communication between parents and staff is of the utmost concern to all concerned.

**Our Mission:**

The Shenker Academy is committed to providing a safe, nurturing, and stimulating environment for your child/ren. Children learn through language, nature, science, math, art, music, movement and play as well as celebrating holidays as they are celebrated by different cultures.

We care about your children and their need to grow in confidence, to be independent, to make friends; satisfy their curiosity and to develop their cognitive skills.

**Curriculum:**

Our natural “environment” and the “world around us” is the foundation through which our curriculum is developed. All learning processes are designed to be child-centered and age-appropriate. Our program includes linguistic; social, emotional and cognitive development through an integrated approach.

Age appropriate skills such as the development of fine and gross motor skills; language development (English, Hebrew, Spanish and Sign Language), science; math; human development; cultural diversity etc. are carefully woven into our program. The children understand that all they see and do is an integral part of their everyday lives.

The curriculum includes (age appropriately);

**Math**: Counting, recognizing numbers and shapes, concepts of more and less, graphing, sorting patterning and more….

**Language:** Circle time, classroom books, reading comprehension program, show and tell, stories, finger puppets, drama etc. Letter recognition and linguistics taught through song and dance are Hebrew, Spanish and Sign Language.

**Science and Nature:** Rozzy STEAM program is being used as the basis for oue science program. Experiments in the subjects of marine biology, architecture, animals, plants, engineering, city-planning, paleontology, arts, and more, with focus on hot/cold, heavy/light. Evaporation/condensation; environmental reactions; weather; how plants grow, the bird and animal world as well as the environment, charting growth, and more, are all integral part of the science studies.

**Specials:** Sign language, Spanish, Hebrew, and Music class, all are provided as specials, and are integrated into the daily schedule without any additional costs.

**Social Studies:** Learning of cultures, countries, art, music, languages, and movement are an integral part of each curriculum unit and are connected to the curriculum as a whole.

The curriculum is based on Howard Gardner’s theory of” Multiple Intelligences” and Wiggin and McTighe’s “Understanding by Design.”

**Goals:**

* To provide a nurturing environment, in which active exploration of the child’s world and his/her social interaction with others is promoted.
* To foster self-esteem through relationships which express acceptance and respect for all children and adults.
* To recognize that all children are different and to allow those differences to surface in daily activities.
* To allow for the expression of each child’s individual, creative potential.
* To foster active participation, communication and cooperative learning among children, staff and parents.
* To create a setting which allows children to utilize problem solving techniques with peers and adults (with guidance and supervision as needed)
* To provide an environment where children are safe both physically and emotionally.

**ADMISSION:**

* August 7th is the cutoff date for each age group
* Children aged 3+ must be toilet trained before they start school
* Families should tour the school, meet the teachers, meet with the Head of School, and upon availability and testing (as determined by the Head of School), will be informed if accepted, and if spots are available.
* In case of unavailable spots, student/s will be added onto the wait list for the appropriate grade/class, as Shenker Academy operates on a first come first served basis, regardless to race, religious, sex, etc..
* Prospective children of military families will receive a priority on the wait list per Preschool Licensing new regulations adopted on 9/21/2017.
* Prospective children of current attending families will receive a priority on the wait list contingent with the family good standing with the school.
* Shenker Academy reserves the right to accept, deny, or postpone enrollment for applicants who are (or were) not compliant with our policies and/or with our financial agreement. The school reserves the right to deny or postpone enrollment in cases of families who had a history of late payment/s, repeated dispute of payments, referral to a collection agency, abrupt withdrawal in the middle of the school year or prior to the beginning of the school year, disregard of a prior contractual commitment, using Shenker Academy as a safety enrollment option, and similar patterns to the above which pose a financial risk to the school. Similar to the above, Shenker Academy reserve the right to deny or postpone enrollment to a student which his/her family or family member/s engaged in behavior, communications, or interactions on or off campus, that was disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School’s policies, methods of instruction or discipline, or otherwise interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program.
* The entire registration packet on all its forms must be completed.
* Updated immunization record and completed physical form need to be provided.
* Signed Tuition Contract, financial agreement and Conditions must be completed.
* Credit card or check form.
* Birth Certificate for Kindergarten.
* Paid Registration Fee and Security Fee.
* All of the above are required upon enrolling your child into our school.

Classes are filled on a first come basis. The Head of School will determine with administration if an admission test is required, during or after parental tour/visit. If a test is required, the student will be scheduled to be tested, and a non-refundable $100.00 testing fee will be charged.

* As stated in the financial agreement, FOR PRESCHOOL STUDENTS- **30 days written notice** is required to withdraw a child from the program. Payment is required for the **30 days** following the withdrawal notice, **whether the child continues to attend the school during that period, or whether the child does not continue to attend the school during that period**
* As stated in the financial agreement, **FOR KINDERGARTEN STUDENTS- a full school year contract applies. Payment is required for the entire school year whether the child continues to attend the school during that period or not.**
* If families wish to return after withdrawing, or to reverse their withdrawal decision, space is not guaranteed, and a new registration process (including applicable fees) will be required at the time of re-enrollment, as well as the adhering to new policies instituted at the school. Withdrawal should be communicated properly with a withdrawal notice, and an indication when is the child’s last day of attendance should be stated clearly on the ***Change of Schedule/Withdrawal Form***.
* Absence from the school should be communicated promptly with the school’s administration. Absence for more than 3 consecutive days without any notification will cause a dismissal (30-day-notice payment will apply) from the time administration will determine that the family ignores or lacking communication with the school. The administration will then send a dismissal email to the family, outlines the due financial balance and the deadline for payment. Dismissed children/families cannot attend the 30-day-notice despite paying the notice period, and the school will attempt to fill in the vacant spot during the 30-days period.

\*\*\*Our school “is operated as an exempt school under the provisions of NRS 34.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.”

**CLASSROOM RATIOS According to updated Nevada State Licensing and NAEYC**

0-12 month old classroom 1:4 Maximum group Size is 8 (Up to 3 groups in the classroom)

12 month old classroom 1:4 Maximum group Size is 12 (Up to 2 groups in the classroom)

18 month old classroom 1:4 Maximum group Size is 12 (Up to 2 groups in the classroom)

Preschool

2 year old classroom 1:6 Maximum group Size is 18 (Up to 1.5 groups in the classroom)

3 year old classroom 1:8 Maximum group Size is 16 (Up to 1.5 groups in the classroom)

4 year old classroom 1:10 Maximum group Size is 20 (Up to 1.5 groups in the classroom)

Kindergarten 1:10 Maximum group size is 20 (Up to 1 group in the classroom)

**PARENT COMMUNICATION**

We value our communication with our families throughout the day, and we balance reporting the happenings of the day with making sure our attention is on the children. We update parents through the ProCare app (infant room), Smartcare app (12M-Pre-K) and through the pictures app.

In the infant room, we update and post picture in real time all day. In the 12M-18M, we make a transition to reporting twice a day, primarily nap time and end of the day. We report on feeding and napping, as well as special occurrences. We want the focus to be on learning, health, and the safety of the children.

In the 2’s we will report once a day for the major occurrences- snack, napping, lunch, and diapering (phase out when potty trained). We take pictures throughout the day, but post pictures usually once a day. We ask the teachers to be attentive to the growing needs of children at this age, as well as address the academic aspects of the program.

Communication is not limited to the apps. Drop off and pick up times allow direct conversation with the teachers. We also use our classroom newsletters, school weekly newsletter, emails, meetings, conferences, and report cards to keep each family updated about the education and wellbeing of each child.

A positive and constructive relationship between the School and family members (defined as Parents, Students, or other persons associated with Student) is essential to the school’s educational success and fulfillment of the responsibilities to its students. We expect to engage in positive communications, interactions on and off campus, and to support the mission of the school through positive ambassadorship.

**SUPERVISION**

Our low ***Students:Teachers*** ratios allow us to provide an individualized program which addresses safety, health, learning, and growth on the highest level. Our teachers always see and hear all their attended students, specifically infants, 12M, 18M, and 2YO students. If staff members are diapering, feeding, or focusing on one task, other members of the team can always observe and hear all children in the classroom and out of the classroom (recess, outdoor activity, field trips, and more. Teams are available and alert to all changes during the day, and our goal is to always provide excellent educational experience to all students.

At a later age of pre-kindergarten (4-5 YO students) students are allowed to be out of their sight as long as supervision by sound and frequent check on the children is taking place. Kindergarteners are permitted to leave the teacher’s supervision (out of sight and sound) for no more than 10 minutes in a safe environment (I.E., go to the bathroom, school office) with checking on the children if they are arrived at their destination, and in intervals of no longer than 10 minutes.

**FACULTY & STAFF**

Our lead teachers and assistant teachers adhere to State standards and qualifications (FBI background clearance, 24 hours mandatory training hours per year, current TB test). Our lead teachers hold MA degrees, BA degrees, AA, College credits, and CDA. Orientation, meetings, professional development sessions and training for teachers are included in our professional development plan and are held from the hiring process, through mentorship, weekly meetings, monthly meetings, and annual staff evaluations. Teachers are trained to teach our curriculum, understand our grade level benchmarks, understand our report cards, and trained to administer our Brigance testing, SAT testing, and our internal academic evaluations. We continue to foster a life long learning faculty and support our teachers in their professional growth through various federal and state grants and organizations.

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**DAYS AND HOURS OF OPERATION**

The school is open Monday through Friday from 7:00am to 6:00pm.

Full-day school hours are from 9:00am to 4:00pm, half-day school hours are from 9:00am to 12:30pm and Kindergarten hours are from 8:30am to 3:00pm.

We have a before and after care service;

Before care – 7:00am – 9:00am

After care - 4:00pm – 6:00pm

**FINANCIAL RESPONSIBILITY**

Parents should be in good standing with their account payments. **Tuition is a yearly contract** and is the same **regardless of days missed due to illness, vacations, travels, or school holidays**. You must pay each month (due on the 5th and on the 20th of each month) even during winter break when the school is closed. The school reserves the right to charge tuition ahead and not at the rear. No credit/refund will be owed if the school must close because of emergency or inclement weather. There are no makeup days allowed but parents may schedule a drop-in day on a non-scheduled day at a drop-in daily rate **if space is available**.

A change of schedule (from full days to half days, half days to full days, additional weekdays, reducing days, withdrawal, etc.) **requires a completion of Change of Schedule Form** (at our front desk). We will not accept short emails or calls for a schedule change. The approval of the change is contingent with availability and requires at least one-week notice time (on the 5th or 20th, prior to the change.) In case of a withdrawal, 30-day notice apply to all withdrawals regardless to the reason of withdrawal.

Due to our school policy concerning class size and teacher ratio, absences or missed days may not be made up on nonscheduled days at the preschool. A school calendar is issued every year stating days the school will be closed.

Students who graduate Shenker Academy, leave town, leave to a different school, or simply decide to leave Shenker Academy, will receive the final tuition bill **prior** to their last day of attendance at the school. The account should be paid in full **prior** to that last day.

**SECURITY, DROP-OFF, AND DISMISSAL**

All children must be clocked in and out every day by their parent/s, guardian/s, or authorized pick-up personnel. This is extremely important as it allows us to check attendance during the day and during emergency drills. School gates will remain closed (with an active alarm if open) and will be used only for emergency evacuation. The school lobby will be the main and the only entrance/exit to and from the school. An armed security guard will be on the school premises 7.00am-6.00pm, and while present, the school doors will remain closed but not locked. School doors will be supervised by front desk team and/or the security personnel, and locked per the security guard, campus safety director, or the head of school instructions.

Children must **never** be left in a classroom or in the play yard without a teacher being present. We will release your child to a designated adult with an ID**. NO EXCEPTIONS.**

**PREPARING YOUR CHILD FOR TRANSITIONS**

Transitions into a new school or classroom can be difficult for some children. To assist your child in transitioning and acclimating to our program we structure our program to allow our students to stay with their teacher and peers for the duration of the school year (excluding 12month olds). This helps provide continuity of care and consistency for children.

Parent Orientation Night will be conducted prior to the beginning of the school year.

**PERSONAL BELONGINGS**

It is our policy that no toys are allowed in the classrooms unless specifically requested for special days or activities (i.e. if it is for your student’s scheduled Show and Tell day). We ask that items unrelated to school learning environment and candy of any kind, will be left at home.

**HEALTH**

Teachers and assistant teachers must always see and hear all their attended students, specifically infants, 12M, 18M, and 2YO students. Staff will maintain safety on the playgrounds and in the classrooms.

For the protection of all children, your child should be kept home if he/she shows any of the following symptoms:

* a temperature
* a rash
* discharge of the eyes or ears
* diarrhea or vomiting
* coughing
* yellow or green mucus

NO child who comes to school ill will be admitted that day. Please notify the school if your child has a contagious disease or has been exposed to one.

Your child will not be admitted back into school until 24 hours after a fever has subsided. In the event that your child becomes ill while at school you will be notified immediately and expected to make arrangements for your child to be picked up within 1 hour of being notified. To prevent the spread of illness, while waiting for a parent/guardian, your child will be removed from the classroom and supervised by familiar staff in the front office area.

**Accidents/Illness/Medications/Lice**

*General--Illness, Injuries and Medications:*

Childhood illnesses are a normal part of growing up. We work diligently to take every precaution against the spread of communicable illnesses in our facility and we ask that you join us in this effort. If your child has a temperature of 100.4 degrees or higher, repeating diarrhea, repeating vomiting, persistent cough or wheezing, recurring abdominal pain, sore throat, undiagnosed rash and he/she is not feeling well enough to participate in activities, we ask that you keep your child home. Children’s return to the school requires pediatrician permission. If your child becomes ill while in our care, we will contact you or your designee immediately. Please make arrangements to have your child picked up promptly.

If your child contracts a contagious disease, please keep the school informed as we are required by law to report many of these diseases to the Department of Health. Even when not required by law, we try to share information about illnesses, such as strep throat, while still maintaining confidentiality of those involved.

As a proactive school, we are very transparent with our communication with parents (above and beyond what regulations require), and we are proactive in mitigating spreads. While other schools do not notify parents of any sicknesses, we believe in transparency to allow our parents to identify sicknesses already at their start and help preventing these.

Our protocol to mitigate and response to mitigate spread of illnesses includes:

1. **Disinfect** our surfaces, diaper changing tables, countertops, tables and chairs with **Purell** alcohol based disinfect. Despite the high cost, we prefer to use a strong and quick residing disinfectant over a bleach solution mix. We use a bleach mix to **sanitize** delicate toys which children may put in their mouths. In addition to that, we removed toys which were in a child mouth and sanitize at midday while children are napping. We have a professional cleaning company which cleans daily after hours, and deep cleaning rotationally over the weekend.
2. Promptly communicating with the parents in the classroom and with staff with full transparency to announce the current found sickness.
3. Flag our cleaning company to address the special needs in the specific classroom or space.
4. Follow the Southern Nevada Health District guidelines through communicating any health risks with the State of Nevada health authorities.
5. Guide parents for the proper return of the sick child to the school.

***Accidents***

In the event of student accidents during the school day, whenever a 9-1-1 emergency call is not called for, the school administration/staff will apply first aid treatments and remedies and the home will be notified; a mutual decision can then be made on whether the student is fit to continue the school day or if she/he must be picked up from school.

***Injuries***

Parents will be notified in the event of any injury or accident at school. Basic first aid will be administered until the arrival of parents or other designated person. An accident report form will be submitted by the staff person present and filed in the child’s file. All Shenker Academy teachers are certified in CPR and First Aid. In the event of an emergency that requires immediate medical attention, the Head of School and the administration will take over the care, and communicate with the parents, following the emergency medical forms on file, and emergency treatment will be sought and administrated. Please be sure that all information on this form is up to date and notify the school of any changes that take place during the year.

***Illness***

If your child is ill prior to the beginning of the school day, you are requested to keep her/him at home. In the interest of the other students and the teachers, sick children may not remain at school. Parents will be asked to pick up children who may pose a threat of infection of others. Children should be free of fever for at least 24 hours before returning to school. If your child has a contagious illness or rash of any type, please inform the school.

***Medication***

With regard to the dispensing of medication, specific guidelines must be followed according to state law. All medications, both prescription and non-prescription, must be in their original containers. Label all medication with your child’s name.

The bottle must show:

* name of child
* name of the doctor
* dosage information
* days and times administered
* Instructions for administration

Each time a child needs medication you need to fill out a new form at the front office.

The school cannot administer any medication after its expiration date. All medications must be kept in the front office and administered by the school designated medical appointees (Head of School or Executive Assistant, Admission Administration). In case of Asthma (use of nebulizer or inhalers), Severe allergic reaction (EpiPen administration), the Head of School will administer the above as needed or supervise the administration of these. In case of diabetes, the school does not administer insulin and parents will have to drive by the school and administer insulin. EpiPens will be kept in the office in a designated cabinet (and in each classroom for emergency use only if available). We will use the EpiPen, inhalers, and nebulizers only with prior consent from the parent to use for a child with known condition and with doctor documented specific allergies that would necessitate use of the above.

**According to State law, Shenker Academy is not authorized to dispense any medication to a child without written consent from the parents, signed by the child’s pediatrician.** All medications, both prescription and over-the-counter, must be in their original containers. Label all medication with your child’s name and bring it to the school office. The school cannot administer any medication after its expiration date. All medication must be kept in the office and administered there, **not in the classroom**. Parents must complete a Medication Form that is kept on file in the office.

***Sunscreen and Insect Repellent***

We willapply sunscreen or insect repellent to children here at Shenker Academy. There is no need for a consent form for sunscreen per new directions. We recommend applying sunscreen or sun block with UVB or UVA protection of SPF 15 before your child comes to school. If you should feel that an insect repellent is needed, NAEYC recommends the use of one containing DEET.

***Shenker Academy Lice Policy***

* Shenker Academy has a no nit policy; meaning, if nits are detected on a child’s head, that student will be sent home, the parents will be notified with instructions [“lice squad”] on properly washing and combing out the hair; the child must be nit-free before returning to school.
* When a child with nits is discovered, all children in that grade will be checked for lice—the checking will be conducted by experienced lice checkers on staff; we will also check the siblings of that student, and if a sibling has nits, then that sibling’s entire grade will be checked as well.
* When anyone in a grade is detected to have lice, a message will go home to that entire grade alerting families that lice was detected, without naming any names in the class.
* Students diagnosed with nits or live head lice will be sent home from school, and the family is required to treat the lice before returning to school; our message to the family of the child with lice will include a request that the child sees his or her pediatrician.
* Head lice are spread most commonly by direct contact with the hair of the person infected; therefore, we ask that students never share their hair items with others, and this includes baseball caps, or any hair implements or adornments such as ribbons, barrettes, and clips.

***Minimum Licensing Standards dictates that all children must be able to go outside daily, weather permitting. If you feel that your child is NOT able to go outside, we ask that you keep the child at home.***

***Vaccinations***

All students are required to be on schedule with their vaccinations. Our requirements are per the SNHD regulations, and we update records weekly. We accept medical exempt while communicating it with our SNHD contact for approval. At this time, we do not accept religious exempt as this is our board of trustees decision to mitigate spread of diseases.

The [Public Access Portal of the Nevada (**WebIZ**](https://izrecord.nv.gov/)) program allows parents, preschools, and legal guardians to print official immunization records for their child(ren) (aged 0 through 17 years). To download your children immunization records, visit the [Nevada WebIZ Public Access Portal](https://izrecord.nv.gov/) or call 1-775-684-5954.

***State of Nevada Communicable Disease Control Measures***

**Covid-19** May return to school 14 days after diagnosed positive (isolation). Medical clearance is required prior to returning to school.

**Chicken Pox** May return to school six days after appearance of eruptions if temperature is normal and no complications, no moist lesions.

**Diphtheria** Exclude case and/or close contact until released by City/ County Health Department. Notify parents of classroom contacts if illness occurs in an elementary school. If disease occurs in a secondary school, ask parents of sick child to notify parents of close contacts of the sick child.

**Fifth Disease** May return to school after fever subsides.

**Hepatitis                     (Infectious)** Exclude until no fever and no jaundice, or statement of physician that person is noninfectious. Notify parents of classroom contacts, using approved form letter to advise consultation with M.D.  Contacts, no restrictions.

**Impetigo** Exclude until healed, or until non-infectious, evidenced by a written statement from a physician.

**Lice** Exclude until the hair is free of live organisms and nits.

**German Measles**      **(Rubella)** May return to school four days after appearance of rash.

**Measles                      (Rubeola)** Return to school 4/5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification.

**Meningitis                  (Meningoccal, epidemic-type)** Exclude until statement from physician that person is non-infectious.  No restrictions on contacts.  Notify parents of classroom contacts, using approved form letter.

**Mononucleosis         (Infectious)** Exclude until recovered or released by physician. Contacts, no restrictions.

**Mumps**                       Exclude until all swelling is gone and temperature normal.  Contacts, no restrictions.

**Pink Eye** Exclude until recovered, or physician’s statement that person is non-infectious.

**Poliomyelitis**              Exclude until released by physician.  Contacts, no restrictions.

**Ringworm- Scalp** May attend school provided person stays under treatment by a physician.  Contacts, no restrictions.

**Ringworm- Skin** May attend school provided person stays under treatment by a physician and areas are covered.  Contacts, no restrictions.

**Scabies** Exclude until released by physician.  All in household should be

treated at same time.  School contacts, no restrictions.

**Smallpox** Exclude until release by the City/County Health Department. Contacts must be successfully vaccinated or be excluded for 16 days.

**Streptococcal            (Scarlet fever, Scarlatina, or “Strep” sore throat)** Exclude until released by physician.  No restrictions or contacts.  No notification.  Reassure parents.

**Tuberculosis**              Exclude until released by a physician.  Household contacts must have a released from physician.

**Typhoid Fever** Exclude case, carrier and/or household contacts until released by City/County Health Department. School contacts, no restrictions.

**Whooping Cough** Exclude until free of cough, usually 3 to 5 weeks, or until released by a physician.  Contacts, no restrictions.

**CHILD RECORD**

Student records are kept in a personal folder at the Shenker main office. This folder includes enrollment documentation, medical records, media consent, financial consent, and administrative records. Academic records are kept in the classrooms until the student graduates. Student parents, legal guardians, school administration, and the child’s lead teacher will have access to the above. Regulatory authorities (such as Southern Nevada Health District, Preschool Licensing, Department of Education) will be granted access to the student files per Nevada Revised Statutes 432A. Academic records will be shared with other educational institutions after Shenker Academy will receive an official request for academic records.

**INCLEMENT WEATHER**

During times of excessive heat, cold, rain, winds or other extreme weather conditions, activity limitation guidelines will be observed for all outdoor physical activity including, but not limited to, recess, physical education classes, extracurricular sports games/practices, field trips and other outdoor activities and competitions.

**• Heat alerts** are expressed via a Heat Index value or by the actual temperature. Heat Index is a value that combines air temperature and relative humidity to determine how hot it feels. Shenker Academy will follow the heat advisory as posted by the Southern Nevada Health District. Shenker Academy administration will communicate the decision to parents and teachers on the same morning or day.

**80-89 Caution**: 75% vigorous activity/25% light activity or rest. Encourage hydration.

**90-104 Extreme Caution**: 50% vigorous activity/50% light activity or rest. Enforce hydration. Monitor and limit outdoors time to short time periods, no longer than 15 minutes.

**105 and Up:** Indoor recess and activities in lieu of outdoors.

Overexposure to the sun’s ultraviolet (UV) rays seriously threatens human health; children are highly susceptible to harmful UV radiation. Students shall be permitted to carry and apply sunscreen, provided by the parent/guardian. Staff can apply sunscreen with a written permission from the parents. Children can wear hats, long sleeve shirts, long pants, or any other clothing items which help protect students from the exposure to the sun.

**• Cold weather alerts**: If cold and snowy conditions are in the area for the winter months, we will assess the conditions and determine if it is safe for our students to participate in outdoors activities.

**40-50 Caution**: 50% vigorous activity/50% light activity or rest. Preferred indoors.

**Below 40 Extreme Caution**: Indoor recess and activities in lieu of outdoors.

The decision to close the school will be made after determining if teachers, parents and students can drive to school safely, and if students and teachers can safely walk between buildings during the school day. The decision will be emailed to parents by 5.00am in the morning of that day.

**DRESS CODE**

An official uniform with the new Shenker logo is required for all children 3 years old and up and must be worn daily, NO EXCEPTIONS. You can contact **Las Vegas Uniforms** [**(702) 734-7070**](https://www.google.com/search?q=las+vegas+uniforms&rlz=1C1CHBF_enUS874US874&oq=las+vegas+uniform&aqs=chrome.0.0i355i512j46i175i199i512j69i57j0i512l4j0i390i650l3.4147j0j15&sourceid=chrome&ie=UTF-8) to order your uniforms. Skorts/pants need to be khaki or navy and must be uniform style. You can also purchase uniforms online through our website at <http://shenkeracademy.com/links/> Follow the link which will redirect you to the *https://firestonegraphics.com/collections/shenker-academy*. Your purchase can be delivered to the school or to your home address.

*No sandals or open toed shoes!* A complete change of clothing, clearly labeled, is required in case of spills or accidents.

Make sure all belongings are clearly LABELED. The school cannot be responsible for any lost or stolen items.

**LUNCH AND SNACK**

Nutritious morning and afternoon snacks will be served daily in the preschool. All children need to bring a lunch daily. Availability to purchase lunch exist. Purchased lunch is provided by the Temple kitchen and brought to the classroom daily. Please follow the link on our website.

Make sure the lunches are ready to eat, for example eggs or fruits are already peeled. Fruit, vegetables, or meat should be cut no larger than 1/2 inch square for children to be able to chew and swallow safely. Whole grapes must be cut in half, hot dogs and carrots must be cut into bite-sized pieces. Hot foods may be brought in thermoses, and can use cold packs to keep cold food cold.

Every classroom has a microwave and a fridge, to be utilized for the children’s lunch needs. Please follow the USDA food guidelines when preparing your child’s lunch. USDA food guidelines are available to families in the front office. Candy or soda is not permitted at the school. If your child has any type of food/drug allergies, then notification in writing should be given to the school office. Shenker Academy will provide plates and utensils for the serving of the lunch/snacks.

The option to purchase a hot lunch from the Temple kitchen exist every day. Please contact the office to learn how to sign up for the hot lunch program, and how to order lunch on time.

**Please do not pack anything that contains any type of nut or nut product as we would like to be respectful of the children with severe allergies by avoiding cross contamination.**

Please label your child’s lunchbox with first and last name.

**BIRTHDAYS AND SPECIAL OCCASIONS**

Celebrations are encouraged at the school. Parents are welcome to send healthy treats to share with their child’s friends on birthdays or other occasions. Please be considerate of children with allergies. Please let your child’s teacher know in advance what you are bringing. We do not allow any balloons or piñatas. The Academy allow small scale birthday celebrations; however, no parties should be facilitated in the classrooms during instructional time and school hours. Healthy treats or lunch are welcomed at any time of the year with prior knowledge and permission from the teacher.

**REST TIME/QUIET TIME**

All children will be provided with a cot if they attend a full day preschool program. A rest/quiet time of 30 minutes is required by State licensing. Children may bring in a SMALL BLANKETS. Infants will nap in various times throughout the day. 12M-2Y students will have a two hour nap from 12.30-2.30pm. 3Y-4Y will have the option of a full nap (12.30-2.30pm) or an up room (1.00-2.30pm) which allows non-nappers to have sports, play, learn, create, and craft in common core subjects and special subjects. This should be communicated with the lead teachers who will update administration.

During nap time all rooms will be quiet, blinds down, and a full supervision of teachers will take place per stated classroom ratios. Teachers will hear, see, and walk around to ensure safe napping for all infants, 12M, 18M, 2Y, 3Y, and 4Y students. Kindergarten students do not nap during the school day.

*Please remember* to take their blankets home on a **daily basis** (during the Covid pandemic) so they can be laundered. When we return to normal, beddings can be taken back home weekly (on Fridays).

**DISCIPLINE AND OTHER CHALLENGES**

Shenker Academy follows the Love and Logic Discipline Methods, and children involved in a disagreement or conflict are supported through the incidents, asked to find words to express their feelings and needs, and given choices with clearly stated implications. Students, parents, teachers, administration, and professionals are all required to read our **Shenker Academy** **discipline policy** online and prior the admissions to school.

We strive to have excellent character and good citizenship which includes integrity, respect, kindness and compassion, responsibility, and citizenship. We guide our children to play by the rules, show courtesy, trust, caring, respect, and fairness to their peers. Our parents model courtesy, trust, caring, and respect. Our teachers and administration

 Maintain professionalism as we model courtesy, trust, caring, respect and fairness. Shenker Academy does not use time out and only use redirection through the Love and Logic inspired strategies.

Suspension, exclusion, or permanent expulsion are extreme actions Shenker Academy may take in response to student and or parental misconduct or behaviors and only after a course of actions has been taken by teachers, administration, parents, and professionals, and after recommended actions were exhausted. When extreme behavioral, social-emotional, or cognitive challenges are identified by the classroom team, the next steps will be taken in the below chronological order to address these challenges:

* Classroom lead teacher will meet with the school administration prior to meeting with the parents to outline the classroom occurrences and concerns.
* The parents, administration and classroom lead teacher will then meet, discuss the initial observations, and agree to a log of behaviors for 7-10 school days.
* The school administration will then meet with the classroom team and the parents to reveal the findings and to identify the patterns based on the detailed log. An action plan will be discussed and agreed upon at the end of this meeting. This plan may include a professional evaluation (cognitive, behavioral, social-emotional, occupational, speech, etc.), classroom accommodations, academic accommodations, attendance accommodations, staffing accommodations, and more. The school will determine a timeline to revise and reassess each step of the action plan taken by parents, teachers, and administration.
* Following a professional evaluation, the school will make the needed accommodations for the student and will re-evaluate the progress periodically. Shenker Academy expects that the student, parents, teachers, professionals, and administration, will be committed to this process through in school/out of school intervention and in school accommodations.
* In case of failure of the process, lack of collaboration between parents-professionals-school team, The Shenker Academy administration team will meet and determine if Shenker Academy recommends continuing with the implementation of the action plan or not.
* In case of discontinuation of the action plan, Shenker Academy’s Head of School will consult with professionals, specialists, administration team, and classroom team, and decide the next step which may include:
  1. Exclusionary measures: switch classrooms, reduce or increase the length of attendance (full days, half days, limited hours), etc.
  2. Suspension measures: A temporarily prohibited attendance until the school, professionals, and parents discuss a new action plan to benefit the child.
  3. Separation measures: A permanent separation between the student and the school due to greater needs that cannot be met by the Shenker Academy.
  4. Expulsion measures: A permanent expulsion of the student due to failing process and due to the need to seek for a different educational route which are in the best interest of the child.
* During each step of the process outlined above, Shenker Academy will offer internal and external resources and services for the teachers, parents, and administrators to allow a successful action plan. Shenker Academy will collaborate with the next agencies to ensure each participant can get the right help:

1. The State of Nevada, Early Childhood Mental Health Services – Childcare Consultation Services (702) 486-7764
2. The State of Nevada, Early Intervention Services (702) 486-9826
3. The EBP- Evidence Based Practice of Nevada (702) 508-9181
4. Capability Health- (702) 677-3593
5. Speech therapists, Occupational therapists, Behavioral specialists
6. Medical Professionals

Shenker Academy will continue to comply with the State of Nevada regulations (432.A) as well as with Federal and local laws to ensure high quality services to our families and children with adherence to OSHA, State licensing, and health directives.

Shenker Academy reserves the option to dismiss a student, deny re-enrollment, or terminate a child’s enrollment due to the actions or inappropriate behaviors or communications of the child and/or a family member. This may be used in extreme situations and will be determined by the Head of School, the Board of trustees executive committee and the school’s legal counselor.

**SPECIAL INTERVENTION SERVICES**

Shenker Academy works in partnership with several special intervention services organizations throughout the community. In the event that parents have concerns about their child’s development, Shenker Academy can provide a list of relevant resources (see above). Child assessments are conducted throughout the year, based on these findings’ teachers may provide families with a list of resources if any developmental concerns arise. Outside providers can work with students on school property after coordinating for space with administration. Outside intervention professionals in the classrooms are limited to one hour per week supervised by school administration.

**SPECIAL NEEDS AND CLASSROOM INCLUSION**

If the Shenker Academy can reasonably accommodate a child with special needs, upon admittance into the child’s appropriate age program, the school’s administration, teachers, parents, and any outside resources and/or therapists will be required to meet periodically to create and/or review any IEPs, IFSPs or other developmental plans.

The Shenker Academy allows therapy program therapists, who the parents have hired, to observe and serve children in the school setting while supervised by school administration. If there is any need for shadows in the classroom, shadows will be the employees of the parent, must follow all licensing requirements of the Shenker Academy employees, and be supervised by school administration as outlined above. All information regarding the therapist and child are kept confidential. Shenker Academy will have an inhouse speech therapist, who will reside at Shenker Academy, however, these services are not included in the school tuition, and services are upon direct agreement between the speech therapist and the parents.

If at any time the teachers and the administration feel that they can no longer meet the child’s developmental needs, it will be discussed with the professionals involved and the family, and action plan will be instituted by the school.

**STUDENT EVALUATIONS AND PARENT CONFERENCES**

All students ages 6 weeks to Kindergarten students will be evaluated with report cards and parent-teacher conferences scheduled twice a year (November and May), as needed and/or upon request.

All other students enrolled in our program will be evaluated twice a year with evaluations presented during parent-teacher conferences. The Shenker Academy uses the new BRIGANCE developmental/academic assessment, as well as grade level academic benchmark assessment, and national standardized testing for kindergarten to assess child’s development.

**PARENT PARTICIPATION AND INVOLVEMENT**

Shenker Academy has a planned open-door policy which allows parents to visit their child’s classroom at designated times during hours of operation . Parents are welcomed to participate during class time, at the discretion of the teacher, or help with various projects to benefit the child’s classroom or school. Please communicate your time prior to be in the classroom. During the Covid pandemic we suspended the above as we did not allow parents to enter the active classroom space. This has been resumed effective 2.10.2022.

Immediate concerns can be brought to the attention of the School Administration. Parents may request a meeting or a conference at any time during the year with teachers and/or with the School Administrator.

All information concerning children, staff, and families shared through documentation or verbally in the school is very sensitive and is prohibited from being used without the school’s permission.

**Parent Teacher Organization (PTO) Mission Statement:**

Inspired by the idea that Shenker Academy is Your School for Your Children, it is the Mission Statement of the “Shenker Academy PTO to: Create a compassionate community of faculty and parents mutually invested in establishing an environment that optimizes the learning and socialization of its students through program, events, and school wide experiences”. Parents and teachers will collaborate to fundraise and support various programs and initiatives directed to the children and teachers. The school will be there to support the PTO decisions and enhance the PTO success.

**PROGRAM EVALUATIONS**

Parents/guardians will be asked at the end of the school year to complete a program questionnaire to help evaluate the school’s program.

**TRANSPORTATION**

Shenker Academy does not transport children to and from the school as morning drop off and afternoon pick up will be done by the parents/guardians/permitted personnel.

Children may take part in field trips and educational excursions, mainly by private car (parents), or on foot. This should be permitted by the parents, with a proper transportation form completed prior to any field trip.

**SCHOOL EMERGENCIES AND EVACUATIONS**

Either or both parents will be notified in the case of any emergency whether it is medical attention for their child and/or an incident that may involve evacuation of all staff and students, from school grounds, as directed by emergency services.

Fire drills and shelter in place drills are practiced monthly. If you enter the building and the fire alarm is engaged please leave the building promptly. The children are evacuating the building at this time and need to stay with their class to be accounted for. Never take your child during an emergency drill without informing the teacher of their classroom. You will be allowed back into the building after the fire drill and may proceed to your child’s classroom for arrival/dismissal.

Shelter in Place drills will not allow you entrance into the building or the classroom at the time they are taking place. The drill will last approximately 5 to 10 minutes. When the drill is completed, the school and classroom doors will be open for entry. Doors **will not** be opened for you during a Shelter in Place.

If there is a true emergency where Shelter in Place is necessary, then children will be released to you as the situation allows.

Bomb threats will be reported immediately, and the school will follow the directions of the emergency services involved.

**CHILD ABUSE AND NEGLECT**

All staff working in a licensed childcare facility in the state of Nevada must report suspected child abuse and/or neglect. When received a suspected abuse or neglect information, the report will be handled by the Head of School or to the administration (including HR manager, School legal advisor).

The Head of School will then work with the reporter and administration to complete a State of Nevada Child Protective Services Referral Form and submit it to the Nevada Child Protective Services (Per NRS 432B.121). The report will be shared with the State of Nevada, Preschool Licensing Unit.

Employees are immune from discharge, retaliation, or other disciplinary action for that reason alone, until CPS and the Nevada Preschool Licensing Unit will complete their reviews which will indicate or rule out any intention to do harm.

**ADDITIONAL INFORMATION**

* NRS 202.265 “Possessions of dangerous weapons on property or in vehicle of school or child care facility is prohibited.” Permitted conceal carriers (including law enforcement parents, personnel, etc.) should clear it with the Head of School who will consult the safety & Security Committee.
* NRS 202.2491 “Smoking Tobacco: Unlawful in certain public places.” Smoking is prohibited on Temple Sinai or Shenker Academy campuses.
* Shenker Academy *is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.*
* Parental advisory from SNHD: The facility uses chemical air fresheners during operational hours. The facility uses professional pesticide services on a monthly basis.
* All staff has been trained in CPR and First Aid.
* As a parent, I accept the fact that there are areas such as school policies and school procedures that will be and have been established by the school itself.
* Parental handbook will be updated annually (August) and posted on our website. Your consent will be renewed annually.
* Parents or guardians whose child/ren have abused school property are responsible for the following: Replacement of materials or property purposely destroyed by a student or a family member.

**Emergency Numbers to keep on hand:**

**Shenker Academy (702) 255-5437**

**info@shenkeracademy.com**

**---------------------------------------------------------------------------------**

**Parent Handbook Acknowledgement Form/Chemical Service Advisory**

Parental advisory from SNHD: The facility uses chemical air fresheners during operational hours. The facility uses professional pesticide services on a monthly basis.

**I have read, understand, and agree to abide by all terms and conditions of the parent handbook.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

**Parent/Guardian Notification of NRS.178:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_., (Parent/Guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child’s(ren’s) enrollment.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

**I have read, understand, and agree to abide by all terms and conditions of the parent handbook.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# FINANCIAL AGREEMENT

**Please initial:**

Our yearly tuition is due in bi-weekly installments on the 20th or the 5th of each month (for the contract term). Payments are due after the child’s attendance (at the rear). The first payment of the school year is due August 20th. The first payment for the summer is due June 5th. Only a half a month will be taken at a time. Statements will be posted on the SmartCare system. The school reserves the right to charge tuition ahead instead of at the rear. \_\_\_\_\_\_\_\_\_\_\_

A late payment charge of $15.00 will be assessed to accounts at the end of business on the 25th and the 10th day(s) of the month if payment has not been received. If payment has not been received and become two (2) weeks delinquent; your child may be dis-enrolled without advance notice. In the event of default of two weeks, Parent also agrees to pay all costs of collection, including collection agency fees, attorneys’ fees, court costs, and interest per prime rate. \_\_\_\_\_\_\_\_\_\_\_

Registration fees, Security fees and tuition payments are non-refundable. Tuition payments paid in advance will not be refunded. \_\_\_\_\_\_\_\_\_\_\_

Payments may be made by ACH, check, cash, money order, cashier’s check, Visa, Mastercard, American Express and Discover card. Arrangements can be made for automatic credit card deductions by completing a credit card authorization form and by selecting auto pay on SmartCare.

\_\_\_\_\_\_\_\_\_\_\_

Parents are responsible to login onto our SmartCare System and pay online. The office can program the system to charge your card/ bank account automatically. Arrangements need to be made with our front desk team or you can select this option independently. \_\_\_\_\_\_\_\_\_\_\_

The fee for all returned checks is $30.00. Payment in advance (1st of the month, for the entire month) by cash, cashier’s check, money order, or credit card will be required for accounts that have had more than one declined payment and or late payment. \_\_\_\_\_\_\_\_\_\_\_

Tuition is a yearly contract and is the same regardless of days missed due to illness, vacations, travels, or school holidays. You must pay each month of tuition even during winter break when the school is closed. No credit/refund will be owed if the school must close because of emergency or inclement weather. There are no makeup days allowed but parents may schedule a drop in day on a non-scheduled day at a drop in daily rate if space is available. \_\_\_\_\_\_\_\_\_\_\_

For pre-school students (6 weeks- prekindergarten class) A 30-day written notice is required to withdraw a child from the program. Payment is required for the 30 days following the withdrawal notice, whether the child continues to attend the school during that period or not. If families wish to return after withdrawing, space is not guaranteed, and a new registration fee will be due at the time of re-enrollment. **In case of a dismissal** (see contract, handbook), 30-day-notice will be charged and the student will not be able to attend. Changing your child’s attendance schedule will be processed on the 5th and the 20th of each month prior to the change requested. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Kindergarten Students, a full school year contract applies. Payment is required for the entire school year whether the child continues to attend the school during that period or not. \_\_\_\_\_\_\_\_\_\_\_

Receipts are provided by the SmartCare system for all payments. Tax year statement will be sent via our online system. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our school hours are 9:00am to 4:00pm with before care from 7:00 am to 9:00 am and after care from 4:00 pm to 6:00. After closing, a late pick-up fee of $1.00 per minute is due and payable at the time of pick up. All fees are due the day they are incurred and are paid to the staff person who is waiting for your late arrival. Families who are consistently late picking up their children will be asked to make other childcare arrangements. \_\_\_\_\_\_\_\_\_\_\_

Hours for the morning half-day program are from 9:00 am – 12:30 pm. Children may not be dropped off prior to 9:00 am or picked up after 12:30 pm unless extended care arrangements have been made with the school. Families dropping off prior to 9:00 am or picking up after 12:30 pm will be billed extended care fees. \_\_\_\_\_\_\_\_\_\_\_

The Shenker Academy provides a morning snack, afternoon snack and evening snack for full day children. Lunches should be provided by the parents. Option to purchase lunch (cooked and brought to the classrooms by the Temple chef). In the event that a child does not have a lunch, we will provide a lunch for the child based on the daily menu for the day. Family will be charged a $10.00 fee for the lunch we have to obtain. This is due the day this service is provided. \_\_\_\_\_\_\_\_\_\_\_

Students who graduate Shenker Academy, leave town, leave to a different school, or simply decide to leave Shenker Academy, will receive the final tuition bill on the day they notify the school. The account should be paid in full prior to that week of attendance. \_\_\_\_\_\_\_\_\_\_\_

If we refer accounts to collection, we will seek to obtain all costs for collection, including (but not limited to) attorneys’ fees, processing fees, interest. We will not be obligated to release to you or any other school any student records until all financial obligations to the school are paid in full, except otherwise required by law. Student journals are kept until accounts have been paid in full. \_\_\_\_\_\_\_\_\_\_

**I UNDERSTAND AND AGREE TO THE ABOVE FINANCIAL POLICIES \_\_\_\_\_\_\_\_\_\_\_\_\_**

# CREDIT CARD PAYMENT AUTHORIZATION

|  |
| --- |
| (Please Print) |
| I authorize Shenker Academy, to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I authorize Shenker Academy to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Shenker Academy to use the third party sender, Smartcare to process all payments. |

Cardholder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children Names (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please enter children names if the cardholder's last name is different***

Cardholder Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Type: VISA MASTERCARD DISCOVER

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVC No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

# TUITION FEES

**Registration Fee:** $150.00 **Security Fee:** $150.00 (Both are non-refundable fees)

**Infants 6 Weeks – 12 Months**

**Infant Half Day Program Monthly**

**9:00 – 12:30 pm**

2 days a week $560.00

3 days a week $730.00

4 days a week $890.00

5 days a week $1030.00

**Infant Full Day Program Monthly**

**9:00 – 4:00 pm**

2 days a week $810.00

3 days a week $1080.00

4 days a week $1180.00

5 days a week $1280.00

**12 months, 18 months & 2 year- old Programs**

**Preschool Half Day Program Monthly**

**9:00 – 12:30 pm**

2 days a week $500.00

3 days a week $670.00

4 days a week $820.00

5 days a week $970.00

**Preschool Full Day Program Monthly**

**9:00 – 4:00 pm**

2 days a week $750.00

3 days a week $1020.00

4 days a week $1130.00

5 days a week $1240.00

**3 & 4 Year Olds Programs**

**Preschool Half Day Program Monthly**

**9:00 – 12:30 pm**

3 days a week $610.00

4 days a week $765.00

5 days a week $910.00

**Preschool Full Day Program Monthly**

**9:00 – 4:00 pm**

3 days a week $930.00

4 days a week $1080.00

5 days a week $1180.00

**Kindergarten Program**

**Full Day Program Monthly**

**8:30 – 3:15 pm**

5 days a week $1060.00

**Before Care \* After Care\***

7:00 – 9:00am $5.00/hr 4:00 – 6:00pm $5.00/hr

*\*A Monthly flat fee of $75.00 will substitute hourly charge for before/after care for full time students*

**Late pick up fees\*\* $1.00 per minute**

\*\*Late fees are applicable to half day programs after 12:30 pm and full day programs

after 6:00pm

**Drop in Fees: Full Day Half Day**

**Infants 6w – 12m:** $105.00 $70.00

**12 – 2yr old:** $95.00 $60.00

**3 - 4 year-olds:** $75.00 $55.00

**Registration Guidelines**

* All Children are required to have an updated shot record and physical examination
* Birth Certificate required for Kindergarten

**Tuition Guidelines**

* Our yearly tuition is due in monthly/semi-monthly installments to be paid on the fifth of each month or semi- monthly (on the fifth and the twentieth of each month), and is the same regardless of days missed due to illness or school holidays. There are no makeup days.
* You must pay each month of tuition even during winter break when the school is closed.
* Families with multiple children enrolled are eligible for **10%** discount (second child).
* CCSD employees, Temple members, police, fire fighters, and military families are eligible for **10%** discount.
* Up to **5%** discount for families who refer other families to Shenker Academy.
* Maximum compounded **15% discount**.

# CHANGE OF SCHEDULE FORM

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom:\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Current Schedule: | New Schedule: |
| Circle:  M Tu W Th F  Half Day Full Day  Before Care: Y / N  After Care: Y / N | Circle:  M Tu W Th F  Half Day Full Day  Before Care: Y / N  After Care: Y / N |
| Withdrawal Request: Y / N Withdrawal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Please circle: Permanent Temporary Drop-In | |

Effective Date(s):

Schedule changes are processed on the 5th & 20th of each month

Circle one:

\_\_\_\_/ **5** / 2022 \_\_\_\_/ **20** / 2022

Drop in fees for non-scheduled days of attendance:

Infants to 12 m: $105 Full Day / $70 Half Day

12 -2 yrs: $95 Full Day / $60 Half Day

3 - 5 yrs: $75 Full Day / $55 Half Day

\*\*\*Summer Camp Drop-in fees (all ages): $100 Full Day / $80 Half Day

Before Care $10 / Aftercare $10

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_