



Our Mission Statement

Val Vista Academy Kindergarten Preparatory begins with a deep respect for your child's eagerness to learn and capacity to develop meaningful relationships. We believe that secure relationships with responsive and respectful adults can provide the basis for a lifelong love of learning. Our dedicated teachers focus on creating these nurturing relationships that allow children to feel valued and empowered.

Each day our teachers provide a balanced approach to learning, giving our parents the peace of mind that their children are having fun while they develop socially, emotionally, physically as well as intellectually. We give our students the tools to become confident and self-aware. In a caring and stimulating atmosphere, our passionate engaging teachers give your children endless opportunities to grow, learn, and imagine whether building a spaceship to blast off to Mars or inviting a new friend to share a story during group time.

We believe curriculum is everything that happens in the classroom. From interactions to singing and playing. We never miss an opportunity to educate. We are committed to supporting your family to raise healthy, happy, and secure children who will be successful in school and in life. A child's early years are critical to their future growth and development.

Our curriculum adapts to changing needs, interests and abilities of each child in our care. We also understand the importance of your child being confident going into Kindergarten. Our curriculum is developed to follow closely to the schedule our Kindergarten students follow each day. Documentation, assessments, and parent-teacher goal setting help create individualized programs that allow children to reach their full potential.

Goals

We, the staff of Val Vista Academy, will provide for the children:

- a pleasant and safe space to play and learn.
- a curriculum and classroom structure that encourages and enhances your student's education.
- a place to meet their emotional, physical, social and intellectual development.
- a well rounded advanced learning environment.

Children come to us with the wonder, desire and willingness to learn. Our job is to make sure they leave with their inquisitive natures enhanced and with the academic and social skills to help them succeed in school and in life.

First Day at Kinder Prep

Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on your child and the parent, as both become upset and reinforce each other's fear feelings. If your child is upset when you leave the classroom, feel free to call the main office back after some time to check on your child's progress. We will call you if your child does not settle down. Most children quiet down quickly; they are reassured by the teacher and become interested in the toys and other children.

On the FIRST day, you should bring the following items:

- A lunch box with their name on it.



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- A complete change of clothing, weather appropriate. Include a change of underwear and socks and put these items in a Ziploc bag with your child's name on it (this will be left at school and will be sent home to wash if necessary).
- A blanket and fitted twin sheet with your child's name on it to be left at school for your child to use for resting.

Do not bring:

- candy, gum, popcorn, or food containing nuts of any kind.
- toys from home.**
- clothing or shoes that are difficult to put on/take off. Velcro closure shoes are recommended.

Daily Schedule of Activities

Below is a schedule of a typical day. The schedule may vary according to the weather or school changes.

8:00-8:30	Drop Off in Classroom
8:30 - 9:15	Circle Time – Whole Group (Reading and Writing)
9:15- 9:45	Centers – Hands on Experiences
9:45 – 10:15	Snack/Bathroom
10:15 – 10:45	Recess
10:45- 11:00	Wash up for lunch
11:00 – 11:45	Lunch
11:45 – 12:15	Rest/Quiet time
12:15 – 12:45	Centers – Hands on Experiences (Math and Science)
12:45 – 1:15	Recess
1:15-1:40	Snack/Bathroom
1:45 – 2:15	Specials (Music, Art, Spanish, STEM and PE)
2:15-2:45	End of the Day Review and Activities ~Pack Up/Pick Up

Nap Time

Because the day is a full day of school, there will be a designated 30-minute rest/quiet time. Please pack a twin fitted sheet and blanket for nap time. These items will be sent home on Fridays to be washed. Return items on Mondays. Each set of napping items will be placed in a child designated bin kept separate from the other students (bins are provided).

Outdoor Play

The children will have two outside free play times if the weather permits. Children will be unable to be outside if it is raining, below 30 degrees, or above 100 degrees with a heat advisory. If the weather does not allow the children to go outside, we will have an open recess time indoors.

General Curriculum Areas

Art-We use a variety of materials, so the child may experience the joy of creating by cutting, gluing, coloring, and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps, and learning various steps such as cutting and pasting. Activities are geared to the child's level and the process of creating.

Science-A variety of science materials will be out for exploration by the child in learning centers, books and group experiments which will be done frequently. Science study increases vocabulary and general knowledge,



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encourages curiosity, helps children discover natural laws and helps the child become more aware of his/her surrounding world.

Music- Music is used to express emotions, reinforce subject material and is a source of joy. We use learning videos, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.

Centers- This is a period of 15-20 minutes that serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes which may include the Zoo, food, numbers, the forest, animals, etc. Monthly and weekly themes are posted for your information.

Small Muscle- Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changes weekly to coordinate with the weekly themes.

Large Muscle- Children receive large muscle coordination through outside play, going for walks, or indoor play in the common rooms. Depending on the weather, children are offered large muscle play two times a day.

Behavior Guidance

Val Vista Academy has a philosophy that your children are important and if given the opportunity, they will thrive emotionally, intellectually, and socially.

Our staff will:

- model positive acceptable behavior;
- redirect children from conflict to constructive activity;
- teach children alternatives to problem behavior;
- protect the safety of children;
- provide immediate guidance/direction if a child's behavior is unacceptable;
- recognize the age appropriate development of the child; and
- not allow the children to act in a manner which will endanger them, another child or the staff.

The following actions are prohibited by the staff:

- subjection of a child to emotional or physical abuse;
- punishment for lapse in toilet training;
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior; and
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm.

Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separation from the group must be noted on the daily log. The staff persons making the note will state what other redirection methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If the child is separated from the group three times or more in one day, the child's parents will be notified.

The center director will oversee all discipline. All children's discipline will follow Val Vista Academy guidelines. These guidelines can be found in the Val Vista Academy Handbook. All Val Vista Academy families are required to obtain and read the Val Vista Academy handbook (online) at www.valvistaacademy.org.

The following actions will require a parent to pick up the child immediately:

- Biting: if a child is to bite more than 3 times in one day and/or if the child bites once on the face of any other individual, and/or breaks the skin while biting.



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- Any behavior and/or action that puts the students, teachers, or the child's self in immediate danger.
- Any excessive or reoccurring behavior that is inappropriate in the classroom.

Holidays and Closures

Val Vista Kinder Prep will follow Val Vista Academy's break schedule. The following days Kinder Prep will NOT be open and/or available:

September 3 rd & 4 th	Labor Day
October 8 th -12 th	Fall Break (TBD)
November 12 th	Veterans Day
November 21 st -23 rd	Thanksgiving
December 21 st -January 4 th	Winter Break
January 14 th	Martin Luther King Day
February 18 th	Presidents Day
March 11 th -15 th	Spring Break
April 19 th	March Break

Special Events

Val Vista Academy students are welcome to join in any event that is being held at Val Vista Academy. There will also be Val Vista Kinder Prep events for families to attend. Parents/Guardians will be notified of these events by email or printed information in your child's folder.

Fees and Payments

Tuition will be withdrawn on the first of each month. A LATE fee of \$20 will be placed on the 15th of that billing month for past due accounts. If your payment is returned, the \$25 NSF fee will be added to that monthly bill. Failure to pay will cause your account to be frozen until paid in full. Children will be unable to attend while account is frozen. All payments will be withdrawn through Tuition Express. Val Vista Kinder Prep will NOT accept cash or check payments. A monthly receipt will be provided.

Our hours are 8:00am-2:45 pm Monday-Friday. Drop-off begins at 8:00am. "Class time" will begin at 8:30am. Please drop off your child before 8:30am.

Late Pick-Up

Any student who is left after 2:45 pm will be taken to Kids Club and Kids Club fees will take effect. Registration for Kids Club is available before and after Kinder Prep hours all year long.

Vacation

If your child will be missing 5 consecutive school days minimum, you will be charged 80% tuition to hold your spot at Val Vista Academy. This is available for use once a school year. Notices need to be made with the Director 2 weeks prior.

Termination notice

If you need to withdraw your child from school, a two-week written notice to the director is required. Staff members will gather your child's possessions for you on the child's last day. Please pay your bill in full before your child's last day at the school.

In rare cases the staff may decide that a student is unsuitable for our program. If any child shows severe adjustment problems or stress in a group situation, the Director will give the parents/guardians 1 week notice to make other arrangements. In the rare case a child's parent/guardians cannot adjust to the school's schedule or



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center regulations, the director will give them a verbal warning and remind them of our rules and regulations. If parents/guardians continue to ignore or break center regulations, the director will give the parents/guardians 1 week to make other arrangements.

Policy on Sickness

Please do not bring your child to Kinder Prep if he/she is displaying sickness or has a fever. Please respect the staff's judgement when they determine that a child should not attend because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. We have a Medical Assistant in the Val Vista Academy's health office to advise and consult with on medical questions.

Listlessness, diarrhea, fever or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child **promptly** if he/she is ill. The Director must exclude a child:

- who has a reported illness or condition that is contagious. Parents must inform us within 24 hours if their child has a contagious disease.
- who has vomited since or prior to arriving that day.
- who has had an abnormally loose stools prior to arriving that day.
- who has a contagious conjunctivitis or puss draining from eye (pink eye).
- who has had a bacterial infection and has not completed 24 hours of antibiotics.
- who has unexplained lethargy and is unable to participate in all regular activities of the day.
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given.
- whose temperature has not been below 100 degrees for 24 hours.
- who has an undiagnosed rash or a rash attributed to a contagious illness or condition.
- who requires more care than the teacher can provide without compromising the health and safety of other children in care.

Disease Notification: If children are exposed or have a contagious reportable disease, this will be reported to all parents by the Director in the form of a health notice or sick note. Students may not return to school until they are symptom free for a minimum of 24 hours.

Substitute Teachers

On the days when staff ratio is low or a staff member is ill or absent, the Director will call for a teacher substitute, assistant, or aide to assist in daily activities.

Accident or Emergency Procedures

If your child becomes injured at the school, the Medical Assistant or teacher in charge will administer simple first aid such as washing the injury, applying ice and/or bandaging. Parents will be contacted informing of the injury by: a) a note sent home, or b) phone call.

If the child receives a serious injury that requires the services of a doctor, Val Vista Academy's Medical Assistant or Health Aide will assess the injury, call 911 if needed. The school will then call the parents/guardians or one of the persons listed on the emergency card if parents/guardians are unreachable. If the child is transported by ambulance, someone from our staff will accompany the child until a parent/guardian is present. Any and all expenses will be paid by the child's family or guardian.

Safety-The first teacher on duty in the morning will make a visual inspection of the room and correct any potential hazards. Staff will use good judgement and prevention techniques to avoid injuries, burns, poisoning, choking, suffocation, traffic, or pedestrian accidents.



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Fire Prevention and Procedure

Monthly fire drills will be conducted; a log is kept for licensing. The primary exit of the building is out the nearest door. The second exit is through the windows. 911 will be called if needed. Fire extinguishers are in each room. All staff are trained in fire procedures and are required to maintain valid certification in CPR and First Aid.

Unauthorized Pick-Up of a Child

Unauthorized persons or anyone who is incapacitated or suspected of abuse will not be allowed to pick up a child. The school will not release the child to that person. If the person attempts to use force, 911 will be called immediately.

Missing Child

If a child is missing, the teachers will first conduct a search for the child. If the teacher does not find the child, 911 and the parent/guardian will be called.

Missing Parent

If the parent/guardian of a child does not pick up their child, the staff member on duty will make attempts to reach the parents/guardians through the telephone numbers given and the contact persons authorized to pick up the child. If we are unable to contact anyone listed on the registration forms, the Director will stay no longer than 6:30pm. After that time, the Director will turn the child over to the Child Protection Unit. A note will be left on the center's main door telling where the child was taken and the Child Protection phone number.

Transportation

Students are not transported. We do not participate in Field-Trips.

Publicity Information

If photos of your child are asked to be taken for publicity purposes, we will have you sign a release form for each student.

Admissions: Non-Discrimination

Val Vista Academy and Kinder Prep may not discriminate on the basis of race, sex, religion, creed, color national origin, or source of payment. All children are welcome here.

Abuse/Neglect of Child

Any abuse or neglect of a child will be reported by any person on our staff to Child Protection if it is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of suspected abuse or neglect.

Grievance Procedure

In the event of a misunderstanding, personality conflicts, or specific complaints against the school staff or policies, parents are encouraged to first talk to the Director, then make an appointment with the Principal to remedy such problem. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and let them know you.



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Toys

Val Vista Kinder Prep requests that your child does **not** bring toys from home. Toys brought from home will be kept in the teacher's desk until parent/guardian picks the child up. Specific days will be held for show and share when toys are welcome to come to school. Val Vista Academy is not responsible for any lost, stolen, or damaged items brought from home. All items brought from home, including lunch boxes, blankets, extra clothing, toys, electronics, and any other items are solely in the hands of the family that brought them.

Snacks

The school provides a morning and afternoon snack. This includes a beverage of water, juice or milk and two food items of crackers, fruit, cheese, sandwich meat, cereal, and raisins. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the school to be pre-packaged store bought and nut free. Please talk with the teachers on the days you would like to bring a special treat into your child's classroom.

Lunches

Children will bring a **nut free** lunch from home. An attempt at a complete balanced diet is recommended. Uneaten food will be placed back into the lunch box to let parents/guardians know what they ate that particular day.

Parent-Teacher Communication System

We have many forms of communication with the parents/guardians. Listed below are the number of ways the teachers, principal and parents can be in communication with each other.

1. Initial meeting with parents: When you enroll your child, the principal or teacher will show you around the school and answer any questions you may have. You may wish to share concerns about your child with the principal, tell what you expect from the program, etc. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teacher needs to be aware of.
2. Parent-Teacher Conferences: These conferences are very useful for the teacher and the parents. They are a great way to assess how each child is doing in school. The conferences are held in the fall and in the spring.
3. Parent Meetings: These informal get-togethers are held according to the needs and wishes of the parent. A teacher may give a short presentation followed by time to discuss matters or concerns.
4. Parent Information Board: The parent information board, located on the wall next by the sign-in books, serves as a place to post the monthly newsletter, health notices, lunch menus, and all activities happening with the school.
5. Kinder Prep Newsletter: The newsletter is published monthly and placed in your child's folder. The newsletter contains information that is pertaining to every classroom.

Please tell us if

Your child had a bad night sleep, he/she was recently ill, something upsetting happened or something fun or exciting happened, your child has been exposed to a contagious disease, your child verbalizes feelings about the center or staff, or if your child's behavior or mood is different than usual.

We will tell you...

About your child's play-if your child was out of sorts, didn't act his/her normal way, if your child has an unusual bowel movement or any other unusual behavior, if your child got upset about something, or anything else we feel you should know about your child's day.



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Kids Club Fees:

More information is available for Kids Club at www.valvistaacademy.org.

6:00-8:00am Drop-off \$5.75 per morning per child

3:00-4:30pm Pick-up \$7.10 per afternoon per child

3:00-6:00pm Pick-up \$11 per afternoon per child

Enrollment Fee \$50.00 per family per school year

Kids Club enrollment form MUST be turned in prior to attendance and must include a copy of your child's most recent immunization record.

Please contact Beth Morales, Program Director at bmorales@ballcharterschools.org for questions pertaining to:

Child Care Licensing

Pesticides

Reports

First Aid Locations (which are marked in the classrooms)

Office: 480-656-5555 Ext. 112

Cell: 480-369-5287

Inspection Reports are available on site upon request during Hours of Operation. See Director.

Liability insurance is carried by the Facility.

Pesticide Application is posted on our parent board inside each classroom and on the front of the Office Building. Pesticides are applied on the last Saturday of each month. The application is applied to the outside of each building and bush. If needed in the classrooms or on a non-specified date, you will be notified 48 hours before application.

Parents have access to the premises at all times, during times of operation. You are welcome to visit our program and encouraged to do so. If you'd like to observe or take a tour, please notify the Director.



Kindergarten Preparatory Enrollment Forms

Student's Name: _____ Male/Female

Date of Birth: _____ Age as of 8/04/18 _____

Allergies: _____

Medical Conditions: _____

Parent/Guardian Information

Mother's Name: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Address: _____
Street City State Zip Code

Father's Name: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Address: _____
Street City State Zip Code

Parent's Signature: _____ Date: _____

____ Full Day Kinder Prep 8:00am-2:45pm \$615 monthly rate (M-F)

____ I am interested in enrolling in Kids Club (fees are on the prior page).

____ If available, I would be interested in a half day program M-F 08:00am-12:00pm
\$415 monthly rate.



Financial Agreement

Your tuition payment will be withdrawn monthly on the first of each month. A non-refundable fee of \$175 will be charged for materials for both the first and second semester of the Kinder Prep program due in August and again in January.

Pick up time is 2:45 pm. Enrollment in Kids Club is available for before and after Kinder Prep hours.

***Please note:** You must enroll in Tuition Express (please see the attached enrollment form).

Tuition funds are applied based on your child’s current enrollment and contract agreement. We do not “pro-rate,” offer refunds or credits for days your child is absent. Val Vista Academy requires a two-week written notice for any withdrawal from program.

It is important as child caregivers to maintain a secure and stable environment for your child. To accomplish this, we must also offer our staff the security of knowing their employment with Val Vista Academy is also secure and stable. Part of your tuition funds the employees’ salaries, as well as providing learning and play materials, and nutritional snacks and beverages.

Under certain circumstances, it may be necessary for the Director to discontinue a child’s enrollment. Such a decision would be based on the best interest of that child, the other children in the program and the overall operation of the program. All decisions will be discussed with the Director and staff one week prior to termination when possible.

Such circumstances which may warrant termination may be one of the following:

- Non-payment of tuition
- Abuse of children, staff or school property
- Disruptive and/or dangerous behavior
- The program’s inability to meet child’s needs
- Multiple violations of Val Vista Academy policies

I, the parent of _____, have read and agree to the above tuition responsibility, payment schedule and termination agreement which shall become part of my commitment to the program. I fully understand this obligation and the reasons for its implementation.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian Signed Name: _____ Date: _____



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Child Sign-in/Sign-out Authorization

Please be aware of the importance of consistently and accurately signing your child in and out of Val Vista Academy Kinder Prep. We are licensed by the State of Arizona Department of Health Services Childcare Licensing Department and it is crucial that these requirements be met.

150 North 18th Ave Phoenix AZ 85007 Suite 400 #6023642539

By signing this agreement, you and all authorized persons agree to sign your child in and out of Kinder Prep each day they are in attendance. Please use your first initial and full last name with accurate times.

Parent/Guardian Signature _____ Date: _____

Immunization Information

Please provide your child's most current immunization record provided by their healthcare provider. Information must include the facility name, doctor's name and telephone number.

Photography Release

Photographs and videos will be used for the exclusive purpose of our program and family enrichment.

By signing below, you grant your permission for the Val Vista Academy staff to:

(Please initial all that apply)

____ Photograph your child

____ Videotape your child

____ Post photographs of your child on the school website and the Kinder Prep Facebook page.

____ Publish photographs in the school yearbook

____ **Please check here if you do not authorize photographs or videotape of your child.**

Personal Property Disclaimer

Students may not bring any personal items, such as games, electronics or toys, to Kinder Prep. Any items brought will be confiscated and returned to parent at pickup. We are not responsible for any items lost, broken or stolen items.

By signing below, you understand and agree to the Personal Property Disclaimer, Photography Release, Immunization information and all Sign in/out policy and procedure.

Parent/Guardian Signature _____ Date _____



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CDC/SGH# or name: _____



Arizona Department of Health Services Bureau of Child Care Licensing Emergency, Information and Immunization Record Card

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Unenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
Mother or Guardian Name:	Home Address (#, Street, City, State, Zip Code):	
Email Address:	Contact Telephone Number:	

Father or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Email Address:	Contact Telephone Number:

I authorize the following individuals to collect my child from the facility in case of emergency or if I cannot be contacted: (Pursuant to R9-5-304.B, at least two contact persons are required.)

Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

In case of injury or sudden illness, I request that this individual be called first:	
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The following individual(s) may NOT remove my child from the facility:

Name(s):

Custody papers have been provided and are on file at the facility. Yes no

Telephone Authorization Code (optional): _____



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Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to: www.azdhs.gov/phs/immun/index.htm or contact the Arizona Immunization Program Office at (602)364-3630.

One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached
Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo. /day/ yr. mo. /day/ yr. mo. /day /yr.
Updated immunizations received and attached:	mo. /day/ yr. mo. /day/ yr. mo. /day /yr.

Medical Information

Is child allergic to food or other substances? If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child usually susceptible to infections and if so, what precautions need to be taken? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is child subject to convulsions and what should be our procedure if one occurs? If yes, specify procedure:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? If yes, list precautions:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Additional comments:	
Other special instructions:	

This **Emergency Information and Immunization Record Card** is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name:	SIGNED Name:	DATE:



Automated Payment Processing Safe – Convenient – Easy

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We are excited to offer the safety, convenience and ease of Tuition Express® — a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days' written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ Checking Savings

Authorized Signature _____ Date _____

For Official Use Only

Date Received
Employee Signature



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