

# C.R.E.W.

## Creativity, Recreation, Education, & Work Readiness Program

The Horizon Academy West C.R.E.W program lays a good foundation for students of all ages. Participation in a structured after-school program has shown to be an effective way to positively affect students' lives. We are dedicated and equipping your child to become their best utilizing the time they spend with us after school!

### FEATURING:

**CREATIVITY:** Art projects to expand the imagination and create new ideas

**RECREATION:** Indoor and outdoor activities / Team building games

**EDUCATION:** We provide time for homework completion and offer specialized computer programs that are proven to enhance skills in reading, writing, and math

**WORK READINES:** We will have guest speakers from the community to help guide the students in areas of interest

### HighLights

~Daily Snacks~

~Guest Speakers / on hold due to Covid

~Art Project~

~Team Building Games~

Questions and Answers:

### HOW MUCH WILL THE CREW AFTER-SCHOOL PROGRAM COST?

CREW 2 Days Only- Monthly Payment \$95

CREW 2 Days plus Fridays- Monthly Payment \$150

CREW Friday Only- Monthly Payment \$90

Payments Due Every Month by the 10<sup>th</sup>.

Pay @ [Myschoolbucks.com](https://myschoolbucks.com)

### **IS THERE A SLIDING SCALE FEE?**

No, this is a flat-fee service. Credits for holidays and school breaks were predetermined and given as part of the monthly fee.

### **WHEN ARE THE CREW HOURS OF OPERATION?**

Monday – Thursday 3:30 p.m. to 6:00 p.m. (2.5 hours x 2 days = 5 hours), and Friday 7:30 a.m. to 6:00 p.m. (10.5 hours) – A combined total of 15.5 hours per week

### **HOW MANY SLOTS ARE OPEN?**

30 slots available, first come/ first-served basis.

### **HOW DO I LEARN MORE ABOUT CREW?**

To learn more about the benefits of the high-quality program contact: Jennifer Lacey @ [jlacey@hawest.net](mailto:jlacey@hawest.net) /C.R.E.W. number [\(505\) 353-2940](tel:5053532940)

### **HOW DO I MAKE RESERVATION?**

Applications available online

# CREW Parent Contract

I, \_\_\_\_\_ (Parent or Guardian – please print) have read, understand, and agree to adhere to the conditions described below for selection and entrance in the CREW after-school enrichment program.

PLEASE INITIAL:

\_\_\_\_\_ I understand that long-term enrollment is contingent on fulfilling the monthly financial obligation in a timely fashion, which means having a payment on the books before or by the 20<sup>th</sup> of every month. We have provided the ability for you to pay through MySchoolBucks.com an online payment merchant which will be efficient and convenient.

\_\_\_\_\_ I understand that the CREW program staff is neither responsible for nor under any obligation to supervise any child after 6:00 p.m. Monday through Thursday, and after 6:00 p.m. Horizon Academy West will contact the appropriate agency when a child is not retrieved by 6:15 p.m. Monday through Thursday and 6:15 p.m. or when CREW staff is unable to reach the parent or emergency contacts, or when the parent has not informed the program of their late arrival.

\_\_\_\_\_ I also understand the CREW operates under the Horizon Academy West Code of Conduct. Program management will notify parents should their child refuse to comply with the rules. CREW will reserve the right to have the student picked up for that day, and after (3) three offences the student will be expelled from the program.

\_\_\_\_\_ I understand the CREW program holds the right to refuse any individual from continued participation after three excessive late pick-ups. For all intents and purposes, we define excessive late pick-ups as occurring after 6:05 p.m. Monday through Thursday.

\_\_\_\_\_ Use of this program constitutes your acceptance of the terms and conditions.

\_\_\_\_\_  
Parent or Guardian Print

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Student name (1)\_\_\_\_\_

Student name (2)\_\_\_\_\_

Student name (3)\_\_\_\_\_

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## PARENT / GUARDIAN CONTACT INFORMATION

Parent/Guardian:

Phone1:

Phone2:

Parent/Guardian:

Phone1:

Phone2

## EMERGENCY CONTACT INFORMATION

In case parents/guardian cannot be reached for emergencies or are unable to pick their child / children up by 6pm, Crew will use contacts on your child's emergency contact list. Please list 2 Emergency Contacts.

(1)Name:

Relation to child/children:

Phone1:

Phone2:

(2)Name:

Relation to child/children:

Phone1:

Phone2:

# Allergies / Medications

Does your child/ children have any allergies or medical conditions? **Yes / No**

If so, have they been reported to the front office and filed with health office? **Yes / No**

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

Condition: \_\_\_\_\_

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

Condition: \_\_\_\_\_

Due to the current safety guidelines at our school, CREW hours of operations have changed. Students will be on either Schedule A or Schedule B.

Schedule A (Mondays and Tuesdays)

Schedule B (Wednesdays and Thursdays)

Depending on which schedule your student is assigned you have an option to attend Fridays as well.

We will separate students into groups of 10 based on grade level with no more than 30 students per day.

**All** payments must be made through [myschoolbucks.com](https://myschoolbucks.com), no cash, money orders or checks will be accepted.

**All** payments are due on the 10th of each month.

Health and safety procedure protocols will be implemented by the CREW program.

-Face Masks

-Handwashing

-Social distancing

-Temperature checks during Friday check in

### CREW Monthly Payment Options

2 Days ONLY- Monthly Payment \$95

2 Days + FRIDAY- Monthly Payment \$150

FRIDAYS ONLY- Monthly Payment \$90

Contracts are available online and Registration will begin when school starts. You are welcome to email your completed contracts to [jlacey@hawest.net](mailto:jlacey@hawest.net) or schedule a drop off time. Please call the CREW phone or send an email if you have any questions or concern.

Keep in mind the program is available only while our school is on open. If the mandate is to close our school, the CREW program will close as well.

Don't forget to check out the Blackout Date Calendar.

Sincerely,

Jennifer Lacey

CREW Manager