



We care about kids and it shows!

Enrollment

Willow Creek Charter is a K-8 public charter school that started in 1999. At Willow Creek Charter, we believe in the potential of every student and are committed to the success of all. Education comes alive by incorporating a multi-age, project-based curriculum that emphasizes academic excellence. Each student is valued as an individual and we celebrate the unique qualities he or she brings to our family-like community.

Student Name: _____

Instructions for Enrolling:

To enroll your child, please bring the following to the office:

- _____ Application, filled out and signed (2 pages)
- _____ Current proof of complete immunizations (or waiver)
- _____ Original Birth Certificate
- _____ Custody papers, if applicable
- _____ Previous school records request
- _____ Proof of residency
- _____ Signed residency form
- _____ PHLOTE form
- _____ Parent Volunteer Form

Enrollment applications are accepted in person at our office at or mailed to: 2100 Willow Creek Road in Prescott OR via Fax: (928) 776-0009 OR via E-mail: office@willowcreekcharter.com.

Willow Creek Charter School Student Application

Willow Creek Charter School
 2100 Willow Creek Road Prescott, Arizona 86301
 Phone: 928-776-1212 Fax: 928-776-0009

School website: www.willowcreekcharter.com

e-mail: willowcreek@willowcreekcharter.com

See Teacher Profiles on file at the front desk and on our website
 *WCC does not discriminate based on race, creed or gender

FOR OFFICE USE ONLY:

Application Received: _____
 1st Day of Attendance: _____
 Sibling: Yes _____ No _____
 Records Req: _____
 Records Rec'd: _____
 IEP: Yes _____ No _____ 504: Yes _____ No: _____
 SPED Req: _____
 SPED Rec'd: _____
 Date Entered into SIS: _____
 SAIS # _____

Student Last name: _____ Student First name: _____ Middle: _____

Legal last name if different: _____ Present Grade: _____ Male Female

Birth Place: _____ Social Security: _____ Birthdate: _____

Names of Sibling(s) Attending WCC: _____

Parent 1 Information (or Legal Guardian)	Student Lives With	Has Legal Custody	Parent 2 Information (or Legal Guardian)	Student Lives With	Has Legal Custody
Name:			Name:		
Contact Priority (circle): 1 2			Contact Priority (circle): 1 2		
Parent phone: <small>*Number that we can reach you during the school day</small>			Parent phone: <small>*Number that we can reach you during the school day</small>		
Physical Address:			Physical Address:		
Mailing Address:			Mailing Address:		
Email*: <small>*will be used for all school communication</small>			Email*: <small>*will be used for all school communication</small>		
Place of Employment:			Place of Employment:		
Business phone:			Business phone:		
Notes:			Notes:		

Previous School Attended:

Name of School _____ Grade _____ Date Withdrawn _____

Address _____

Phone Number _____

How did you hear about our school? _____

Has the student applicant ever:

Been retained in or skipped a grade? No Yes **Have a current I.E.P. or 504 plan?** No Yes

(Parent must provide copies of this and sign the Records Release form attached.)

Has the applicant ever been suspended or placed on a probation by a school? No Yes

Has the applicant ever been dismissed or expelled by a school? No Yes

Has the applicant ever been suspended or placed on probation by a school? No Yes

Please clarify any "yes" answers here: _____

As a parent/guardian, I understand that acceptance for enrollment will be revoked upon finding the existence of any of the above conditions in this box. Initials _____

List any allergies, physical/medical conditions, medication or other special instructions for your child:

Can your child be given Motrin or Ibuprofen? No Yes Tums No Yes Cough Drops No Yes

Doctor's Name and Phone: _____

Federal agencies have been working to implement the regulations adopted by the U.S., Office of Management and Budget since 1997, and the Department of Education is among the last to finalize adoption, making education data consistent with the Census data and other national data sets. Specifically, the major issue the federal government is trying to clear up is the distinction between race and ethnicity. The change will allow individuals the opportunity to select multiple races to more fully describe their heritage. **Part A must be answered first, then Part B.**

Part A: Is this student Hispanic/Latino? (Choose only one) **No, not Hispanic/Latino** **Yes, Hispanic/Latino** (A person who is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

(The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be.)

Part B: What is the student's race? (Choose one or more) _____

- **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation)
- **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
- **Black or African American** (A person having origins in any of the black racial groups of Africa.)
- **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)
- **White** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)

Emergency Contact Info: Please list two names and numbers of people we may call in case of an emergency if the parents or guardians are not available.

1. _____

2. _____

Divorce: Yes ___ No ___ If there is a Divorce or Legal Separation, please provide custody papers.

We will assume both parents have custody of the child unless indicated to the contrary, and that both parents may pick up the child. If this is not applicable to your situation, please indicate below who MAY and who MAY NOT pick up your child and attach any legal documentation.

<u>MAY:</u>	Name	Relationship	Phone
	_____	_____	_____
	_____	_____	_____

<u>MAY NOT:</u>	Name	Relationship	Phone
	_____	_____	_____
	_____	_____	_____

Bike/Walk Permission No Yes

I hereby give permission for my child to ride a bicycle or walk to and from school each day this school year unless otherwise instructed by me in writing.

- I/WE understand that all portions of this application must be completed for my/our child to be enrolled.
- I/WE hereby certify that the information provided in this application is true and complete.
- I/WE understand and agree to the provided Parent/Student Handbook and will follow the attendance policy.
- I/WE understand that if our student is entering kindergarten for the school year there is a \$9.00 per day tuition fee. The State of Arizona pays for a kindergarten student to attend half day, the tuition covers the other half of the day.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____



Willow Creek Charter School

2100 Willow Creek Road, Prescott, Arizona 86301
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Email: office@willowcreekcharter.com

RECORDS REQUEST FORM

I hereby authorize _____ school/district, to release **all** cumulative records for (student name): _____ and to be forwarded to the Willow Creek Charter School. I understand that any special education records must be separately requisitioned (please see below). ***This student has enrolled at WCC. If this student left during the school year, please include his/her grades, credits and grade level at time of withdrawal.***

(Signature)

(Date)

Please send the following:

- All previous grades and test scores
- Birth Certificate
- Immunizations
- Hearing and vision
- Legal custody documentation
- Discipline records
- Formal notice of withdrawal
- Arizona SAIS number (if applicable)

I hereby release special education records, including IEP, MET, Eligibility and any evaluations or school academic behaviors for: _____ be sent to:

Willow Creek Charter School
2100 Willow Creek Road
Prescott, AZ 86301
Fax: (928) 776-0009
E-mail: office@willowcreekcharter.com

(Signature)

(Date)

FOR OFFICE USE ONLY:

SAIS # _____ Date of Birth _____ First Day of Attendance _____

Date CUM & SPED 1st Request _____ 2nd Request _____ 3rd Request _____

CUM Rec'd: _____ SPED Rec'd: _____



Arizona Department of Education Arizona Residency Documentation Form

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Real estate deed or mortgage documents
- Property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address.
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

*For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes.



State of Arizona
Department of Education
Office of English Language Acquisition Services

**Primary Home Language Other Than English (PHLOTE)
Home Language Survey**
(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1), (2)(a-c).

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. What is the primary language used in the home regardless of the language spoken by the student? _____
2. What is the language most often spoken by the student? _____
3. What is the language that the student first acquired? _____

Student Name _____ Student ID _____

Date of Birth _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____ Painted Pony Ranch Charter School _____

School _____ Willow Creek Charter School _____



Willow Creek Charter School

2100 Willow Creek Road, Prescott, Arizona 86301

Phone: (928) 776-1212 Fax: (928) 776-0009

PARENT VOLUNTEER FORM

Studies have shown that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. We realize that each of our families is unique, with its own priorities, needs, talents and time constraints so we will try to provide as many types of opportunities for parental involvement as possible. Please review some of the volunteer opportunities below and check any you (or any other family members) are interested in.

- Fundraising (Box Tops for Education)
- Library coordinator/organizer
- Side by side reading in L1 and/or L2
- Tutor small groups of students
- Assist with a classroom project
- Help a student build a Science Fair Project sometime after Winter Break during the student's lunch/recess
- Organize a school fundraiser (ex: Bake Sale/Raffle)
- Take home and prepare parts of a classroom project
- Other _____

Name: _____ **E-mail:** _____

Student Name: _____

Phone number: _____



Willow Creek Charter School

Levels 3-5 Technology Fees Payment Agreement

Student Name: _____

Parent/Guardian Name: _____

Email: _____

Address: _____

Home/Cell Phone: _____

Technology fees cover the cost for the student use of the laptops, notebooks, printers, technology upgrades, repairs and maintenance for the FY 2017-18.

Checks, cash, credit cards or money orders will be accepted for fee payment (see payment options below).

Payments are due by September 15th, 2017. A \$25 fee will be assessed for nonsufficient funds checks.

*Rates will be evaluated annually and are subject to change for the next fiscal year.

Payment Options:

- Lump sum payment of \$50 for 2017-18 technology fee
- 2 Monthly payments of full year Technology Fees: (\$25.00 each payment; total of \$50.00)

Parent/Guardian Signature _____ **Date** _____

WCC Representative _____ **Date** _____

***I agree to pay the technology fee by the timeframe allotted by signing this agreement.**



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SCHOOL FEES

Technology Fee – levels 3, 4 and 5 only - \$50/year

Technology fees cover the cost for the student use of the laptops, notebooks, printers, technology upgrades, repairs and maintenance for the FY 2017-18. This fee is due by 9/15/17.

School Pride T-shirt - \$10 (optional)

Per student - due by August 31, 2017

Yearbooks - \$5 (optional)

Per yearbook; due by May 15, 2018

Tax Credit (optional)

The State of Arizona has a law that benefits taxpayers and school children alike. A.R.S. 43-1089 allows a tax credit of \$200 for individuals and \$400 for married couples filing jointly. It reduces your tax burden to the state of Arizona, dollar for dollar.

Donations (optional)

Any donations given to WCC will help us

Field Trips

We have several different field trips throughout the year. Fees for each are listed below:

Performances at Yavapai College Performing Arts Center - \$5 each student

Trips to the zoo, movie theaters or local museums - \$5 each student

Long distance trips (Grand Canyon, Renaissance Festival, etc.) - \$10 each student

Other Ranch Round up activities are covered by the school

KINDERGARTEN Fees – Full Day Kg only \$9/day (Kg tuition is due by the 1st of each month)

Parents, family members or neighbors can turn in a Tax Credit Form with a payment attached to pay for a student's Kg tuition. Payments made using Tax Credit will be given a receipt/Tax Credit letter for taxes.

Month:	Total Tuition Days:	Amount due:
August	16 days	\$144.00
September	15 days	\$135.00
October	12 days	\$108.00
November	14 days	\$126.00
December	10 days	\$ 90.00
January	14 days	\$126.00
February	15 days	\$135.00
March	11 days	\$ 99.00
April	16 days	\$144.00
May	16 days	\$144.00

Checks, cash, credit cards or money orders will be accepted for fee payments.



2017-2018 School Calendar

Willow Creek Charter School
 2100 Willow Creek Road, Prescott, AZ 86301
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 Email: willowcreek@willowcreekcharter.com
 www.willowcreekcharter.com

First & last day of school
Holidays / No School
1/2 day today 12:00 pickup
Meet the Teacher Day 11:00 - 1:00

Level 1 (8:15-3:00 Full Day Kg/1st grade & 1/2 day Kg 8:15-11:30) / Level 2 (8:15-3:00) / Levels 3 & 4 (8:00-3:15) / Level 5 (8:00-4:00)

Event	July	August	September	October
August 3 - Meet the teacher day (11:00am - 1:00pm)	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
August 7 - First Day of School	1	1	1	1
September 4 - Labor Day	2	2	2	2
October 4 & 5 - 12:00 Pick-up	3	3	3	3
October 9 - 12 - Fall Break	4	4	4	4
Nov. 20 -23 Thanksgiving Break	5	5	5	5
December 20 & 21 - 12:00 Pick-up	6	6	6	6
Dec. 25 -January 4 - Winter Break	7	7	7	7
January 15 - MLK, Jr. Day	8	8	8	8
February 19 - Presidents' Day	9	9	9	9
March 7 & 8 - 12:00 Pick-up	10	10	10	10
March 12-15 - Spring Break	11	11	11	11
April 02 - Spring Holiday	12	12	12	12
May 28 - Memorial Day	13	13	13	13
May 30 & May 31 - 12:00 Pick-up	14	14	14	14
May 31 - Last day of school	15	15	15	15

Month	S	M	T	W	T	F	S
July							1
August							1
September							1
October							1
November							1
December							1
January							1
February							1
March							1
April							1
May							1
June							1

CHILD FIND FOR WILLOW CREEK CHARTER Policy

The Individuals with Disabilities Education Act of 2004 (IDEA '04) and the Arizona Administrative Code (AAC) define child find requirements to ensure eligible infants, toddlers, preschoolers, and school-aged children have access to early intervention or special education and related services.

Responsibilities

1. What is a public education agency's (PEA) "child find" responsibility?

PEAs are required to establish, implement, and disseminate to their school-based personnel and all parents within the PEA's boundaries of responsibility written procedures for the identification and referral of all children with disabilities aged birth through 21, regardless of the severity of their disability.

2. What additional child find activities are the responsibilities of a unified school district, elementary school district, or union high school district?

PEAs will identify, locate, and evaluate all children with disabilities within their geographic boundaries of responsibility who are in need of special education and related services, including children who highly mobile, such as migrant or homeless students, wards of the state, private school and homeschool students, regardless of the severity of their disability, and students who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, PEAs should use the referral form located on the AZ FIND website to refer the child to the Arizona Early Intervention Program (AZEIP).

3. What child find activities are the responsibilities of charter schools?

For a school-aged child (grades K through 12), the charter school in which the student is enrolled is accountable for child find activities. It is the school's responsibility to identify and evaluate students with disabilities, including children who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, the charter school should refer the child to AZEIP. For a child aged 2 years 10 ½ months to 5 years, the charter school should refer the child to the child's district of residence. The referral form is located on the AZ FIND website.

4. What is the PEA's obligation for students transferring from another PEA?

The PEA shall review enrollment data and educational performance in the prior PEA. If there is a history of special education for a student not currently eligible for special education or of poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.

5. Who is responsible for child find activities for school-aged students who attend private schools?

The school district within whose boundaries the *non-profit* private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a *for-profit* private school is the district of residence.

6. Who is responsible for child find activities for preschool-aged children?

All preschool-aged children are referred to the unified or elementary school district of residence for child find services, including children who attend private preschools regardless of where the school is located. Union high school districts and charter schools should use the referral form located on the AZ FIND website to refer the child to the district of residence.

7. Who is responsible for child find activities for the student who is homeschooled?

The school district within whose boundaries the homeschooled student resides is responsible for child find activities.

8. Who is responsible for child find activities for students in secure care facilities?

Minor-aged students in secure care facilities are the responsibility of the secure care facility for all educational needs. Students who are the age of majority and attend an educational program in a secure facility are the responsibility of that secure care facility.

9. Does the PEA have to maintain documentation of child find activities?

Yes, the PEA is required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student's permanent records.

10. Are PEAs required to document that all school-based staff have reviewed written child find procedures?

Yes. The PEA will require all school-based staff to annually review written procedures related to child identification and referral. The PEA must maintain documentation of staff review.

CHILD FIND FOR WILLOW CREEK CHARTER Policy (cont.)

Screening

11. Who may refer a child for screening?

Anyone who has concerns about a child's development or academic achievement may refer the student for screening (i.e., parents, family members, or school staff).

12. What are the components of screening?

Screening procedures shall include vision and hearing status and consideration of the following areas: cognitive or academic, communication, motor, social or behavioral, and adaptive development. Screening may also include observations, family interviews, review of medical, developmental, or educational records, or the administration of an instrument identified by the test publisher as appropriate for use as a screening tool. Screening does not include detailed individualized comprehensive evaluation procedures.

13. What is the time frame for conducting screening for possible disabilities?

Screening shall be completed within 45 calendar days after entry into preschool, kindergarten, or for newly enrolled school-aged children without appropriate records of screening, evaluation, or progress in school. Screening is also required after receiving parent notification of a possible disability for children aged 3 through 21 years.

14. Does the PEA have to notify parents of a concern resulting from a screening?

Yes, the parents must be notified of any concern found during screening within 10 school days. Additionally, the PEA must include procedures they will utilize to follow up on the student's needs; consideration of screening results could lead to a full and individual evaluation or provision of other services.

References

1. IDEA '04, Parts B and C (34 C.F.R. §§ 300 et seq., 34 C.F.R. §§ 303 et seq.)
2. A.A.C. R7-2-401 (C)(D)
3. *Letter to Smith* (OSEP) December 1, 2006
4. *Letter to Chapman* (OSEP) August 22, 2007

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

8/21/2008

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007