



Imagine School at Broward



# **Before & After Care Middle School Study Hall Afternoon Holding Room**

## **Enrollment Packet 2017-2018**

### **Contact Information**

Cindy Brown 954 242 0699

[Cindy.brown@imagineschools.org](mailto:Cindy.brown@imagineschools.org)

**Financial/Billing Questions Contact:**

**954 225 0020 ext 107**

[Roni.prager@imagineschools.org](mailto:Roni.prager@imagineschools.org)



# Imagine School at Broward

- Before Care** \_\_\_\_\_ How many days **Date** \_\_\_\_\_
- After Care** \_\_\_\_\_ How many days
- Mini Aftercare (pick up 4:30pm)** **Password** \_\_\_\_\_
- Middle School Study Hall 8:10 am- 9:15 a.m.** **Allergy** \_\_\_\_\_  
**Middle/Elementary School Sibling** \_\_\_\_\_
- Before & Aftercare** \_\_\_\_\_ How many days **(REQUIRED)** **Email 1** \_\_\_\_\_
- Afternoon Holding Room (Middle School Siblings Only)** **Email 2** \_\_\_\_\_

**Student's Name** \_\_\_\_\_ **DOB** \_\_\_/\_\_\_/\_\_\_ **Grade** \_\_\_\_\_ **M/F** \_\_\_

**Student's Name** \_\_\_\_\_ **DOB** \_\_\_/\_\_\_/\_\_\_ **Grade** \_\_\_\_\_ **M/F** \_\_\_

**Parent 1:** \_\_\_\_\_ **Parent 2:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Cell:** \_\_\_\_\_ **Cell:** \_\_\_\_\_  
**Work:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Emergency Contacts DO NOT have authorization for pick up unless their names are written below under Authorized Pick Up List: (This MUST be someone other than Mother or Father)**

**Emergency Contact:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Emergency Contact:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Allergy/Special Health Issues or Needs:** \_\_\_\_\_

Authorized Pick-up Names; **Must show photo ID-and be over 16yrs of age**  
(Student will **NOT** be released to anyone not on the list)

- 1) \_\_\_\_\_ **Phone** \_\_\_\_\_
- 2) \_\_\_\_\_ **Phone** \_\_\_\_\_
- 3) \_\_\_\_\_ **Phone** \_\_\_\_\_
- 4) \_\_\_\_\_ **Phone** \_\_\_\_\_
- 5) \_\_\_\_\_ **Phone** \_\_\_\_\_
- 6) \_\_\_\_\_ **Phone** \_\_\_\_\_



# Imagine School at Broward





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Dear Parents,

The program Director and Staff would like to welcome you and your child to the Before & After Care Program at Imagine School at Broward. We are pleased that you could join us. Our program is committed to the safe and exciting advancement through quality before and after school care. It is crucial that we have your support and involvement in the program to make it a success. Your involvement will show your students that they should be proud of their accomplishments and provide a boost in their self-esteem.

## **Hours of Operation**

The Before Care program operates from 7:00 a.m. to 8:10 a.m.; Study Hall program operates from 8:10 a.m. – 9:15 a.m. and After Care program operates from 3:00 p.m. – 6:00 p.m., during regular school days. Business hours for the program are 2:30 p.m. – 6:00 p.m. No Care will be offered during in-service/teacher work days, holidays or last day of school. ***Late fees of \$1.00 per minute per child will apply for late pickups after 6p.m. and after your child's designated carline has completed.***

Local law enforcement **MAY** be contacted after a waiting period of 30 minutes after 6pm.

## **Before Care Program-Arrival Procedure**

All parents will park and escort their child(ren) into the building to sign them in either in the book or the electronic clock in box with the Before Care personnel in the morning. Students need to arrive to the Before Care program prior to 7:50 a.m. to avoid traffic conflicts with the car line. Students will not be permitted into the school before 7:00 a.m.

## **Departure Procedure:**

The earliest children can be picked up from aftercare is 4:00 pm. If they need to be picked up sooner than 4pm then they need to go to their designated carline time for their dismissal. Children will be escorted to their appropriate After Care grade program by a teacher or program counselor as soon as the school is dismissed. They will then follow their appropriate After Care schedule. After Care pick up will be at the front of the school at the After Care desk. Children will need to be signed out using the computer system.

## **Waiting List:**

Enrollment is limited; therefore, we will maintain a waiting list. It is in your best interest to register your child as soon as possible.

Sincerely,

Program Director

Cindy Brown



# Imagine School at Broward



**Please complete the following. No student will be permitted in the Before/After Care Program without registering and paying all the registration fees in advance. ONLY registered students may attend on early dismissal days.**



# Imagine School at Broward

## Late Policy Agreement

For your convenience, our program is open from 7:00 am (Before Care) to 6:00 pm (After Care) Monday – Friday. If using Before Care you must walk your child(ren) inside the building and sign them in. Please be on time to pick up your child. Should your child be picked up later than 6:00 p.m., charges will be assessed per child.

A late fee of \$1.00 will be assessed for every minute late per child after 6pm or after your child designated carline has completed.

Local law enforcement may be contacted after waiting a period of 30 minutes.

Late fees are due upon picking up your child or by the next day of service. Your child will not be permitted to return to the program until balance is current.

**First Offense:** Verbal warning and assessment fees on account/school record.

**Second Offense:** Written warning of pending termination from the program and assessment fees.

**Third Offense:** Child will be terminated from the program and assessment fees placed on account/student record.

Lateness in excess of 30 minutes past closing (6:00 pm) **MAY** result in notification of law enforcement and/or termination from the after care program.

Thank you

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# Imagine School at Broward

## Before & After Care Parent/Guardian Contract

Child's Name \_\_\_\_\_

I understand the policies and procedures that have been outlined in the Before-care /Aftercare Handbook. I also understand that these policies are in place to ensure the safety and well-being of my child while attending the program.

I have read the rules and agree to comply with them. I have also discussed the rules of the Program with my child. I hereby acknowledge that I have completed this form to the best of my knowledge. I give permission for my child to participate fully in the Imagine School at Broward Before & After Care Program.

In addition, I/we agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees and possible termination from the program. I/we also understand any past dues balances will be applied to their student record until balances have been cleared. I/we also understand that any outstanding balance will prohibit my child from attending field trips and any extracurricular activities.

Parent Name

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_



# Imagine School at Broward

## Before and After Care Monthly Fees 2017-2018

Based on the 10 month school cycle

<b>Elem Before Care 7:00 a.m. - 8:10 a.m.</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
1 Child	\$ 93.00	\$ 55.00	\$37.00
2 Children	\$147.00	\$ 90.00	\$58.00
3 Children	\$221.00	\$132.00	\$87.00
<b>Middle Before Care 7:00 a.m. - 9:15 a.m.</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
1 Child	\$128.00	\$ 90.00	\$72.00
2 Children	\$182.00	\$125.00	\$93.00
<b>After Care 3:00 p.m. – 6:00 p.m.</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
1 Child	\$221.00	\$132.00	\$ 90.00
2 Children	\$352.00	\$210.00	\$142.00
3 Children	\$525.00	\$315.00	\$210.00

<b>Elem Before/After Care</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
1 Child	\$315.00	\$184.00	\$126.00
2 Children	\$499.00	\$300.00	\$200.00
3 Children	\$735.00	\$447.00	\$300.00
<b>Middle Before/After Care</b>	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
1 Child	\$350.00	\$219.00	\$161.00
2 Children	\$535.00	\$335.00	\$235.00

Mini After Care until **4:30 pm** ----- \$135.00

Middle School Study Hall **8:10-9:15am** ..... \$ 35.00

Holding Room **until 3:45pm** (middle school siblings only)..... \$35.00

\*No discounts will be given for absences, vacations or any circumstances beyond our control\*

## Payments accepted: Cash, Money Order, MasterCard or Visa

\*There is a \$35.00 non-refundable registration fee per family due at enrollment

\*After 6:00 p.m. there is a \$1 per minute, per child late pick up fee due at pick up

Late pickup fee will apply for any child not picked up on time

**\*\*\*December 22, 2017 Close at 3pm for Winter Break\*\*\***

**\*\*There is NO AFTERCARE ON THE LAST DAY OF SCHOOL\*\***

### Occasional before/after care and late pick-up

Before Care \$15.00 per child

After Care \$25.00 per child

Early Release Days \$35.00 per child





## Imagine School at Broward

### Before and After Care Monthly Payment Schedule 2017-2018

Payment Due Date	Session	Dates Covered	Late Fees Assessed
Registration & 1 <sup>st</sup> Payment due 7/28/17	1	Aug 21-Sept 14	
9/15/2017	2	Sept 15 – Oct 11	9/18/2017
10/12/2017	3	Oct 12 – Nov 7	10/16/2017
11/8/2017	4	Nov 8 – Dec 7	11/13/2017
12/8/2017	5	Dec 9 – Jan 18	12/11/2017
1/19/2018	6	Jan 19 – Feb 13	1/22/2018
2/14/2018	7	Feb 14 – Mar 12	2/19/2018
3/13/2018	8	Mar 13 – Apr 13	3/16/2018
4/16/2018	9	Apr 16 – May 9	4/19/2018
5/10/2018	10	May 10 – Jun 6	5/14/2018

**All automatic payments are pulled the first Friday of each month.**

There is a \$25.00 per week late fee applied to your account 3 days after the due date on all balances. If not paid in a timely matter this may result in the termination of aftercare enrollment. In the event of termination, parents are responsible to implement a pick up plan for the student at their assigned dismissal time. If need be always have your account paid ahead but never behind. Any returned payments will result in a NSF fee of \$25.00 for ACH or \$25.00 for Credit Cards. Students will be withdrawn from the Before & After Care programs. As well as excluded from any school extra-curricular program or activity. Signature [redacted]

## Attendance Changes

\*\*\*\* Any schedule changes or withdrawals must be made in writing 30 days prior to any changes and sent to [roni.prager@imagineshools.org](mailto:roni.prager@imagineshools.org)\*\* [redacted] initial



# Imagine School at Broward

## **\*\*Before/After Care and Policies & Guidelines\*\***

1. **Before Care:** Parents **MUST** escort their child(ren) into the school and sign them in. [redacted] Initial
2. **Mandatory: Must sign your child(ren) in and out everyday.**
3. **After care pick up begins at 4:00 p.m. only –NO EXCEPTIONS**, if you need to pick your child up earlier, email their teacher if they don't respond by 2pm then contact the office at 954 255 0020 **at** 2:00 p.m. to have your child sent to car line at designated time. [redacted] Initial
4. Students must come directly to Study Hall and/or Aftercare without making any side trips as attendance will be taken. The counselors must know which students are here and where they are at all times. (includes enrichments as well)
5. Any changes in your child(ren)'s aftercare schedule or any withdrawal must be made in writing 30 days prior to aftercare staff. [redacted] Initial
6. Any previous balances for the last year's before/aftercare program must be cleared before child(ren) can attend the new school year's before and/or aftercare programs. Failure to clear balance could prevent your child(ren) in extra-curricular programs or activities. [redacted] Initial
7. Homework Time starts after 4:15 p.m.
  - Please make sure your child understands that when homework time is announced that it will be their responsibility to take out their homework and start working on it. Counselors will periodically check the student's folders.
  - The counselor will be able to assist them but we are **unable to provide tutoring.** [redacted] Initial
8. There will be \$25.00 per week assessed fee for any late payments after the 5<sup>th</sup> of each month. [redacted] Initial
  - If you are more than a 1 week late with payment, your child(ren) will be withdrawn from aftercare until payments are caught up. [redacted] Initial
9. **Any child not picked up in carline by 3:30p.m. for Elementary & 4 p.m. for Middle School will be sent to aftercare.**
  - **1<sup>st</sup> Time—will be a \$25.00 per child non-refundable registration fee**
  - **2<sup>nd</sup> Time -- and any other late pick-ups will be assessed a \$20.00 per child fee late pick fee each time** [redacted] Initial
10. **BULLYING WILL NOT BE PERMITTED:** students are to follow the Student Code of Conduct in aftercare as well as during school. [redacted] Initial
11. Any student being a constant disruption and/or defiant of rules will be removed from before and/or aftercare. [redacted] Initial
12. Any questions you may contact Mrs. Cindy Brown at 954 242 0699 or billing questions contact Mrs Roni Prager at [roni.prager@imageschools.org](mailto:roni.prager@imageschools.org)

Students Name: (Print) \_\_\_\_\_  
 Homeroom Teacher (Print) \_\_\_\_\_

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

For Office Use Only

Application was received: \_\_\_\_\_  
 Payment Received: \_\_\_\_\_

Accepted Date: \_\_\_\_\_