



Imagine School at Broward



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

## **Enrollment Packet 2019-2020**

### **Contact Information**

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## Imagine School at Broward

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 you are joining us. Our program is committed to a 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, Study Hall, Holding Room and After Care are separate programs. Children attending any of these programs must be enrolled but if your child(ren) attends, they are considered enrolled and fees will be charged accordingly.

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. **Late fees of \$1.00 per minute per child will apply for late pickups. (your child's designated carline has ended, holding room 3:45p, mini-after care 4:30p or after care 6p.m.) More than 3 late pickups the late pick up fees will increase by \$1.00 per minute each time.** Business hours for the program are 2:30 p.m. – 5:55 p.m. Local law enforcement **MAY** be contacted after a waiting period of 30 minutes after 6pm. Any child we take into our care and control will be charged for the service. Any child(ren) dropped off too early or picked up past dismissal time will be charged registration fee and the daily rate. No after care will be offered during in-service/teacher work days, early release day, holidays or last day of school.

### Before Care Program-Arrival Procedure

\_\_\_\_\_(Initial) **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. If the parent drops off and doesn't come in they will be called to come back and sign the child(ren) in. 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:

\_\_\_\_\_(Initial) It is recommended that your child(ren) be picked up from after care after 4:00 pm; so you will not be caught in carline. If they need to be picked up sooner than 4pm (Early pick up is before 2:30pm for Elementary and 3:15pm for Middle) then they need to go to their designated carline time for dismissal with car line sign. Aftercare will NOT be dismissing before 4:00pm due to the carlines. Children will be escorted to their appropriate After Care grade program by a teacher or program counselor as soon as 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. Any change in pick up schedule, please email the teacher, and after care coordinator and advise, if it's a person different from normal they need to bring photo id. **Must have your carline sign.** Walking home is a program that your child must be registered for. We cannot allow your child to leave the building without proper documentation. If your child is going home with someone else you must contact the front office and your child's teacher and follow school protocol as well as email [roni.prager@imagineschools.org](mailto:roni.prager@imagineschools.org) of the change. If your child is having a friend go home with them that doesn't normally go to aftercare there is a charge for them as well. We will also need proper documentation from the parent of that child as well that you are permitted to take the child home.

### Discipline Procedures:

\_\_\_\_\_(Initial) Our program is committed to providing a safe, nurturing environment conducive for learning and growth for all of our children. We strive to ensure all of our children are set up for success regardless of their needs or developmental level. Unfortunately, sometimes there are reasons we have to expel a child from our program on either a short term or a permanent basis. We want you to know that we will do everything possible to work with the family of the child/ren in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our program. **The following behavior is not tolerated: Vulgarity, intimidation, bullying, harassment, and/or violation of regulations.**

### 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. All enrollment paperwork for after care needs to receive by **August 12th**, otherwise your child(ren) may not be able to attend the first 2 weeks of school and there is no adjustment in fee.

Sincerely,

Cindy Brown  
Program Director



# Imagine School at Broward

**Before Care** (3 \_\_\_ or 5 \_\_\_ days) Date \_\_\_\_\_

**After Care** (3 \_\_\_ or 5 \_\_\_ days)

**Mini After Care (pick up 4:30pm)** K-8 only Password \_\_\_\_\_

**Middle School Study Hall** 8:10 am- 9:15 a.m. Allergy \_\_\_\_\_

**Before (3 \_\_\_ or 5 \_\_\_ days) & After Care (3 \_\_\_ or 5 \_\_\_ days) (REQUIRED)**

**Afternoon Holding Room (for Middle School Siblings Only)**  
Middle School Sibling Names: \_\_\_\_\_

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

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

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

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

**Parent 1:** \_\_\_\_\_

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

City: \_\_\_\_\_ Zip \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Email 1** \_\_\_\_\_

**Parent 2:** \_\_\_\_\_

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

City: \_\_\_\_\_ Zip \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**Email 2** \_\_\_\_\_

### For Office Use Only

Application was received: \_\_\_\_\_ Accepted Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_



# Imagine School at Broward



### **Emergency Contact Only**

Kindly, provide two additional names other than parents. Please list the order they are to be contacted.

**NOTE: Parents will always be contacted first.**

Emergency Contact (1) : \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact (2): \_\_\_\_\_ Phone \_\_\_\_\_

Allergy/Special Health Issues or Needs:

\_\_\_\_\_

### **AUTHORIZED PICK-UPS**

Permission is given for my child to be released from the program to the following individuals including the parent/guardians.

**Must show Driver's License or valid photo ID, and be over 18 yrs of age, students will not be released to anyone without proper ID.**

(Student will **NOT** be released to anyone not on the list)

Name:	Relationship:	Phone:

I understand it is necessary to pick up my child(ren) up on time. Failure to do so may result in dismissal from the program.

I understand my child(ren) will be expected to behave in accordance with the Imagine School @ Broward After Care Discipline Policies and will follow the rules of After Care, Before Care, Study Hall and Holding Room.

I hereby acknowledge that I have completed this form to the best of my knowledge. I also give my child(ren) permission to participate fully in Before Care, Study Hall, Holding Room and/or After Care. I/we agree to comply with all the rules, regulations and policies as set forth. In addition, I/we agree to the financial obligation and terms of payment for the applicable program(s) and understand that all unpaid balances will result in late fees and/or possible termination from the program(s).

Parent Signature

Print Name

Date



# Imagine School at Broward

## Early Drop Off/Late Pick Up Policy Agreement

For your convenience, our program is available from 7:00 a.m. (Before Care) to 6:00 p.m. (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(ren). Should your child be picked up later than 5:55 p.m., late charges will be assessed per child after 5:55 p.m..

A late fee of \$1.00 will be assessed for every minute late from picking up per child from their designated dismissal car line, mini-after care or after 6pm from after care for the first three late charges. After three late pickups/early drop offs the fee increases by \$1.00 per minute each time.

Late fees are due upon picking up your child(ren) or by the next day of service. Your child(ren) 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(ren) may be terminated from the program and assessment fees placed on account/child(ren)'s student record.

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

If you are going to be late, contact after care at 954-255-0020 ext 107 or Miss Cindy at 954-242-0699 and advise that you are going to be late. Fees will be assessed regardless of the reason for the lateness. Please make alternate arrangements if you are not going to arrive before 5:55p.m. Also, advise if another person will be picking up your child(ren); let them know they will need to bring photo ID as well and password.

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

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

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

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

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



# Imagine School at Broward

## Before & After Care Parent/Guardian Contract

I understand the policies and procedures that have been outlined in the Before Care /After Care Handbook. I also understand these policies are in place to ensure the safety and well-being of my child(ren) 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(ren). I hereby acknowledge that I have completed this form to the best of my knowledge. I give permission for my child(ren) to participate fully in the Imagine School at Broward Before & After Care Program.

If my child(ren) has a friend go home with them in after care and/or holding room that doesn't normally attend I understand that it will be at an additional fee to the friend's parent/guardian.          **Initial**

If my child(ren) is registered with Before Care, Study Hall, Holding Room and/or After Care they are to remain with that designated program until they have been picked up by the appropriate adult.          **Initial**

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 due balances will be applied to your student's record until balances have been cleared. I/we also understand that any outstanding balance may prohibit my child from attending non-educational field trips and any extracurricular activities.

I must walk my child(ren) into the building and physically sign-in/clock in.          **Initial**

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

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

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

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

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



# Imagine School at Broward

## Before and After Care Monthly Fees 2019-2020

Based on the 10 month school cycle

Elem. Before Care 7:00 a.m. – 8:10 a.m.	5 Days	3 Days
1 Child	\$100.00	\$70.00
Middle Before Care 7:00 a.m. – 9:15 a.m.		
1 Child	\$150.00	\$105.00
After Care 3:00 p.m. – 6:00 p.m.		
1 Child	\$240.00	\$165.00

Elem Before/After Care	5 Days	3 Days
1 Child	\$330.00	\$230.00
Middle Before/ After Care		
1 Child	\$370.00	\$255.00

- A discount of 10% off the monthly fees in the above schedule is applicable for additional sibling(s). Does not include daily fees.

Mini-After Care before 4:30 pm (not available for VPK) .....	\$150.00 per child
Middle School Study Hall 8:10-9:15am .....	\$50.00 per child
Holding Room until 3:45pm (middle school siblings only).....	\$35.00 per child
Middle Study Hall & Holding Room (family using both services).....	\$75.00

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

Children dropped off before or after these arranged times will be billed the before/aftercare fees for the day and there is no prorating of fees.

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

#### No CHECKS

\*There is a \$50.00 non-refundable registration fee per family due at enrollment

\*Rates are not prorated for partial month

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

**\*\*Attendance -- withdrawals must be made in writing 30 days prior to withdrawing**

**Changing from 3 to 5 days or 5 to 3 days requires 2 weeks' notice in writing**

**\*\* No after care will be offered during in-service/teacher work days, early release day, holidays or last day of school. \*\*\***

**Broward County Early Release Days: 10/17/19, 12/20/19, 2/20/20, 3/19/20, 4/9/20, 6/2/19**

**(No aftercare on 6/2/20 last day of school)**

**Imagine Early Release Days: To be announced**

#### Occasional before/after care and late pick-up plus registration fee of \$50.00 per family

##### Early Drop Off and Late Pick-ups constitutes as enrollment

Before Care	\$15.00 per child
After Care	\$25.00 per child



# Imagine School at Broward

## Before and After Care Monthly Payment Schedule 2019-2020

Payment Due Date	Session	Dates Covered	Late Fees Assessed
Registration & 1 <sup>st</sup> Payment due 7/26/19-8/5/19	1	Aug 14 - Sept 9	
9/5/2019	2	Sept 10 – Oct 4	9/6/2019
10/5/2019	3	Oct 5 – Nov 4	10/6/2019
11/5/2019	4	Nov 5 – Dec 4	11/6/2019
12/5/2019	5	Dec 5 – Jan 15	12/6/2019
1/7/2020	6	Jan 16 – Feb 11	1/8/2020
2/5/2020	7	Feb 12 – Mar 10	2/6/2020
3/5/2020	8	Mar 11 – Apr 17	3/6/2020
4/5/2020	9	Apr 20 – May 3	4/6/2020
5/3/2020	10	May 3 – Jun 2	5/4/2020

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

### Program Information /Policies

- Registration form and registration fee must be turned in before child(ren) can attend Before Care, Study Hall, Holding Room and/or After Care. Enrollment forms are on the school website: [imaginebroward.com](http://imaginebroward.com) and fax to 954-255-1336.
- Tuition is based on the total number of school days and **DOES NOT INCLUDE** periods during which school is closed for winter and spring breaks, holidays or teacher work days. **NO** discounts for days that your child does not attend.
- **All program payments are due by the 5<sup>th</sup> day of each month any outstanding balance will incur a \$25.00 late fee to your account. If not paid in a timely manner this may result in the termination of program enrollment. [REDACTED] Initial Any unpaid balance for services rendered may be excluded your child(ren) from any school extra-curricular program or activity and be placed on your child(ren)'s school obligation record.**
- **In the event of termination, parents are responsible to implement a pick up plan for the student at their assigned dismissal time. Children not picked up on time will be charged a \$1.00 per minute late fee. You're always welcome to pay your fees in advance; however please do not fall behind in payments.**
- **PAYMENT FOR THE "DAILY" PROGRAM MUST BE PAID THE SAME DAY OF PARTICIPATION, IF IT IS NOT RECEIVED THERE WILL BE AN ADDITIONAL \$5.00 CHARGE PER WEEK.**
- **Any declined ACH or Credit Card payment will result in a NSF fee of \$35.00 . Refer to Before & After Care Parent/Guardian Contact regarding unpaid balances. After two NSF or declined credit card payments, cash or money order only will be accepted. If your credit card has been comprised we need to be advised as soon as possible before payment has been pulled to void any declined fees. As your child(ren) well as excluded from any school extra-curricular program or activity. [REDACTED] Initial**
- The school closes at 6:00 p.m. Late charges will apply for any pick up after the designated end time of the program(s) in which your student(s) are participating. The late fee charge of \$1.00 per minute per child after the end hour as outlined in the scheduled program. (e.g. after 6:00 p.m. for full time or after 4:30 p.m. for mini after care). Please ensure on time arrangements for pick up are made, three incidents of late pick up may disqualify you from participating in the Before Care, Study Hall, Holding Room and/or After Care programs. **[REDACTED] Initial After 3 late pickups and additional \$1.00 per minute will be added.**
- No refunds on balances of monthly payment or registration fees will be issued should you withdraw your student(s) from program. Withdrawal from school requires 30 day written notice.
- Students are not permitted to leave the After Care group to visit classrooms without written consent from the parent and approval by the After Care Coordinator. Students must report to their aftercare classroom first. Any alternate plans must be communicated to the office, the teacher and Ms. Roni at [roni.prager@imageschools.org](mailto:roni.prager@imageschools.org).





# Imagine School at Broward



## **PAYMENT FOR DAILY STUDENTS**

A DAILY STUDENT IS ONE WHO ATTENDS AFTER CARE ON AN "AS NEEDED BASIS". THIS DOES NOT PERTAIN TO OUR STUDENTS WHO ATTEND AS FULL TIME OR PART TIME AFTER CARE PARTICIPANTS.

DUE TO EXCESSIVE PAPERWORK FOR ADMINISTRATION THE FOLLOWING PROCEDURE WILL TAKE EFFECT IMMEDIATELY!

PAYMENT FOR DAILY STUDENTS MUST BE PAID THE DAY THE STUDENT ATTENDS BEFORE CARE, STUDY HALL, HOLDING ROOM OR AFTER CARE. FAILURE TO DO SO WILL RESULT IN A LATE FEE OF \$5.00 ADDED TO YOUR DAILY RATE. PAYMENT CAN BE MADE WITH CASH, VISA OR MASTERCARD. **CHECKS ARE NOT ACCEPTED.**

\_\_\_\_\_ \*\*\*\* I HAVE READ THE ABOVE STATEMENT AND I AGREE TO THE PAYMENT POLICY FOR IMAGINE SCHOOL @ BROWARD BEFORE & AFTER CARE PROGRAMS\*\*\*\*

STUDENT'S NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

PARENT'S NAME (PLEASE PRINT): \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



# Imagine School at Broward

## **EARLY DROP OFFS/LATE PICK-UP FORM**

AS STATED IN THE AFTER CARE REGISTRATION, THE LATEST PICK-UP TIME IS 6:00PM FOR FULL TIME STUDENTS AND 4:30PM FOR MINI-AFTER CARE STUDENTS. YOU WILL BE CHARGED A LATE FEE OF \$1.00 PER CHILD, FOR EVERY MINUTE YOU ARE LATE TO PICK UP STUDENT(S). AFTER THREE (3) LATE PICK UPS, DISMISSAL FROM THE PROGRAM MAY RESULT. PLEASE BE SURE TO MAKE ARRANGEMENTS FOR YOUR CHILD(REN) TO BE PICKED UP ON TIME. **After three late pickups/early drop offs the fee increases by \$1.00 per minute each time.**

CHILD'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

MINUTES LATE: \_\_\_\_\_ TIME PICKED UP: \_\_\_\_\_

TOTAL LATE FEE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

AFTER CARE STAFF SIGNATURE: \_\_\_\_\_

<b>Office Use Only</b>
<b>Paid: \$</b>
<b>Invoice: \$</b>
<b>Misc:</b>