



Imagine School at Broward



Before & After Care Enrollment Packet 2020-2021

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 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. for Elementary, Before Care 7:00a to 8:50 a.m. for Middle School 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, 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 aftercare program are 3:00 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 computer system with the Before Care personnel in the morning. If the parent drops off and does not 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 aftercare after 4:00 p.m.; 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 4:00 pm 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. Before Care drop off and After Care pick up will be at the back of the school at the After Care desk. Children will need to be signed out using the book or computer system. Any change in pick up schedule, please email the teacher, and after care coordinator and advise, if it is a person different from normal they will need to bring a 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 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 before and/or after care needs to be received soon as possible as space is limited and on first come basis.

Sincerely,

Cindy Brown
Program Director



Imagine School at Broward

- Before Care (7:00 am – 8:10 am) Elem
- Before Care (7:00 am – 8:50 am) Middle
- After Care (Full-Time 3:00 pm-6:00 pm)

Date _____

Password _____

Allergy _____

Middle School Sibling Names: _____

Student Name (1): _____ Starting Date: _____ M/F ____
 Date of Birth: _____ Grade: _____ Teacher: _____

Student Name (2): _____ Starting Date: _____ M/F ____
 Date of Birth: _____ Grade: _____ Teacher: _____

Student Name (3): _____ Starting Date: _____ M/F ____
 Date of Birth: _____ Grade: _____ Teacher: _____

Student resides with: ____ Both Parents ____ Mother ____ Father ____ Other: _____

(Relationship, e.g. grandparent)

Parent / Guardian Name (1): _____
 Street Address: _____ City: _____ State: ____ Zip _____
 Email Address: _____
 Phone: HM# _____ CL# _____ WK # _____

Parent / Guardian Name (2): _____
 Street Address: _____ City: _____ State: ____ Zip _____
 Email Address: _____
 Phone: HM# _____ CL# _____ WK # _____

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 that my child will be expected to behave in accordance with the Code of Student Conduct for Imagine Charter School and will follow the Rules of Before and After Care School programs. **Initial**
- I understand that payment for Before and Aftercare School programs will be made monthly by the 5th day of each month of participation. **Initial**
- I understand that it is necessary to pick up my child(ren) / ward(s) on time. Failure to do so will incur late fees. Multiple failures will incur late fees and may result in dismissal from program. **Initial**

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 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

Early Drop Off/Late Pick-Up Policy Agreement



Imagine School at Broward

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 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 _____

Before & After Care Parent/Guardian Contract



Imagine School at Broward

I understand the policies and procedures that have been outlined in the Before Care /After Care Enrollment Packet. 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 that does not 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 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 2020-2021

Based on the 10-month school cycle

Program Name	Fee	Hours
Before Care - Elementary	\$100.00	7:00 am – 8:10 am
Before Care - Middle	\$150.00	7:00 a.m. – 8:50 a.m.
After Care	\$240.00	3:00 p.m. – 6:00 p.m.

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**

**** No after care will be offered during in-service/teacher workdays, early release day
Holidays or last day of school. *****

****Broward County Early Release Days: 10/16/20, 01/07/21, 02/18/21, 03/18/21, 04/08/21, 06/09/21
(No aftercare on 6/9/21 the last day of school)**

****Subject to any changes to the Broward County School Calendar****

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 - Elementary \$15.00 per child

Before Care – Middle \$20.00 per child

After Care \$25.00 per child

Before and After Care Monthly Payment Schedule 2020

• Fees for any program are due monthly, no later than the 5th day of the month. Payments received after the 5th day of the month will be assessed a \$25.00 late fee. Late fee must be paid with the full payment. Partial payments will not be accepted. **Initial Any unpaid balance for services rendered may excluded your child(ren) from any school extra-curricular program or activity and be placed on your child(ren)'s school obligation record.**

• Payment for "Daily" Programs must be received on the same day of participation. If payment is received after due date, an additional late fee of \$5.00 per incident will be applied.

• Payments can be made with cash or money order. Money Orders are to be paid to the order of "ISAB".

Checks are not accepted.

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



Imagine School at Broward



Program Information /Policies

- Registration form and registration fee must be turned in before child(ren) can attend Before Care, and/or After Care. Enrollment forms are on the school website: <https://www.imagineschoolatbroward.org> and emailed to roni.prager@imageschools.org.
- 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 workdays. **NO** discounts for days that your child does not attend.
- In the event of termination, parents are responsible to implement a pickup 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 an 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. Initial
- • The school campus closes at 6:00 p.m. Late charges will apply for any pickup after the designated end time of the program(s) in which you are participating. The late fee charge of \$1.00 per child, for every minute after the end time as outlined in the schedule above. Please ensure on time arrangements for pick up are made, three incidents of late pick up may disqualify you from participating in the Aftercare program. Initial After **3 late pickups your child(ren) may be withdrawn from the program.**
- 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 Aftercare group to visit classrooms without written consent from the parent and approved by the Aftercare coordinator



Imagine School at Broward

Payment Agreement for Aftercare "Daily" Program

A DAILY STUDENT IS ONE WHO ATTENDS AFTER CARE ON AN "AS NEEDED BASIS".

Program Name	Fees	Hours
Before Care - Elem	\$15.00	7:00 am – 8:10 am
Before Care – Middle	\$20.00	7:00 am – 8:50 am
After Care	\$25.00	3:00 pm – 6:00 pm

DUE TO EXCESSIVE PAPERWORK FOR ADMINISTRATION THE FOLLOWING PROCEDURE WILL TAKE EFFECT IMMEDIATELY! Payment must be received the day of student(s) attending Aftercare on the daily program. A late fee of \$5.00 will be added to the daily rate for late payment.

Aftercare rules applicable to "Daily" program participants:

- The school campus closes at 6:00 p.m. Late charges will apply for any pickup after the designated end time of the program. A late fee charge of \$1.00 per child, for every minute after 6:00 p.m. Please ensure on-time arrangements for pick up are made, three incidents of late pick-up may disqualify you from participating in the Aftercare program.
- No refunds for registration fee.
- Students are not permitted to leave the Aftercare group to visit classrooms without written consent from the parent and approved by the Aftercare coordinator.

PAYMENT FOR DAILY STUDENTS MUST BE PAID THE DAY THE STUDENT ATTENDS BEFORE CARE, AND/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 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: _____

Office Use Only
Paid: \$
Invoice: \$
Misc: