Imagine School at Broward

Before & Aftercare Enrollment Packet 2026-2027

Aftercare Director & Billing: Hester van Rooyen
Contact information: 954-801-7797
hester.vanrooyen@imagineschoolatbroward.org

Imagine School at Broward

Dear Parents,

The program director and staff would like to welcome you and your child to the Before & Aftercare Program at Imagine School at Broward. We are pleased you are joining us. Our program is committed to a safe and exciting environment 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 Aftercare 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 8:00 a.m. for Elementary, Before Care 7:00 a.m. to 8:55 a.m. for Middle School and After Care program operates from 3:00 p.m. – 5:55 p.m., during regular school days. ***Late fees of $1.00 per minute per child will apply for late pickups. 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 6 p.m. 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 days, holidays or last day of school. **Please contact the aftercare Director Hester van Rooyen if you have an emergency and going to pick up late 954-801-7797**

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 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:

Aftercare will **NOT** be dismissing before 4:00 p.m. due to the carlines. If they need to be picked up sooner than 4 p.m. (Early pick up is before 2:30 p.m. for Elementary and 3:15 p.m. for Middle) then they need to go to their designated carline time for dismissal with car line sign. 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 Aftercare schedule. Children will need to be signed out using the book or computer system. Any change in the 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 the school protocol as well as email hester.vanrooyen@imagineschoolatbroward.org of the change. If your child is having a friend go home with them that doesn't normally go to after care, there will be 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:

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, aggressive behavior and/or violation of regulations.

First warning: Verbal warning to the parent and the child

Second warning: 2-day suspension from Aftercare

Third warning: Automatic dismissal from Aftercare and before care program.

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 as soon as possible as space is limited and on first come basis.

Sincerely,

Imagine Broward

Imagine School at Broward

☐ Before Care (7:00 a.m. – 8:05 a.m.) Elementary

☐ Before Care (7:00 a.m. – 8:55 a.m.) Middle Password_____

☐ Aftercare (3:00 p.m.- 5:55 p.m.) Allergy _____

☐ Sibling Care Holding Room / Middle school Study Hall

Elem/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: _____

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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 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 Aftercare. 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

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Early Drop Off/Late Pick-Up Policy Agreement

For your convenience, our program is available from 7:00 a.m. (Before Care) to 5:55 p.m. (Aftercare) 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 per minute, per child, will be assessed for every minute late, after 5:55 p.m. from after care for the first three late charges. After three late pickups/early drop offs the student will be dismissed from the before / aftercare program.

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 (5:55 p.m.) **MAY** result in notification of local law enforcement and/or termination from the aftercare program.

If you are going to be late, contact Hester van Rooyen 954-801-7797 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 5:55 p.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 _____

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Before & Aftercare Parent/Guardian Contract

I understand the policies and procedures that have been outlined in the Before Care /Aftercare 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 hereby acknowledge that I have completed this form to the best of my knowledge. I have also discussed the rules of the Program with my child(ren). I understand that my child will be expected to behave in accordance with the Code of Student Conduct for Imagine School at Broward and will follow the Rules of Before and After Care School programs. ____ **Initial**

I must walk my child(ren) into the building and physically sign-in/clock in or out of Before and/or After Care. ____ **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 and any outstanding balance may prohibit my child from attending non-educational field trips and any extracurricular activities. I understand that payment for Before and Aftercare School programs will be made monthly by the 5th day of each month of participation. Payments received after the 5th day of the month will be assessed a $25.00 late fee. **Any declined ACH or Credit Card payment will result in an NSF fee of $35.00. 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.** ____ **Initial**

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. ____ **Initial**

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 Aftercare they are to remain with that designated program until they have been picked up by the appropriate adult. ____ **Initial**

All persons picking up a child or children from the Aftercare program has to be over the age of 18 years old ____ **Initial**

The school campus closes at 5:55 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 per child, is 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 After-Care program. ____ **Initial** **After 3 late pickups your child(ren) may be withdrawn from the program.**

Parent/Guardian Signature: _____Date _____

Student's Name _____

Student's Name _____

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Before and After Care Monthly Fees 2026-2027

Based on the 10-month school cycle

Program Name	Fee	Hours
Before Care - Elementary	$125.00	7:00 a.m. – 8:00 a.m.
Before Care – Middle	$180.00	7:00 a.m. – 8:55 a.m.
Aftercare	$299.00	3:00 p.m. – 5:55 p.m.

Sibling Care Holding Room / Study hall	Fee	Hours
Middle School Sibling Elementary Sibling	$90.00 for family	8:05 a.m. – 8:55 a.m. 3:00 p.m. – 3:45 p.m.
(only open to families who have students in both Elementary and Middle School)		

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: MasterCard, or Visa ONLY – NO AMEX AND NO DISCOVER

No PERSONAL CHECKS

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

***Rates are not prorated for partial month**

*After 5:55 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 from the program****

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

****Broward County Early Release Days: 10/9, 12/18, 2/12, 3/18, 4/30 , 5/28****

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

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

Occasional before /after care is for rare instances every now and then, it **CANNOT** be a weekly or monthly occurrence – that will be considered regular before/after care and will be billed accordingly.

Before Care drop-in - Elementary $15.00 per child

Before Care drop-in– Middle $20.00 per child

Aftercare drop-in (emergencies ONLY) $25.00 per child

- 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.

Payments can be made on www.myprocare.com or with master / visa card or money order. Money Orders are to be paid to the order of "ISAB".

All automatic payments are billed the first day of each month.

Automated Payment Processing

Procare SOLUTIONS

Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) IMAGINE SCHOOL AT BROWARD to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

CHILD NO 1 NAME AND LAST NAME: _____

CHILD NO 2 NAME AND LAST NAME: _____

CHILD NO 3 NAME AND LAST NAME: _____

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____ CVV _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____

FOR OFFICIAL USE ONLY

Date Received

Employee Signature

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