



IMAGINE SCHOOL AT TOWN CENTER Extended~Care Program Registration 2018-2019

Your \$40 registration fee (per family per year) must accompany this form.

Student's name(s) _____

Grade(s) _____ Date(s) of Birth _____ Teacher(s) _____

Please check one: Morning~Care Only _____ After~Care Only _____ Morning & After~Care _____

Please check here if your child will be on an "as needed" basis: _____

Address _____

Email Address _____ Home Phone _____

Parent/Guardian's Name _____ Cell Phone _____

Place of Business _____ Phone _____

Parent/Guardian's Name _____ Cell Phone _____

Place of Business _____ Phone _____

Person other than a Parent/Guardian who may check student out of school or who we will call for student in case parent cannot be reached (ONLY Parent/Guardian and these individuals may check out of school).

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Custody issues: It is the Parents' responsibility to notify the school and direct care takers of any special custody arrangements and any changes to the information contained on this form.

Please check if custody information is on file at school. _____

I hereby consent for my child to participate in the Extended Day Program and agree to release and discharge the Imagine School at Town Center, it's officers, agents, and employees, exercising reasonable care within their scope of employment, from all liability claims, damages, suits, judgments, and settlements involving personal injury and property damage resulting from or arising in connection with Extended Day Program.

Parent/Guardian (print) _____

Parent/Guardian Signature _____ Date _____



ENROLLMENT INFORMATION CONTINUED

Does your child(ren) have any allergies, medical conditions, or take prescription medications that we should be aware of (please explain): _____

___ I do ___ I do NOT consent to my child(ren) having his/her picture and/or video taken during Extended-Care activities (per school enrollment packet containing further information).

Please read the next few pages containing important information, return to this page to sign acknowledgement and keep the following pages at home for your records.

I have read, understand and agree to the terms and conditions of the **Extended-Care Program at ISTC Fee Schedule** and agree to pay all fees associated with the program.

Print Parent/Guardian Name

Date

Sign Parent/Guardian Name

Date

_____ My \$40 registration fee is included with this registration form. I understand that both the fee and the form must be received for my child to be registered with the Extended Care Program.

I have read, understand and agree to the terms and conditions of the **Extended-Care Program at ISTC Discipline Procedure** and agree to talk to my child(ren) with regards to the policies set forth and what is expected.

Print Parent/Guardian Name

Date

Sign Parent/Guardian Name

Date

Sign/Print Student Name

Date

ATTENTION: ISTC MUST be notified within 30 days of any disputed charges. Any charges undisputed within 30 days of the invoice date will stand and be due upon receipt.



Extended~Care Fees & Schedule 2018-2019

Registration Fee~ \$40 (per family/per school year).

Morning~Care~ This service begins at 6:30 and ends at 7:55. (Breakfast is served from 7:55-8:25)

After~Care~ Our After~Care program offers a flexible, friendly and fun environment after school. Our structured and supportive program allows time for both school activities and play. This service ends promptly at 6:00pm.

Dismissal~ 3:00-3:30: N/A (please use car rider line), 3:30-6:00 Café (enter through door by front office)

Typical Schedule (subject to change):

Groups A, B (3rd-8th):

3:00-3:40 Group Activity

3:45-4:00 Snack Time

4:00-4:45 Voluntary Homework Time

4:00-5:15 Outside/Open Choice- designated areas

5:15-6:00 Inside Open Choice/Games

Groups C, D & E (K-2nd)

3:10-3:35 Snack Time

3:35-4:00 Group Activity

4:00-5:15 Outside/ Open Choice

5:15-6:00 Inside Open Choice/ Games

FRIDAYS~ FUN FRIDAY!! (Share day- ok to bring toys from home at parent's discretion)

PLEASE NOTE: It is very important that your child is signed out & the time is written upon dismissal from After-Care. Please make sure anyone picking your child up is aware of this procedure. Thank you!

FEE SCHEDULE- For the security of our students and staff, we will accept checks, money orders or debit/credit through PayPal. **NO CASH PAYMENTS WILL BE ACCEPTED!**

Morning-Care ONLY \$25.00 weekly* **After-Care ONLY** \$45.00 weekly*

Morning-Care AND After-Care \$55.00 weekly*

*Siblings~ The following discounts will apply for full time attendance in the Extended-Care Program per week: 2nd child will receive a \$5 discount per week. 3rd child will receive a \$10 discount per week.

Part Time Enrollment*: Once enrolled in our program (\$40 registration fee has been paid), the fee is \$12 per child per day for After-Care if in attendance 1 or 2 days during a single week, and \$7 per child per day for Morning-Care if in attendance 1 or 2 mornings during a single week. **Attending 3 or more days during a single week is considered full-time and the week's tuition must be paid.**

*Siblings~ The following discounts will apply for part time attendance in the Extended-Care Program per day: 2nd child will receive a \$2 discount per day. 3rd child will receive a \$4 discount per day.

LATE PAYMENT FEES & INFO: Payments are due on Mondays for that week. If payments are not received by Tuesday of that same week by 6pm, a late fee of \$25 will be added to your account. A \$25 late fee will be added to your account each week the payment has not been made. Any child attending one week without payment of fees will NOT be admitted into the program until the delinquent account is paid in full. Failure to pay may result in losing your spot in our Extended-Care Program for the remainder of the school year. Having a balance may result in your child not receiving their progress reports and/or report cards. Balances exceeding \$200 will result in the termination of your student's enrollment here at Imagine School @ Town Center.

ATTENTION: ISTC MUST be notified within 30 days of any disputed charges. Any charges undisputed within 30 days of the invoice date will stand and be due upon receipt.

*****PLEASE MAKE SURE YOUR CHILD'S NAME IS ON ALL PAYMENTS... CHECK, MONEY ORDER OR PAYPAL*****



EXTENDED DAY PROGRAM ADDITIONAL FEES

LATE PICK UP FEE: An \$8 late fee will be added per child for the first 15 minutes. A \$10 fee will be added per child for each additional 15 minutes.

SIGN IN FEE: A \$10 fee will be added for any registered child who is dropped off and not signed into Morning Care by the parent or person dropping them off.

RETURNED CHECK FEE: \$15. If a second offense occurs, checks will no longer be accepted and fees must be paid by money order or through PayPal. NO EXCEPTIONS.

NONPAYMENT: Any child attending one week without payment of fees will NOT be admitted into the program until the delinquent account is paid in full.

Per Code of Conduct: Failure to comply with this responsibility will result in monetary penalties as well as your child's report card and school records being withheld by ISTC and/or your account sent to a collection agency.

Non-Enrolled Students:

If your child is NOT enrolled in our Extended-Care program and is brought to school prior to 8:00 am, they will be signed into our Morning-Care program and a fee of \$15 per child will be due at the time of drop-off. If your child is signed into our After-Care program for ANY reason (you are late picking them up, they come back on the bus, they are here after tutoring or any extra curricular activities... etc.) a fee of \$25 per child will be due at time of pick up. Payments are expected the day services are rendered. IF payment is not received by the end of the following school day a \$25 late fee will be applied. Failure to pay these fees may result in your child's report cards and/or school records to be withheld by Imagine School at Town Center.

ATTENTION: ISTC MUST be notified within 30 days of any disputed charges. Any charges undisputed within 30 days of the invoice date will stand and be due upon receipt.

Additional Information

PAY MONTHLY, SAVE MONEY! By paying for the month you will receive the following discount. Discounts are per month/per family. Please see the attached *Monthly Payment Discount Schedule* for dates due and fees.

Morning-Care ONLY = \$10 discount/month; **After-Care ONLY** = \$20 discount/month; **Morning & After Care** = \$25 discount/month

Monthly payments are due on the Monday prior to the 1st of the month to receive monthly discount (or on the 1st if it falls on a Monday). Please know the \$5 weekly sibling discount still applies as well.

Day Camps: We will be offering Day Camps during school vacations and holiday breaks. This information is sent via email as it approaches. If you would like a printed copy of this information or would like to be added to the Extended Care email list please let us know by emailing Aimee Wilson at aimee.wilson@imageschools.org.

How to reach us: Once the front office closes at 4:30 pm After-Care may be reached by calling **386-931-8888**. Please store this number in your cell phone...you never know when you might need it. **Please use the main number (386-586-0100) between the hours of 8:30 & 4:30.**



IMAGINE SCHOOL AT TOWN CENTER

775 Town Center Blvd., Palm Coast, FL 32164

Phone: 386-586-0100, Fax: 386-586-278

Extended Care Program Discipline Procedures

Each student is expected to follow the same rules as they do during normal school hours. Students who are not following directions, are being disruptive or mistreat other students will be given a citation/referral. Their consequences will be determined by their actions, and frequency of misbehaviors.

Every student deserves to have a safe and positive environment. They should be able to come into Extended Care and have fun without worrying about another student bothering them. It is our duty to make sure your child feels safe.

We talk to the children often about following the Golden Rule in treating others the way they would like to be treated. We really have only ONE rule... DO THE RIGHT THING!

We encourage you to talk to your children about bullying and the negative effects it has on other students. In addition, if they are being bullied or picked on, PLEASE encourage them to talk to me or any other counselor that may be available to help.

Thank you for your support in our endeavor to make this a positive and safe environment for your child.

Sincerely,

Aimee Wilson

Extended-Care Director

Imagine School @ Town Center

386-586-0100

aimee.wilson@imagineschools.org



IMAGINE SCHOOL AT TOWN CENTER

775 Town Center Blvd., Palm Coast, FL 32164

Phone: 386-586-0100 Fax: 386-586-2784

Extended~Care Monthly Discount Payment Schedule 2018-2019 School Year

Below is the *Monthly Discount Payment Schedule* for those of you who wish to take advantage of the monthly discount. Payments are due no later than the *Payment Due* date shown (no exceptions). Discounts do not apply during the months of August and June.

Families using Morning~Care only will receive a \$10 discount per month per family. Families using After~Care only will receive a \$20 discount per month per family. Families using Morning & After~Care will receive a \$25 discount per month per family.

PLEASE NOTE: Day Camps are offered when there is no school (excluding Holidays) and are not included in the fees below. Day Camps are separate from the Extended-Care Program.

Month	Payment Due	Dates Covered	Morning~Care Only due	After~Care Only Due	Morning & After ~Care Due
August- no discount	weekly	weekly	\$25/wk (sib. disc)	\$45/wk (sib. disc)	\$55/wk (sib. disc)
September	9/4/18	9/4-9/28 (4 wks)	\$90/1 child \$170/2 children \$230/3 children	\$160/1 child \$320/2 children \$460/3 children	\$195/1 child \$395/2 children \$575/3 children
October	10/1/18	10/1-11/2 (5 wks)	\$115/1 child \$215/2 children \$290/3 children	\$205/1 child \$405/2 children \$580/3 children	\$250/1 child \$500/2 children \$725/3 children
November	11/5/18	11/5-11/16 + 11/26-11/30 (3 wks total)	\$65/1 child \$125/2 children \$170/3 children	\$115/1 child \$235/2 children \$340/3 children	\$140/1 child \$290/2 children \$425/3 children
December	12/3/18	12/3-12/20 (3wks)	\$65/1 child \$125/2 children \$170/3 children	\$115/1 child \$235/2 children \$340/3 children	\$140/1 child \$290/2 children \$425/3 children
January	1/7/19	1/7-2/1 (4 wks)	\$90/1 child \$170/2 children \$230/3 children	\$160/1 child \$320/2 children \$460/3 children	\$195/1 child \$395/2 children \$575/3 children
February	2/4/19	2/4-3/1 (4 wks)	\$90/1 child \$170/2 children \$230/3 children	\$160/1 child \$320/2 children \$460/3 children	\$195/1 child \$395/2 children \$575/3 children
March	3/4/19	3/4-3/8 + 3/18-3/29 (3 wks total)	\$65/1 child \$125/2 children \$170/3 children	\$115/1 child \$235/2 children \$340/3 children	\$140/1 child \$290/2 children \$425/3 children
April	4/1/19	4/1-4/26 (4 wks)	\$90/1 child \$170/2 children \$230/3 children	\$160/1 child \$320/2 children \$460/3 children	\$195/1 child \$395/2 children \$575/3 children
May	4/29/19	4/29-5/30 (5 wks)	\$115/1 child \$215/2 children \$290/3 children	\$205/1 child \$405/2 children \$580/3 children	\$250/1 child \$500/2 children \$725/3 children



18'-19' Day Camps & Early Release Days

PLEASE NOTE: Day Camps are offered when there is no school (excluding Holidays) and are not included in discounted monthly fees. Day Camps are separate from the Extended-Care Program.

Day Camps will be offered for the following dates. Registration forms will be sent out and expected to be returned with full payment by the due date noted on the form.

October 15th (Monday- Teacher Work Day) –

- \$23 per child (\$5 sibling discount, \$10 3rd child discount)

November 6th (Tuesday- Teacher Professional Development Day) –

- \$23 per child (\$5 sibling discount, \$10 3rd child discount)

Thanksgiving Break- Mon-Wed, November 19th- 23rd

- \$23 per child/per day (\$5 sibling discount, \$10 3rd child discount)

Winter Break/Teacher Work Day- Dec. 21, Dec. 26-28, Dec 31, Jan. 2-4 (Fri, Wed-Fri, Mon, Wed-Fri)*-

- \$23 per child/per day (\$5 sibling discount, \$10 3rd child discount)

*If attending 4 or 5 days~ 1 child= \$90, 2 children= \$175, 3 children= \$255

*If attending all 8 days~ 1 child= \$180, 2 children= \$350, 3 children= \$510

Please note: If your child attends 6, or 7 days (example), you would receive the 5 day rate plus the \$23/per child per day rates for the additional days (with sibling discounts).

January 14th (Monday- Teacher Professional Development Day) –

- \$23 per child (\$5 sibling discount, \$10 3rd child discount)

Spring Break - March 11th - March 15th (Mon-Fri)-

- \$23 per child(\$5 sibling discount, \$10 3rd child discount)

*If attending 4-5 days~ 1 child= \$90, 2 children= \$175, 3 children= \$255

March 22nd (Friday- Teacher Work Day) –

- \$23 per child (\$5 sibling discount)

April 19th (Friday- Teacher Professional Development Day) –

- \$23 per child (\$5 sibling discount)

May 29th & 30th (Wednesday & Thursday- Early Release Days) –

- Full Time Registered Extended-Care children~ No extra charge & included in Monthly Discounted Payments
- P/T Registered Extended-Care children~ \$15 per child/per day
- Non-Registered children~ \$30 per child/per day