



IMAGINE SCHOOL AT TOWN CENTER

Extended~Care Program Registration 2022-2023

Your \$45 registration fee (per family per year) must accompany this form.

Please fill out a separate form for each child.

Student's name _____

Grade _____ Date of Birth _____ Teacher _____

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 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 having his/her picture and/or video taken during Extended-Care activities (per school enrollment packet containing further information). These photos may be published on our private Extended Care Facebook page.

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 \$45 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. Your registration fee invoice is confirmation of your registration. If you do not receive an invoice for the registration fee your child is NOT considered registered.

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 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.



~Please keep the remaining pages for your reference! ~

Extended~Care Fees & Schedule 2022-2023

Our Extended~Care program offers a flexible, friendly and fun environment before & after school, allowing time for the children to continue learning through activities and play.

Registration Fee~ \$45 (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~ 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):

3:10-3:30 Snack Time

3:40-4:00 Group Activity

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- Payments are due the week services are rendered. We will accept checks, money orders or debit/credit through the SQUARE. The SQUARE is available to take payments on campus during Extended Care hours. You will be unable to make payments through the SQUARE during school hours. Any payments made over the phone will incur a \$4 processing fee.

Morning-Care ONLY \$30.00 weekly* **After-Care ONLY** \$50.00 weekly*

Morning-Care AND After-Care \$60.00 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 (\$45 registration fee has been paid), the fee is \$14 per child per day for After-Care if in attendance 1 or 2 days during a single week, and \$9 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.

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. A \$25 late fee will be added to your account each week the payment has not been made. Failure to pay may result in losing your spot in our Extended-Care Program for the remainder of the school year and possible future services to include Summer Camp and Day Camps offered throughout the school year.

IMPORTANT: Failure to comply with this responsibility will result in monetary penalties as well as loss of services, to include future services of the Extended Care, Day Camp and Summer Camp Programs. If your family receives 3 loss of services notices pending payment, your child will become ineligible to attend future Extended Care, Day Camp and Summer Camp Programs.

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

ATTENTION: ISTE 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 DAY PROGRAM ADDITIONAL FEE INFORMATION

LATE PICK UP FEE: An \$10 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.

MORNING CARE 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. NO EXCEPTIONS.

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 due dates and fees. Sibling discounts are also applied. **Morning-Care ONLY** = \$12 discount/month; **After-Care ONLY** = \$22 discount/month; **Morning & After Care** = \$27 discount/month

Non-Registered Students:

If your child is NOT registered in our Extended-Care program and is brought to school prior to 7:55 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 extracurricular 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

Photo ID: Please have your photo ID available at time of pick up and advise any other person on your form to do so as well when picking up your child. If one of our staff members doesn't recognize the person picking up, they will ask for a photo ID and will not be able to release the child without one. Thank you for your understanding of this important matter regarding the safety of your child(ren).

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@imagineschools.org .

How to reach us: Once the front office closes at 4:00 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 & 4:00.**



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/Summer Camp 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 2022-2023 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 month of August.

Families using Morning~Care only will receive a \$12 discount per month per family. Families using After~Care only will receive a \$22 discount per month per family. Families using Morning & After~Care will receive a \$27 discount per month per family. Discounts are already applied to the totals below.

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	\$30/wk (sib. disc)	\$50/wk (sib. disc)	\$60/wk (sib. disc)
September	9/5/22	9/5-9/30 (4 wks)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
October	10/3/22	10/3-10/28 (4 wks)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
November	10/31/22	10/31-11/18 + 11/28-12/2 (4 wks total)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
December	12/5/22	12/5-12/22 (3wks)	\$78/1 child \$153/2 children \$213/3 children	\$128/1 child \$263/2 children \$383/3 children	\$153/1 child \$318/2 children \$468/3 children
January	1/9/23	1/9-1/27 (3 wks)	\$78/1 child \$153/2 children \$213/3 children	\$128/1 child \$263/2 children \$383/3 children	\$153/1 child \$318/2 children \$468/3 children
February	1/30/23	1/30-2/24 (4 wks)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
March	2/27/23	2/27-3/17 + 3/27-3/31 (4 wks total)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
April	4/3/23	4/3-4/28 (4 wks)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children
May	5/2/23	5/2-5/26 (4 wks)	\$108/1 child \$208/2 children \$288/3 children	\$178/1 child \$358/2 children \$518/3 children	\$213/1 child \$433/2 children \$633/3 children



22'-23' Day Camps & Early Release Days

(subject to change)

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

NOTE: 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. We will not accept registrations after the due date. Please know that we must meet our minimum number of students registered in order to hold camp on any given Day Camp day. If we are unable to hold Camp we will notify you promptly.

August 23rd (Tuesday- Professional Learning Day)~

- \$25 per child per day (\$5 sibling discount)

October 17th (Monday- Teacher Work Day)~

- \$25 per child per day (\$5 sibling discounts)

November 8th (Tuesday- Professional Learning Day)~

- \$25 per child per day (\$5 sibling discounts)

November 11th (Friday- Veteran's Day)

- \$25 per child per day (\$5 sibling discount)~

Thanksgiving Break- Mon-Wed, November 21st – 23rd

- \$25 per child per day (\$5 sibling discounts))

Winter Break/Teacher Work Day - Dec 26th – Jan 6th (Mon-Fri, Mon-Fri)*~

- \$25 per child per day (\$5 sibling discount)

*If attending 4 or 5 days~ 1 child= \$100, 2 children= \$195, 3 children= \$285

*If attending all 10 days~ 1 child= \$200, 2 children= \$390, 3 children= \$570

Please note (example): If your child attends 8 days, you would receive the 5 day rate plus the \$25/per child per day rates for each additional day (with \$5 sibling discount).

January 16 (Monday- Martin Luther King Jr. Day)~

- \$25 per child per day (\$5 sibling discounts)

Teacher Work Day/Spring Break – March 17th (Fri) & March 20th -24th (Mon-Fri)*~

- \$25 per child per day (\$5 sibling discounts))

*If attending 4 or 5 days~ 1 child= \$100, 2 children= \$195, 3 children= \$285

Note: If attending all 6 days, the 6th day will be an additional \$25 per child (\$5 sibling discount)