

Parents:

If you would like to enroll your child in the Brevard After School Program please complete the enrollment forms and return them with a check or money order for the registration fee and the first week's tuition, the signed discipline policy form, any outstanding balance you may have, and a recent photo for each child. We must receive all of these items before your child begins the program. If your child was previously enrolled in the program you will still need to complete these forms as new registration forms are to be completed each school year.

You will need to complete page 1 and 2 for each child that you are enrolling and page 3 and 4 can be used for multiple children in the family.

If you have any questions or concerns please feel free to contact Robin Hutchison, the childcare coordinator, at 454-1065.



2016-2017 Enrollment Checklist for Parents

In order for your child(ren) to be registered for the new school year, you will need to turn in the following:

One item for each family:

_____ A signed "Discipline Policy" form.

_____ Any outstanding balance due to Brevard Public Schools Child Care must be paid in full.

_____ Registration fee of \$25 for the first child and \$15 for each additional child*

_____ First Week's Tuition*

***These amounts must be paid the week before the child begins in the after school program.**

One item for each child:

_____ A completed 2016-2017 enrollment form. You will need to have a separate page 1 and 2 for each child in your family. *Page 3-4 are forms that can be used for multiple children in a family as long as the pickup is the same.*

_____ **Recent picture** of each child for your 2016-2017 enrollment form. This is for safety/emergency reasons.

Parent must provide a picture of child before enrollment is considered complete.

Attach picture of child here



Enrollment Form 2016-2017

SACC USE ONLY

Acct # P1-A _____

PLEASE COMPLETE ALL INFORMATION

The front and back of this form must be completed for each child in the family.

The last two pages (Parent/Legal Guardian Information and Contact and Departure Information) may be completed once if the information is the same for every child in the family.

Child's Last Name:	Child's MI:	Child's First Name:
Child's Birth Date:		Child's Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
What day and date will the child begin attending the program?		
<u>Emergency Departure Information</u>	Children do not need to know the emergency code word. This word will only be used in emergencies that prohibit you from providing written changes to departure information. Emergencies that prohibit you from providing written changes may be accepted if <u>both</u> of the following criteria are met:	
Emergency Code Word:	<ol style="list-style-type: none"> 1. We are able to contact you at a telephone number listed on this form. 2. You identify the emergency code word indicated. 	
Child's Daytime Teacher:		Child's Grade Level:
Child's Street Address:		Apt No:
City:		Zip Code:

Continue to Page 2

Please print child's name:

Child's Program Enrollment Information:

IMPORTANT: Carefully select the type of program for your child's enrollment. You are selecting the program your child will attend. The assigned rate for the program selected will be billed to your account **every week whether your child is present or absent.**

Parent: Please Initial Here

During the school year you may change your child's enrolled program **one time** without being charged an additional registration fee. If you choose to change your child's enrolled program you must complete and submit a **Program Change Form before your child's attendance in their new program.** **Additional registration fees will be charged** to your account for all further changes during the school year.

Parent: Please Initial Here

- AM ONLY** Program (\$29.00/Wk)
- PM ONLY** Program (\$51.00/Wk)
- AM/PM** Program (\$55.00/Wk)

IMPORTANT INFORMATION ABOUT WEEKLY TUITION: The full weekly rate will be billed every week to every child who is registered for a weekly program. Tuition will not be adjusted or credited for absences/nonattendance. Each child is entitled to two flex weeks for no service/no cost during the school year. A Flex Week Form must be submitted by the parent to have a weekly tuition credited to the account for no service.

- DAILY DROP-IN** (\$25.00 on school days / \$40.00 on non-school days)
- IMPORTANT INFORMATION ABOUT DROP IN TUITION:** Daily Drop In fees are available for families who may need occasional use of services. Daily drop in fees will be charged EVERY TIME your child attends. One daily drop in/week = \$25.00; five daily drop ins/week = \$125.00. Non-school days are charged at \$40.00/day.

Child's Health Information:

Food Allergies:	Medical Allergies:	Other Allergies:
Special health/medical conditions/disabilities that the child care staff should be aware of:		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Describe any medical condition:		Describe any disability:
Is there any other information about your child that the child care staff should be aware of?		

Emergency, Medical Release, Authorization, and Financial Responsibility:

- 1) If emergency medical care is deemed necessary and I cannot be contacted, I authorize the child care staff to act on my behalf in granting permission for my child to receive emergency treatment.
- 2) I am a custodial parent of this child.
- 3) I have selected a program enrollment for my child and I have read and understand the Program Enrollment Information above that effects the fees charged to my account. I am financially responsible for the payments of all child care services. **Payments for weekly tuition are due by 6:00PM on the day BEFORE the service week (typically Friday). Payments for daily tuition are due PRIOR TO OR UPON sign out of my child(ren) each day. A Late Payment Fee of \$10.00 will be assessed to all accounts that have any balance due. Continued late payments may result in discontinuation of services.**
- 4) Paper reduction information: It is the parent's responsibility to make timely payments based on the child's attended program. Statements will **ONLY** be provided when an account has not been paid and/or has incurred a late fee. Parents may request a statement, receipt or annual record for tax information by completing a Request for Account Information Form.
- 5) I have read and understand all policies and procedures stated on this enrollment form. In addition I understand that I am responsible for the payment of all child care services **and** any changes/updates to the information on this form.

Signature

Date

Family Information Page

Please print child(ren) name(s): _____

Parent/Legal Guardian Information

Complete one form per family if the information is the same for each child.

If a parent is a BPS employee, the employee **MUST** be listed as the Primary Account Holder

Is a parent a BPS Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	BPS Employee ID #:
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Primary Account Holder: Parent/Legal Guardian

Last Name:	MI:	First Name:
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Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to Child(ren)
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Same address as child?
 Yes No If no, complete address information below

Street Address:	Apt No:
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City:	Zip Code:
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Work Phone: (xxx) xxx-xxxx	Ext.	Home Phone: (xxx) xxx-xxxx
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Cell Phone: (xxx) xxx-xxxx	Which number should be used first in an emergency? <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
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Contact Email Address: _____

Employer Name: _____

Secondary Account Holder: Parent/Legal Guardian (This person is also authorized to pay on the account)

Last Name:	MI:	First Name:
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Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to Child(ren):
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Same address as child?
 Yes No If no, complete address information below

Street Address:	Apt No:
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City:	Zip Code:
-------	-----------

Work Phone: (xxx) xxx-xxxx	Ext.	Home Phone: (xxx) xxx-xxxx
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Cell Phone: (xxx) xxx-xxxx	Which number should be used first in an emergency? <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
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Contact Email Address: _____

Employer Name: _____

Brevard After School

Contact and Departure Information

2016-2017

Complete only ONE FORM PER FAMILY if the authorized list below applies to every child listed

First and last name of child(ren) authorized to be released to the individuals below:

Departure/pick-up notes:

People on this list may be notified in case of illness or accident and are authorized to pick up the child(ren) listed above. Any changes to the information on this list must be received in writing from either the primary or the secondary account holder. Your child will not be released to anyone not on this list. Valid photo ID is required.

Primary/secondary account holder name(s) already included on the Enrollment Form (Page 3):	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship	Telephone Contacts (xxx) xxx-xxxx			Person's Initials	Person's Signature - Please use the full signature that will be used to sign the child out.
			Home	Work	Cell		
Please list all other persons authorized for pick-up: (Person must be at least 18 years old)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship	Telephone Contacts (xxx) xxx-xxxx			Person's Initials	Person's Signature - Please use the full signature that will be used to sign the child out.
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Home	Work	Cell		

Contact, Authorization, and Departure Information:

- I am a custodial parent of the child(ren) listed above and the information provided on this form is correct. I understand that I am responsible for maintaining current contact and telephone information including any changes to this list.
- I am responsible for payment of all charges as a result of late pick-ups. A Late Pick-up Fee is assessed to each account beginning one (1) minute beyond the center's closing time. The fee is \$10.00 for each 15 minutes (or portion of 15 minutes) beyond closing. Assessments will be based on the center's clock. I understand that a Late Pick-up Fee will be charged to my account for all pickups after site closing time.
NOTE: Continued late pick-ups may result in discontinuation of services.
- I understand children MUST be signed in upon arrival and signed out upon departure by an authorized contact.
- I understand a valid photo ID will be requested for any person not known by staff. A valid ID is a current state, government, or employer issued photo ID that includes the issuer's name and the authorized person's first and last name.
- I have read and accept the Emergency Departure Information on Page 1 of the Enrollment Form.

Signature

Date

Brevard After School Fee Schedule 2016-2017

Registration Fees		
<p>Registration: Parents register their child(ren) and select the program type that will be assigned (Weekly by type or Daily). One program change is permitted during the school year. Additional changes will incur an additional registration fee as shown below. A Program Change Form shall be completed and submitted prior to the child's attendance in a new program.</p>		
	First Child/Family	Additional Children/Family
Annual Registration	\$25.00	\$15.00
First Registration Change w/Continuous enrollment	\$0.00	\$0.00
Second Registration Change w/Continuous enrollment	\$25.00	\$15.00
Third or greater Registration Change w/Continuous enrollment	\$50.00	\$30.00
All Registration Changes w/any break in services (withdrawal or non-attendance at no charge and re-registration)	\$50.00	\$30.00
Weekly Tuition Fees		
<p>Weekly Tuition: The full weekly fee will be billed every week to every child who is registered for a weekly program. Tuition will not be adjusted or credited for absences/nonattendance. Each child is entitled to two flex weeks for no service/no cost during the school year. A Flex Week Form must be submitted by the parent to have a weekly tuition credited to the account for no service.</p> <p>Late Payment Fees: Weekly tuition <i>is due in advance of each week's service</i>. Weekly tuition in full and all outstanding fees must be received by 6:00pm on the day BEFORE the service week to avoid assessment of late payment fee. (\$10.00)</p>		
Weekly Tuition : 1 Child/Family		
AM Only		\$29.00
PM Only		\$51.00
AM/PM		\$55.00
Weekly Tuition : 2 Children/Family (Fees listed include 10% sibling discounts)		
AM Only		\$55.10
PM Only		\$96.90
AM/PM		\$104.50
Weekly Tuition : 3 Children/Family (Fees listed include 10% sibling discounts)		
AM Only		\$81.20
PM Only		\$142.80
AM/PM		\$154.00
Weekly Tuition : 4 Children/Family (Fees listed include 10% sibling discounts)		
AM Only		\$107.30
PM Only		\$188.70
AM/PM		\$203.50
Daily Drop In Tuition Fees		
<p>Daily Drop Tuition: Daily Drop In fees are available for families who may need occasional use of services.</p> <p>Late Payment Fees: Daily Drop In tuition <i>is due in advance of each day's service</i>. Daily Drop In tuition in full and all outstanding fees must be received ON OR BEFORE the child is signed out each day to avoid assessment of late payment fee. (\$10.00)</p>		
Daily Drop In Fees on SCHOOL DAYS		
Daily Drop In : 1 Child/Family		\$25.00
Daily Drop In : 2 Children/Family		\$47.50
Daily Drop In : 3 Children/Family		\$70.00
Daily Drop In : 4 Children/Family		\$92.50
Daily Drop In Fees on NON-SCHOOL DAYS		
Daily Drop In : 1 Child/Family		\$40.00
Daily Drop In : 2 Children/Family		\$76.00
Daily Drop In : 3 Children/Family		\$112.00
Daily Drop In : 4 Children/Family		\$148.00



Lewis Carroll - Plan of Discipline

Student name(s) _____

Behavior and Discipline policies:

Behavior policy:

Indoor procedures:

1. Walk at all times in the cafeteria.
2. Balls are not to be thrown inside unless they are being used for an activity.
3. Use indoor voices.
4. Directions are followed the first time.
5. Keep your hands and feet to yourself.

Outdoor procedures:

1. Practice good sportsmanship
2. Use the equipment properly according to Brevard After School rules (Playground rules are reviewed with the children monthly)
3. Keep your hands and feet to yourself
4. Directions are followed the first time

All children are asked to follow these basic guidelines

- Always respect others - Be kind in words and actions
- Listen carefully and follow directions
- Respect center and personal property
- Play and work safely
- Help each other when asked to do so
- Food and drink **must stay in the snack area.**

- Children are to remain visible to group leaders at all times (while on the playground and indoors). We cannot keep your child safe if they are hiding (behind buildings outside, under tables, behind doors, etc).

Discipline Policy

Violations of the centers rules are dealt with in the following ways:

1. Re-direct the child/children
2. Have the child take a moment to fill out an age appropriate Think Sheet. Younger children will sometimes be given a time out in place of the Think Sheet.
3. Up to three Think Sheets for three different reasons will result in one Conduct Report. Children receiving two Conduct Reports will be placed on a probation status with the Brevard After School Program. **If a child continuously repeats the same offense a Conduct Report can be written sooner.** A parent/guardian signature is required on both of these forms.
4. Three Conduct Reports within one grading period can result in suspension of child care services. This is at the Site Coordinators recommendation and the Principals discretion.
5. **All behavior situations are unique. Severe or inappropriate behavior can result in more immediate actions being taken. This will be at the sole discretion of the Site Coordinator and/or the Principal.**
6. **Lewis Carroll's Brevard After School Program reserves the right at any time to suspend a child from the program for an indefinite amount of time. Behaviors that may cause an immediate suspension are:**
 - **Intentionally causing bodily harm to another child**
 - **Destroying school property or property belonging to another child**
 - **Theft of school property or property belonging to another child**
 - **Showing extreme disrespect towards the adults in charge and other children in the program.**

I have read and understand the behavior and discipline policies and I have reviewed them with my child/children so they are aware of the policies and procedures.

Parent signature

Date

Brevard After School Fee Schedule 2016-2017

FAQs

When do I pay annual registration fees?

Annual registration fees are due when you register your child(ren) for the first time during each school year and select the type of program your child(ren) will attend. If you paid an annual registration during the school year, you do not pay for another annual registration for summer camp. If you only use services during the summer you will pay annual registration fees when you register each summer for camp. If you paid an annual registration during the summer, you do not pay for another annual registration for the upcoming school year.

Why are there more registration fees listed?

Registration fees apply each time you change and re-select the type of program your child(ren) will attend. The first change during each school year or summer session is not assessed a charge. The second change is billed at the annual registration amount. Three or more changes are billed at a higher rate.

What is continuous enrollment or break in service?

Continuous enrollment means a child continues to be registered in a type of program at all times. There may be a change of program type, e.g.-if a child is registered as an AM/PM through Friday of this week but changes to an AM ONLY beginning Monday of next week.

Break in service means your child stopped attending their registered program without notice or was withdrawn from their registered program. Thanksgiving week, winter break, spring break and summer are not breaks in service.

What if I have to withdraw my child?

If your child is registered in any weekly program, we recommend you complete a Program Change Form and select Daily Drop In. If your child is registered as a Daily Drop In you will not be billed for absences or for any days your child does not attend. This will allow no charges to apply while your child is not attending. If services were needed for an emergency during this time, the program is set up to bill at the daily drop in rate. When your child returns to a regular weekly fee the registration fee may be less expensive since program fee changes w/continuous enrollment does not constitute a break in service.

What type of weekly fees may I select from?

You may select AM ONLY (only before school services at \$29.00/week); PM ONLY (only after school services at \$51.00/week); AM/PM (both before and after school service at \$55.00/week). *Weekly service for spring break and summer is \$90.00.*

What if my child is absent?

The full weekly fee will be billed every week to every child who is registered for a weekly program. Tuition will not be adjusted or credited for absences/nonattendance. Each child is entitled to two flex weeks for no service/no cost within the school year (AND two flex weeks for no service/no cost during the summer if the child is enrolled in the summer program). A Parent Request for Flexible Credit of Unused Weekly Child Care Service "Flex Form" must be completed and submitted either before the week of nonattendance OR on the day the child returns after the week of nonattendance. Partial weeks will not be adjusted or credited. Thanksgiving week, winter break and spring break are exempt.

Why would I choose a daily drop in fee rather than a weekly fee?

You may find it beneficial to use the Daily Drop In fee if you do not expect your child to use regular services. There are no restrictions to the use of the fee. The Daily Drop In fee is \$25.00/day on school days. If you use one day/week your fee is \$25.00, but if you use five days/week your fee is \$125.00. To compare the annual use versus weekly AM/PM care: 36 weeks @ \$55.00 equals \$1,980.00; Annual weekly care at \$1,980.00 divided by \$25.00/day equals 79 days of service per year. If your child will not use more than 79 days during the school year you may want to select the Daily Drop In program.

(Please note: The Daily Drop In fee on non-school days is \$40.00)

Here is a comparison of rates:

<u>AM/PM</u>	<u>PM ONLY</u>	<u>Daily Drop In Fee</u>
\$55.00/week	\$51.00/week	\$25.00/day
X 38 (# school weeks)	x 38 (# school weeks)	
Yearly cost = \$2,090.00	Yearly cost = \$1,938.00	
÷ \$25.00 = 83 days	÷ \$25.00 = 79 days	

When are my payments due?

In order to avoid late payment fees, please pay all fees **IN ADVANCE OF SERVICES!**

Weekly tuition in full and all outstanding fees must be received by 6:00pm on the day before the service week to avoid assessment of a late payment fee (\$10.00).

Daily tuition must be received prior to or upon pick up of children on school days to avoid assessment of a late payment fee. Daily tuition must be received prior to or upon check in of children on non-school days to avoid assessment of a late payment fee. In addition, late payment fees (\$10.00) will be posted each Monday to all accounts that have any outstanding balance.

How can I get a statement of my account?

You may request a customer statement or a tax statement by completing a Parent/Sponsor Request of Financial Information Form. Please allow three business days to process.



Helpful Guidelines for Parents

Contact and Departure Information:

Anyone that is allowed to pick up your child needs to be listed on the registration form and they will need to **sign in the area indicated**. If you are not able to get the signatures of all people listed we will have them sign if they should come in to pick up the child. It is the **parent's responsibility** to keep this form up to date. In case of illness or accident this list will be used to contact someone to pick up the child. **Your child will not be released to anyone not on the list. Valid photo I.D. is required.**

Items From Home:

On Friday's the children will be allowed to bring electronic devices from home to be used. This includes I-Pods, PSP's, Nintendo DS, Tablets, etc. It will be the child's responsibility to keep track of their devices and any games that go with them. We recommend your child's name be placed on their items in some way. **Lewis Carroll's Brevard After School program is not responsible for any misplaced, lost, damaged or stolen items.** In keeping with school policies, **cell phones are prohibited at all times. If your child is asked to put away their cell phone and is caught using it again after the warning the phone will be taken away and given to the parent when they arrive.** If there should be an emergency and your child needs to contact you they will be allowed to use the centers telephone. **Asking to go home with a friend or wanting to know when the parent will pick them up is not considered an emergency.**

Due to privacy issues students are not allowed to take pictures or videos of other students at any time.

Brevard After School employees reserve the right to take away any students items if they are not following the above rules. If this needs to be done the item will be returned to the parent when the child is picked up.

We do not encourage students to bring toys from home. Many times they are misplaced and unable to be found when it is time for the child to go home. We provide a variety of toys and activities each day for all age groups.

Snacks:

We provide one snack each day for the children. Snack time is 2:45 to 3:15. You are welcome to send extra snacks with your child. The snack menu is posted weekly by the front desk. Children will be allowed to eat any extra snacks from home until 5:30 PM. After this time all tables and floor areas are cleaned and swept to prepare for closing. Any child that cannot behave properly in the snack area will be asked to leave that area whether they are finished with their snack or not. Examples of this would be

Health Issues:

If your child does become ill, we will call you to come and pick them up. We typically send children home for the following reasons: fever (100 degrees or higher), vomiting, and bathroom accidents.

Transportation changes:

Please send in a note when your child will not be attending aftercare. We will receive a copy of the note you send to the teacher if it is addressed to Carroll's Kids along with the teacher. If you know the day before that, your child will be changing their transportation then a note can be left on the parent notepad. If your child will be attending any type of afterschool program throughout the school year please send a note in telling which program the child will be at and approximately what time they should be returning to us. If your child would like a snack on those days they will need to stop by the cafeteria and pick one up before they go to their activity.

Statements:

We print statements for parents who owe more than their weekly tuition. If you require a weekly or monthly statement, the request must be made on the **Parent/Sponsor Request of Financial Information form**. You will need to allow 3 business days for the request to be processed. **Please do not assume that if you do not receive a statement you do not owe anything.** Statements are not routinely printed each week for everyone. It is the parent's responsibility to keep track of your weekly charges and when they are due. Accounts are charged on Sunday for the upcoming weeks services. If you would like to pay a month (or more) in advance you are welcome to do so. You will be given a statement when your balance is getting close to zero.