



BRIDGEPREP ACADEMY

A Bilingual Academy for Learning
"Where learning is a journey!"

Before and After School Care Program Guideline

Program: Welcome to BridgePrep Academy Village Green before and/or after school care program. A variety of activities are included in our program, such as homework assistance, indoor and outdoor games, arts and crafts and all other enrichment activities. If we can be of assistance please do not hesitate to stop by the office or call us at 305-253-8775 between the hours of 2:00 P.M. and 6:00 P.M. You may also e-mail Jennifer Liriano at Jliriano@bridgeprepacademy.com

Snacks: Each day a snack will be provided for your child during the after school care program only. Please notify staff of any food allergies upon registration. If your child would like extra snacks from home, you can provide a nutritious snack that suits the needs of your child.

Registration: All sections of the registration form must be completed and signed. Registration Fee is \$20.00 per child. There is no partial payment for partial use of service. **EMERGENCY CONTACT INFORMATION** and **AUTHORIZED PICK-UP** are mandatory. It is extremely important that you immediately notify the before and/or after school care program director if you require any changes on your child's registration form.

Program Hours: Below are the hours of operation at BridgePrep Academy of Village Green. Please note that if child is picked up after 6:00 P.M. there will be a \$10.00 late fee charge per day until 6:30 pm. After 6:30 pm, there will be an additional charge of \$1 per minute. Before and/ or after school care program payments are made between 2:00 P.M. and 6:00 P.M. with the director.

Drop-In Fees

Emergency Drop Ins	
Dismissal – 6pm	\$12.00
1 hour after Dismissal	\$8.00

BridgePrep Academy of Village Green Before and After School Care Program 2016-2017 Monthly Payment Schedule

DUE DATE	2016-2017 Monthly Service Period	Number of Days in Each Service Period	Before School Care \$5 per day	After School Care \$8 per day	Before and After School Care \$12 per day
Upon registration	August 22 - September 30	28	\$140.00	\$224.00	\$336.00
9/20/16	October 3 - October 31	19	\$95.00	\$152.00	\$228.00
10/20/16	November 1 - November 30	17	\$85.00	\$136.00	\$204.00
11/20/16	December 1-December 23	17	\$85.00	\$136.00	\$204.00
12/20/16	January 9 - January 31	15	\$75.00	\$120.00	\$180.00
1/20/17	February 1 - February 28	19	\$95.00	\$152.00	\$228.00
2/21/17	March 1 - March 31	22	\$110.00	\$176.00	\$264.00
3/20/17	April 3 - April 28	15	\$75.00	\$120.00	\$180.00
4/20/17	May 1 - June 8	28	\$140.00	\$224.00	\$336.00

	2016-2017 Monthly Service Period	Number of Days in Each Service Period	ONLY Kindergarten and 1 st grade \$5 per day 2:30-3:30 P.M. NOT on Wednesdays
Upon registration	August 22 - September 30	22	\$105.00
9/20/16	October 3 - October 31	16	\$80.00
10/20/16	November 1 - November 30	13	\$65.00
11/20/16	December 1 - December 23	14	\$70.00
12/20/16	January 9 - January 31	12	\$60.00
1/20/17	February 1 - February 28	15	\$75.00
2/21/17	March 1 - March 31	17	\$85.00
3/20/17	April 3 - April 28	12	\$60.00
4/20/17	May 1 - June 8	22	\$105.00

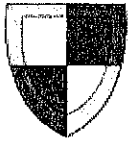
Registration Fee: \$20.00

Checks Made Payable to: BridgePrep Academy of Village Green

All payments are due the 20th of the month prior to service,

a \$10 late fee will be assessed for payments received after the 30th of each month.

A fee of \$30.00 will be assessed for each returned check. After two returned checks, only certified funds will be accepted.



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Please check off all areas of interest.

- Before Care
- After Care
- Both

Child's Name: Last: _____ First: _____ MI: _____ Date of Birth: _____

Address: _____ Apt. #: _____ City: _____ Zip Code: _____

Home Phone: _____ Gender: _____

Parent/Guardian: Name: _____ Name: _____

Relationship to Child: _____ Relationship to Child: _____

Business Phone: _____ Business Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Student Lives with: Father: _____ Mother: _____ Both: _____ Other: _____

EMERGENCY CONTACTS

Persons authorized to pick up my child other than parent or guardians: (Your child will not be released to ANY person without your permission)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

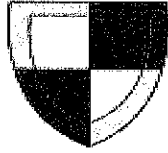
Medical Conditions, concerns, or Allergies: _____

I authorize the aftercare program to use photographs of my child for school or classroom display, learning activities, for special recognition of achievements, school internet and website posts and to send to parents of the students in the program.

Name of Parent: _____ Signature: _____ Date: _____

Checks and Money Orders made payable to: BridgePrep Academy of Village Green

Main Campus(305) 253-8775 Satellite Campus (305) 290-4246



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Tuition Agreement Form 2016-2017

Child's Name: _____ Grade: _____

Campus: _____ Date: _____

Before Care: _____ After Care: _____ Both: _____ 1 Hour: _____ Tuition Rate: as seen on schedule

Enrichment: 1 day _____ 2 days _____ 3 days _____ Tuition Rate: as seen on schedule

Please initial all the statements listed below and sign to confirm acknowledgement of tuition

_____ I understand that my child tuition rate is as seen on schedule.

_____ I understand that Registration and August payments are due upon registration.

_____ I understand that monthly fees are due the 20th day of the month prior to service. Payments received 10 days after the due date are considered late and the accounts will be assessed \$10 late fee.

_____ I understand that the initial registration is \$20 and is due every year.

_____ I understand that if my child stays beyond the agreed pick up time, there is a late pick up fee of \$10 for the first 30 minutes and then \$1.00 for every minute after 6:30 pm. late pick up fee must be paid at time of sign out.

_____ I understand that a late payment fee of \$10.00 will be charged for payments made 10 days after due date

_____ I understand that if the account is 30 days or more past due, my child will not be allowed to participate in the After Care program.

_____ I understand that once my child has "dropped in" 3 times during the school year, I must register my child and pay the registration fee of \$20.

_____ I understand that Bridgeprep Academy does not discount or refund tuition rates for absences, Holidays, or closings due to inclement weather.

_____ I understand that I must sign a Tuition Tracking Log for any change I make in the original registration form for 2016-2017: either change of tuition or withdrawal. If I don't sign this form with changes, the monthly invoice will be for the amount I sign at the beginning of the school year and I am responsible for those payments.

_____ I understand that if my child is going to be withdrawn from the aftercare program, a 2-week notice is required, and the account paid in full by the time of withdrawal.

_____ I understand that tuition and registration fees are non refundable.

_____ I understand that a \$30 fee will be added to my account for any check that is returned by the bank.

_____ I understand that after two returned checks, I will NOT be allowed to pay with checks any more, only cash, cashier's check or money orders will be accepted.

_____ I understand that before and after school care program payments are made between 2:00 pm and 6:00 pm with the director.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Director/Staff Signature	Date