



Before and After School Care Program Guideline

Program: Welcome to BridgePrep Academy of Duval 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 904-342-6466 between the hours of 2:00 P.M. and 6:00 P.M. You may also e-mail Thelma Hevia Hernandez at thernandez@bridgeprepacademy.com.

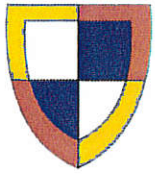
Snacks: Each day a snack will be provided for your child during the after school care program only. Please notify staff of any food allergies upon registration. If your child would like extra snacks from home, you can provide a nutritious snack that suits the needs of your child.

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 Duval. 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 1:30 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

"Where learning is a journey!"

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: _____ Sex: _____

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 (NO CASH)

Bridgeprep Academy of Duval

Enrichment Program

2017-2018 Monthly Payment Schedule

Students who are not enrolled in the aftercare program are encouraged to participate in all enrichment programs. A nominal fee is charged in addition to the enrichment program fee, since the aftercare will be responsible for transporting your child to and from the enrichment. Parents that are picking up students from enrichment must obtain a pass from the aftercare director. Below is the fee schedule due to the after school care program for students participating in any of the enrichment programs.

Checks and Money Orders made payable to: Bridgeprep Academy. (NO CASH)

Monthly Service Period	Days in Each Service Period 1 day a week	Days in Each Service Period 2 days a week	Days in Each Service Period 3 days a week
2017-2018			
September 1 – September 29	4 days \$20	8 days \$40	12 days \$60
October 3 – October 31	4 days \$20	8 days \$40	12 days \$60
November 1 – November 30	5 days \$25	10 days \$50	15 days \$75
December 1 – December 22	3 days \$15	6 days \$30	9 days \$45
January 8 – January 31	4 days \$20	8 days \$40	12 days \$60
February 1 – February 28	4 days \$20	8 days \$40	12 days \$60
March 1 – March 22	3 days \$15	6 days \$30	9 days \$45
April 2 – April 28	4 days \$20	8 days \$40	12 days \$60
May 1 – May 31	5 days \$25	10 days \$50	15 days \$75

Bridgeprep Academy Duval Before and After School Care Program 2017-2018 Monthly Payment Schedule

DUE DATE	2017-2018 Monthly Service Period	Number of Days in Each Service Period	Before School Care \$3 per day	After School Care \$6 per day	Before and After School Care \$8 per day
Upon registration	August 14 – August 31	14	\$42.00	\$84.00	\$112.00
8/21/17	September 1 – September 29	20	\$60.00	\$120.00	\$160.00
9/20/17	October 2 – October 31	21	\$63.00	\$126.00	\$168.00
10/20/17	November 1 – November 30	18	\$54.00	\$108.00	\$144.00
11/17/17	December 1 – December 21	15	\$45.00	\$90.00	\$120.00
12/20/17	January 9 – January 31	16	\$48.00	\$96.00	\$128.00
01/19/18	February 1 -February 28	19	\$57.00	\$114.00	\$152.00
2/20/18	March 1 – March 29	15	\$45.00	\$90.00	\$120.00
3/16/18	April 2 - April 30	20	\$60.00	\$120.00	\$160.00
4/20/18	May 1 – May 31	22	\$66.00	\$132.00	\$176.00

Registration Fee: \$20.00

Checks Made Payable to: Bridgeprep Academy Duval

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

A \$10.00 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.

Tuition Agreement Form 2017-2018

Child's Name: _____ Campus: DUVAL Date: _____ Grade: _____
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 policies.

_____ 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 first day of the month prior to service. Payments received after the due dates are considered late and accounts will be invoiced \$10 late fee if paid after the 10th of each month.

_____ 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 after due date

_____ 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 2017-2018: 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'm responsible for those payments.

_____ I understand that if my child is going to be withdrawn from the aftercare program, a 2-week notice is needed, 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 from the bank.

_____ I understand that after three bounced checks I won't be allowed to pay with checks any more, only cash 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

Note: to be returned to Smart Management