



Before & After Care Registration Form 2009-2010

Please complete the following. No student will be permitted in the Before/After Care Program without registering and paying all registration fees in advance.

Registration Fee - \$25.00 per student

Cash/Money Orders or Checks payable to: North Broward Academy of Excellence.

2009-2010 Program Fees

After Care:	\$160.00
Before Care:	\$ 50.00
Before/After Care:	\$200.00
Daily Before Care:	\$ 5.00
Daily After Care:	\$ 10.00
Daily Before Care NOT registered	\$ 10.00
Daily After Care NOT registered	\$ 15.00

All monthly payments are due as indicated on the attached payment schedule. All daily payments for students dropped off on a daily basis are due on day of service. Late fees will be applied to all unpaid balances.

If your child receives subsidized funds from a local government/organization such as Family Central, please bring in the appropriate paperwork. You must be pre-approved by the school prior to receiving a discounted rate. Parent/Guardian's are responsible for the difference between what Family Central remits and the actual NBAE program fees. Call Mr. Lupton if you have any questions. School Office (954) 718-2211

Child's Full Name: _____

Parent/Guardian's Name: _____

School Fills This Section Out, After Care Director Fills Out -

Cash Amount: \$ _____ Cash Receipt: # _____

Date of enrollment: _____ Family Central Program - Yes or No

Participation: Before School: _____ after School: _____

Date Entered into system: _____ By: _____

Before After Care Registration Information
School Year 2009-2010

Program Participation

Please print clearly!

Student Information

Student Name: Last _____ First _____ Middle _____

Student Address _____

City _____ State _____ Zip Code _____

Grade Level _____ Age _____ DOB _____

Height _____ Weight _____ Sex _____ HairColor _____ Eye Color _____

Family Information – Primary Parent/Guardian

Last Name _____ First Name _____

Home Street Address _____

City _____ State _____ Zip Code _____

Work Name/Address _____

City _____ State _____ Zip Code _____

E-MAIL (required): _____

Telephone #'s: Home # _____

Work # _____ Cell # _____

Secondary Parent/Guardian

Last Name _____ First Name _____

Home Street Address _____

City _____ State _____ Zip Code _____

Work Name/Address _____

City _____ State _____ Zip Code _____

Telephone: Home _____ Work _____ Cell _____

Authorized Pick-Ups

Permission is given for my child to be released from the program to the following individual including the above stated parent/guardian to receive my child at the end of the day. Drivers License or valid photo ID required, students will not be dismissed to any one without proper ID.

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Emergency Contact – Must provide two additional names other than parents. List in order they are to be contacted. **Note: Parents will be contacted first.**

1. Name _____ Relationship to Child _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home _____ Work _____ Cell/Pager _____

2. Name _____ Relationship to Child _____

Address _____

City _____ State _____ Zip Code _____

Telephone: Home _____ Work _____ Cell/Pager _____

Please list any Allergies and/or medical conditions your child may have: _____

I hereby acknowledge that I have completed this form to the best of my knowledge. I also give my child permission to participate fully in the North Broward Academy Before & After School Program. I/We agree to comply with all the rules, regulations and policies as set forth in this packet. In addition I/We agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees, possible termination from program. I/We also understand any past due balances may be submitted to a collection agency and subsequent collection agency fees applied to the open balances.

Parent's Signature _____ **Date** _____

Photographs - Pictures and photos are taken of activities from time to time for the purposes of art activities, North Broward Academy web page, local newspaper or other publications. Any children pictured in these publications will not be identified by name.

I am willing to allow my child to be photographed in the NBAE Before & After School Program:

Yes _____ or No _____

Parent's Signature _____ **Date** _____

Before After Care Reminders

Enrollment Procedures:

All children must be registered in the program before attending. Registration forms need to be completed each year for each child and the \$25.00 registration fee paid for each child. Waiting lists might occur when groups have reached the ratio capacity. As soon as new staff members are in place, parents will be contacted.

Withdrawal Procedures:

If a student is absent for ten days without program notification, the student will be withdrawn and no refund given. Children moving from one school to another during the school year will need to be registered (if space is available in the program) at the new location and pay a new registration fee.

ALL PAYMENTS MUST BE MADE BY THE INDICATED DUE DATE. IF PAYMENT IS NOT PAID BY PAYABLE DATE, CHILD (REN) WILL BE WITHDRAWN FROM THE PROGRAM AND A RE-REGISTRATION FEE WILL NEED TO BE PAID BEFORE RE-ENTERING THE PROGRAM.

Please see signs at PICK UP table for collection dates. A late pick up fee will be charged (\$1.00 PER MINUTE) if child is not picked up by program close. This must be paid before next payment period.

Parent/Guardian Roles and Responsibilities:

Parents or guardians are responsible for:

- Picking up child on time and following payment procedures
- Notifying program if child is going to be absent or plans to withdraw
- Keeping program informed of a change in emergency contact information
- Notifying program of any change in child's health if participation is limited

As adults, we serve as role models for the children in our programs. If you have a concern, please address it in an appropriate and calm matter. You may want to set up a time to discuss your concerns. Should a situation occur within a program or due to inappropriate actions by parents, a child will be asked to leave the program.

Program Concerns:

Each complaint or problem is taken seriously. They should be addressed in an appropriate manner, which maintains positive relationships. Please try to resolve all matters at the site with the program Director, Mr. Michael Lupton; 954-718-2211, mlupton@northbrowardcharter.org.

Please do not leave your purse or valuables in the car when picking up your child. Park in designated areas only.