



# ODYSSEY PREPARATORY ACADEMY

1350 Wyoming Dr. SE ♦ Palm Bay, FL 32909

Phone (321) 345-4117 ♦ Fax (321) 327-7261

Enrichment Director: Amy White WhiteA@odysseycharterschool.com

Site Supervisor: Diane MacGilvray MacGilvrayD@odysseyprepacademy.com



## Before & After Care Enrichment Program Registration

	School-Age Enrichment Fee Schedule	Preschool / VPK Enrichment Fee Schedule
<b>Registration Fee</b>	\$25.00 per <b>family</b>	Waived
<b>Before Care</b>	6:00am - 8:00am \$35.00 per <b>week</b> <i>Drop-in rate is \$8.00 per day *</i>	6:00am - 8:30am \$60.00 per <b>month</b> <i>Drop-in rate is \$8.00 per day *</i>
<b>After Care</b>	3:00pm - 6:30pm \$55.00 per <b>week</b> <i>Drop-in rate is \$12.00 per day *</i>	3:30pm - 6:30pm \$100.00 per <b>month</b> <i>Drop-in rate is \$12.00 per day *</i>
<b>Before and After Care</b>	\$65.00 per <b>week</b>	\$150.00 per <b>month</b>
<b>Early Release Wednesdays ONLY</b>	1:45pm - 6:30pm \$50.00 per <b>month</b>	NA
<i>* Drop-ins are considered as needed childcare days that are not on a consistent schedule.</i>		

### Tuition and Fees Information:

- ♦ Tuition is due Monday of each week, or on the 1<sup>st</sup> of each month if on a monthly payment schedule.
- ♦ Payment must be in the form of check or money order. Cash and credit cards are not accepted forms of payment.
- ♦ Tuition will not be reimbursed for absences or illnesses.
- ♦ A late pick-up fee will be assessed at \$1.00 per minute after 6:31pm.
- ♦ A late payment fee of \$10.00 will be assessed for each week any tuition that is not received by that Monday at 6:30pm.
- ♦ A 2% interest charge will be assessed for outstanding balances after 30 days.
- ♦ A fee of \$25.00 will be assessed to accounts for any returned checks.
- ♦ Past due accounts may result in withdrawal of your child from the enrichment program.
- ♦ Siblings will receive a 10% discount on tuition.

### Program Withdrawals Policy:

- ♦ If you plan to withdraw your child from the enrichment program you must notify the director in writing one week prior to withdrawal.

## Discipline Procedures and Policies for Enrichment, Extracurricular and Summer Programs:

Odyssey Preparatory Academy's enrichment staff is committed to providing a safe, positive, and structured environment for all children in the program. Although the enrichment program operates outside of the regular school day, appropriate student behavior is still expected. Please know that all rules will be reviewed with students at the beginning of the program and daily as needed. It is imperative that both students and parents understand the expectations of the enrichment program. **Any student, who chronically receives referrals for discipline issues during the school day, will not be admitted to the Enrichment, Extracurricular or Summer Programs offered by Odyssey Schools.**

### Procedures:

- ◆ Show respect at all times.
- ◆ Move appropriately throughout the campus and in outdoor play areas.
- ◆ Follow instructions set forth by enrichment teachers.
- ◆ Refrain from damaging any school property.
- ◆ Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
- ◆ Comply with any and all regulations set forth by Odyssey Preparatory Academy's enrichment staff and school administrators.

### Consequences:

- ◆ **First Offense:** An incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file.
- ◆ **Second Offense:** A second incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file. The student will lose computer privileges and the student will meet with the enrichment director to discuss his/her behavior.
- ◆ **Third Offense:** A third incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file. The student and parent will meet with the enrichment director to discuss his/her child's behavior and the student will be suspended from the program for up to 5 days.
- ◆ **Fourth Offense:** The student will be permanently suspended from Odyssey Preparatory Academy's Enrichment, Extracurricular or Summer Programs.

*Please be advised: Administration reserves the right to suspend or remove a student from the Enrichment, Extracurricular or Summer Programs if any incident is deemed severe enough without prior referrals.*



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## Before & After Care Enrichment Program Registration

### Please Check Program Selection:

- Before Care *only*     
  After Care *only*     
  Wednesdays *only*     
  Before & After Care  
 Before Care *drop-in*     
  After Care *drop-in*     
  Wednesdays *drop-in*

### Student(s) Information:

1. Name \_\_\_\_\_ Grade \_\_\_\_\_  
*Last First Middle Initial "Nickname" if preferred*  
 Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Special Needs:  None  Other \_\_\_\_\_

2. Name \_\_\_\_\_ Grade \_\_\_\_\_  
*Last First Middle Initial "Nickname" if preferred*  
 Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Special Needs:  None  Other \_\_\_\_\_

3. Name \_\_\_\_\_ Grade \_\_\_\_\_  
*Last First Middle Initial "Nickname" if preferred*  
 Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Special Needs:  None  Other \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

### Parent or Guardian Contact Information:

Primary Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different than student) \_\_\_\_\_  
*Street City State Zip Code*

Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Employer \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different than student) \_\_\_\_\_  
*Street City State Zip Code*

Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Employer \_\_\_\_\_

**Health and Emergency Information:**

Child \_\_\_\_\_ Condition/Allergy \_\_\_\_\_ Reaction \_\_\_\_\_ Accommodation/Treatment \_\_\_\_\_

Child \_\_\_\_\_ Condition/Allergy \_\_\_\_\_ Reaction \_\_\_\_\_ Accommodation/Treatment \_\_\_\_\_

Child \_\_\_\_\_ Condition/Allergy \_\_\_\_\_ Reaction \_\_\_\_\_ Accommodation/Treatment \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

\*\*\* Is emergency medical treatment authorized if necessary?  Yes  No \*\*\*

**Alternate Pick-Up Authorization Policy:**

Odyssey Preparatory Academy does NOT release a student to anyone other than the parents/guardians, or those persons authorized on this form. This authorizes persons, other than yourself, to take your child out of our school facility. If a student is to be picked up by one of the authorized persons listed below, please contact the school ahead of time. For the protection of your child, a student **WILL NOT BE RELEASED** to anyone that is **NOT LISTED** below unless prior notice is received in writing from the parent or guardian of any changes to the authorization list. Please notify every authorized pick-up person on this list that a photo ID is REQUIRED at the time of pick-up in order for our staff to release your child to their custody.

1. Authorized Person \_\_\_\_\_  
Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Is this person also an Emergency Contact Person?  Yes  No

2. Authorized Person \_\_\_\_\_  
Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Is this person also an Emergency Contact Person?  Yes  No

3. Authorized Person \_\_\_\_\_  
Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Is this person also an Emergency Contact Person?  Yes  No

4. Authorized Person \_\_\_\_\_  
Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Cell ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Home ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Is this person also an Emergency Contact Person?  Yes  No

I, \_\_\_\_\_, have read and agree to the Enrichment Program's  
Printed name of parent or guardian

\_\_\_\_\_ Tuition Policy and Fees \_\_\_\_\_ Discipline Procedures and Policies \_\_\_\_\_ Alternate Pick-Up Authorizations  
initial initial initial

\_\_\_\_\_  
Signature of parent or guardian Date

Office Use Only:  Weekly Tuition Amount \$ \_\_\_\_\_ OR  \$ \_\_\_\_\_ if paid monthly  
Reg. Fee \$ \_\_\_\_\_ Total Amount Collected \$ \_\_\_\_\_ Check # \_\_\_\_\_ Staff Initials \_\_\_\_\_