

Before and After School Care Policies & Procedures

Mission Statement:

The before and after care program provides a safe and caring environment filled with education and recreational activities where students can grow academically, socially, and become well-rounded individuals.

Hours of Operation:

The before-care program will begin at 6:30 am and end at 7:30 am. The students will then go to our cafeteria and proceed to pick up breakfast if they choose.

The After Care Program begins at 3:30 pm and ends **promptly** at 6:00 pm. Students must be picked up no later than 6:00 pm. **If students are not picked up by 6:00 pm, there will be a late charge of \$1.00 per minute. NO EXCEPTIONS.** If you need assistance, please do not hesitate to contact Mrs. Gaynor at mgaynor@bridgepreposceola.com

General Program:

The After Care Program at BridgePrep Academy of Osceola offers a variety of activities, including assistance with home learning, indoor games, outdoor recreation, arts and crafts, dance, clubs, and sports. All after-care counselors have been fingerprinted by the Osceola County Public School System as well as the Florida Clearinghouse.

Holidays and Vacation:

The After Care Program at BridgePrep Academy. We will be closed for all school-approved holidays and Teacher Workdays. There will be no charge for the winter, spring, or summer recess.

Cost and Payments:

Registration fee: \$25.00 (One-Time Fee)

Before Care: \$25.00 per week

After School Care: \$50.00 per week. Aftercare Registration Fee for two or more kids is \$10.00 per child enrolled.

Daily Rates: The daily rate is a benefit allotted to parents on a day-by-day basis and is for students not enrolled in the After Care program. The daily rate will be \$10.00 per day per child, for before-care and \$15.00 per day per child, for after-care. The After Care daily rate commences the moment the teacher checks in the student to After Care, immediately following dismissal. No grace period will be afforded. Whether the parent picks up 5 minutes, 30 minutes or 2 hours late, the charge will be \$15.00. **The \$15.00 is due on the SAME DAY. Payments are to be made via credit card. No exceptions!!!**

Payments must be received by **Friday of each week. There will be a \$15.00 LATE FEE for any payments not received by the scheduled payment due date. This will be strictly enforced.** No child will be allowed to begin a service period for which payment has not been made. There will be no credits or deductions given for partial attendance under any circumstances. Payments may be made via credit card or by check/money order payable to BridgePrep Academy of Osceola. Checks returned for NSF will result in an NSF fee of \$30.00.

NO CASH ACCEPTED*

Please make checks/money orders payable to:

Bridgeprep Academy of Osceola



Before/After Care Program Agreement Form 2025-2026

Childs Name: _____

Date: _____

Campus: BridgePrep Academy of Osceola Grade: _____ Before care: _____ After care: _____

Please initial all the statements listed below and sign to confirm acknowledgement of the Before and After Care Program policies.

_____ I understand that my child will be charged a daily rate for Before Care and/or After Care as stated on Program Guidelines.

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

_____ I understand that the initial registration is \$20.00 per child and is due every school year.

_____ I understand that a late payment fee of \$15.00 will be charged for payments made after the due date.

_____ I understand that a \$30.00 fee will be assessed 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; only credit cards or money orders will be accepted.

_____ I understand that if my child stays beyond 6:00 pm, there is a late pick-up fee of \$15.00 for the first 30 minutes and then \$1.00 for every minute after 6:30 pm. Late pick-up fees must be paid at time of pick-up.

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

_____ I understand that Before and After School Care Program payments are made between 2:00 pm and 6:00 pm with the director

_____ I understand that my child must follow the BridgePrep Student Handbook and Before/After Care Program Rules and Guidelines, or my child may be removed from the program.

_____ I understand that my child must be checked in and out by an adult with a picture ID daily.

_____ I understand that if my child has a balance owed, my child cannot participate in extracurricular activities or continue to use Extended Day services until that amount is paid.

Parent/Guardian signature

Date

Director/Staff Signature

Date



Osceola

Please choose program:

___ Before Care daily rate \$ 10.00

___ After Care daily rate \$15.00

ANNUAL REGISTRATION FEE \$25.00 \$50.00 FOR THE FIRST WEEK IS REQUIRED UPON REGISTRATION

Child's Name:

Last: _____ First: _____ MI: _____ Date of Birth: ____/____/____

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

Campus: **BPA OSCEOLA** Grade: _____ Gender: _____

Parent/Guardian: (these will be given automatic permission to pick up children)

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 written permission)

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.

I understand that my child must adhere to the BridgePrep Student Code of Conduct in terms of behavior expectations.

Name of Parent: _____ Signature: _____ Date: _____

***NO CASH ACCEPTED* PLEASE MAKE CHECKS/MONEY ORDER PAYABLE TO:
BRIDGEPREP ACADEMY OF OSCEOLA**