



ODYSSEY CHARTER SCHOOL

1755 Eldron Blvd. SE ♦ Palm Bay, FL 32909

Phone (321) 733-0442 ♦ Fax (321) 733-1178

Enrichment Director: Amy White WhiteA@odysseycharterschool.com



Extended Care Registration

Extended Care is a service to parents who have bus riding students on the lower (Eldron) campus and bus riding siblings on the upper (Wyoming) campus. The lower campus students will be transported to the upper campus to attend the aftercare program until the upper campus is dismissed. This will allow lower campus students to ride the bus home together with their older siblings.

After School Extended Care hours are 3:00-4:00 (2:00-3:00 on early release Wednesdays) for a fee of \$18.00 per week.

Tuition and Fees Information:

- ♦ Tuition is due Monday of each week.
- ♦ 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 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 or Changes Policy:

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

I, _____, have read and understand the enrichment
Printed name of parent or guardian.

program tuition fee schedule and policies.

Signature of parent or guardian

Date

Student Name

Grade

Date of Birth

Office Use Only

Weekly Tuition Amount \$ _____ **OR** \$ _____ if paid monthly

Influenza Brochure given & signed by parent Reg. Fee \$ _____

Total Amount Collected \$ _____ Staff Initials _____

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

Odyssey Charter School'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 Charter School.**

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 Charter School'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 Charter School'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.

Signature of parent or guardian

Date



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Extended Care Registration

Student Information:

Name _____
Last First Middle Initial "Nickname"

Grade _____ Date of Birth ____ / ____ / ____ Home Phone (____) ____ - ____

Address _____
Street City State Zip Code

Special Needs: None Other _____

Please list the sibling(s) attending the upper campus:

Name Grade _____ Bus Route # _____

Name Grade _____ Bus Route # _____

Name Grade _____ Bus Route # _____

Parent or Guardian Contact Information:

Primary Contact Name _____
Last First Relationship

Address (if different than student) _____
Street City State Zip Code

Work (____) ____ - ____ Cell (____) ____ - ____ Home (____) ____ - ____

Email: _____ Employer _____

Secondary Contact Name _____
Last First Relationship

Address (if different than student) _____
Street City State Zip Code

Work (____) ____ - ____ Cell (____) ____ - ____ Home (____) ____ - ____

Email: _____ Employer _____

Health and Emergency Information:

Please list any medical information we should know about your child, including all allergies, medication, illnesses, disabilities, etc.

Condition/Allergy

Reaction

Accommodation/Treatment

Condition/Allergy

Reaction

Accommodation/Treatment

Physician Name ----- Phone (_____) _____ - _____

*Is emergency medical treatment authorized if necessary? Yes No

Alternate Pick-Up Authorization:

It is the policy of Odyssey Charter School to 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

Signature of parent or guardian

Date