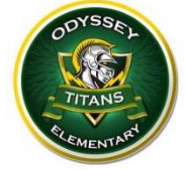


ODYSSEY CHARTER SCHOOL

1755 Eldron Blvd. SE ♦ Palm Bay, FL 32909

Phone (321) 733-0442 ext 214 ♦ Fax (321) 733-1178

Enrichment Director: Alia Hartwick ♦ HartwickA@odysseycharterschool.com



Extended Care Registration

Extended Care is a service to parents who have bus riding students on the elementary (Eldron) campus and bus riding siblings on the Jr./Sr. High (Wyoming) campus. The lower campus students will be transported to the upper campus to attend the aftercare program at Odyssey Prep Academy (OPA) until the Jr./Sr. students are dismissed. This will allow elementary campus students to ride the bus home together with their older siblings.

Extended Care Hours: Regular school days are 2:50-4:10
Early release days are 1:30-3:00

Weekly Tuition: **\$50.00** per week – Payable to OPA

Tuition Policy and Fees Information:

- ♦ A one-time \$50 registration fee is due upon enrollment.
- ♦ Tuition is to be paid ahead of the week and is due on Mondays. Any accounts that aren't paid by Wednesday of each week will be given notice of suspension from Enrichment until payment is made in full. You may pay ahead for as many weeks as you would like.
- ♦ Payments can be paid through Procure, via credit card, or automatic withdraw (form required) or by check or money order (payable to **OPA Enrichment**). *Cash is not an acceptable form of payment.*
- ♦ Tuition is based on program selected on this registration form, not by attendance. **Tuition is non-refundable for any reason.**
- ♦ Siblings who are enrolled in the same program will receive a 10% discount on tuition.
- ♦ A late pick-up fee will be assessed at \$1.00 per minute starting at 6:31pm.
- ♦ A late payment fee of \$10.00 will be assessed for each week on any tuition that is not received before Tuesday.
- ♦ A fee of \$25.00 will be assessed to accounts for any returned checks.

Program Withdrawals and Adjustment Policy:

- ♦ Any changes to your child's schedule must be made in writing, and given to the Director one week prior to schedule adjustment.
- ♦ If you plan to withdraw your child from the enrichment program, you must notify the Director in writing one week prior to withdraw.

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.

Consequences:

- ◆ Students will receive one verbal warning each day if necessary.
- ◆ **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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Dear Families,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.

What Can I See on the App?

The app offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the school so we can better ensure the health and wellbeing of you, your children and our staff. Payments may be made through Tuition Express within the Procure App. Acceptable forms of payment are bank withdraw, or credit card. We do offer automatic withdrawal as well (please fill out the attached form). If you choose to pay by check or money order, it will be processed through Procure within two days.

Your child's authorized pickup persons will also be listed in the app for viewing. To make changes to your account, please notify the Enrichment Supervisor or Director.

How do I get the app?

You will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the app. Please **make sure your email is listed on the registration paperwork**. Please see additional information for checking your child in and out, when dropping off or picking up from Enrichment.

Sincerely,

Alia Hartwick
Enrichment Director
321-733-0442 ext. 214