



PEPIN ACADEMIES

Parents/Guardians,

Pepin Academies offers an aftercare program for students who are not able to be picked up at our standard dismissal time. Please read the attached aftercare policy sheet for information about our program.

All families who will be using Aftercare *(even occasionally)* will need to fill out a registration form. If you are not sure if you will be using Aftercare we encourage you to register anyway just so we have your information in the system should your child need to attend. If you have registered previously you will not need to fill out a new form, we just ask that you verify the current information we have on file. If you wish to take advantage of our online or automatic payment options through Tuition Express you will also need to fill out the appropriate attached form.

If you choose to take advantage of our automatic payment option your payment will be processed each Monday for the balance due from the previous week. If there is no school on Monday payments will be processed on the next school day.

Your personal account information is safe with Tuition Express—safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the Frequently Asked Questions sheet attached. There you will find answers to questions you may have about Tuition Express or automatic payments in general. If you have further questions, please don't hesitate to ask.

Sincerely,

Pepin Academies Aftercare Program

Please contact Christina Diaz cdiaz@theacademies.us if you have any questions.

Enhancing Academic Success for Students with Learning or Learning Related Disabilities

Hillsborough Campus: 3916 E. Hillsborough Ave. • Tampa, FL 33610 • Telephone: 813.236.1755

Riverview Campus: 10530 Lake St. Charles Blvd. • Riverview, FL 33578 • Telephone: 813.677.6700

www.PepinAcademies.com

Pepin Academies Aftercare Policy

Registration

All students must be registered in our aftercare program to attend. If you have registered previously we just need you to verify the information we have on file you do not need to complete a new form. Registration can be completed at any time during the school year.

Hours

Aftercare is offered Monday through Friday from 3:30-5:30pm. Any students picked up after 5:30pm are subject to late fees. Aftercare will be available on early dismissal days from 12:00-5:30pm.

Aftercare is not available on school holidays, vacations or on the last day of the school year.

Charges/Payments

Aftercare cost is \$10 per day regardless of the amount of time the student is in aftercare. Payment is required weekly. Delinquent payments can result in your child being removed from the aftercare program. Payments can be made by; cash, check, or money order in the aftercare classroom. Credit or debit card payments can be taken over the phone or with Mrs. Diaz in the front office. You can also make payments online or authorize auto-debit with Tuition Express. More information about Tuition Express is attached.

There will be no refunds for credits on aftercare accounts, if you choose to pay ahead and do not use your balance the only option is to transfer your funds to the student's lunch account. For this reason we encourage you not to carry more than a \$50 credit on your account.

Students with a lunch, aftercare, or library balance owed of \$20.00/ higher will not be permitted to attend field trips until the balance is paid.

Late Fees

Students picked up after 5:30pm will be charged as follows:

\$1 per minute for the first 5 minutes

\$2 per minute after the first 5 minutes

Three late pick-ups may result in your child being removed from the aftercare program.

Procedures

Aftercare begins promptly at 3:30pm. Any student not picked up by 3:30pm will be sent to aftercare and will be charged accordingly.

No students are allowed to wander the campus after 3:30pm. Failure to report to aftercare will result in administrative action.

Students will receive a light snack and drink each day. Help with homework will be available if needed. All standard school rules apply and will be followed during aftercare.

All students must be signed out by an adult. Only adults listed on the student's aftercare registration will be allowed to pick up the student. In the case unforeseen emergencies, please call 813-236-1755 and use the appropriate extension to contact the aftercare attendant and let them know who will be picking up the student.

Locations

Aftercare services are provided in the following locations:

Elementary: Media Center extension 115

Middle School: Room 125 extension 176

High School: Room 125A extension 154

Parent/Guardian Information

Registration Date: _____

Guardian 1 First Name: _____ Last Name: _____

Relationship to student: _____ Gender: Male Female

Address: _____

Occupation: _____ Home Phone: _____

Employed By: _____ Cell Phone: _____

Custodial Parent (Student Lives With) Office Phone: _____

Email: _____

YOU MUST PROVIDE AN EMAIL ADDRESS FOR STATEMENTS TO BE DELIVERED

Marital Status: Married Single Divorced Separated Widowed Other _____

Guardian 2 First Name: _____ Last Name: _____

Relationship to student: _____ Gender: Male Female

Address: _____

Occupation: _____ Home Phone: _____

Employed By: _____ Cell Phone: _____

Custodial Parent (Student Lives With) Office Phone: _____

Email: _____

YOU MUST PROVIDE AN EMAIL ADDRESS FOR STATEMENTS TO BE DELIVERED

Marital Status: Married Single Divorced Separated Widowed Other _____

Child Information

1st Child First Name: _____ Last Name: _____

Name child prefers to be called: _____ Grade: _____

Gender: Male Female Date of Birth: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

2nd Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Grade: _____

Gender: Male Female Date of Birth: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Emergency Contacts & Authorized Pickup Persons:

*Please provide at least one emergency contact other than the parent/guardian.

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Payment Information:

Payments can be automatically transferred from a checking account or credit/debit card or made online via Tuition Express. If you wish make your payments this way please fill out the attached registration form. Payments can also be made in person via cash, check or money order.

*Tuition Express auto payments are processed each Monday, if there is no school on Monday payments will be processed on the next school day.

Please outline below whom is responsible for payment of tuition and fees.

Additional Comments & Information:

Is there is any other information that that would be helpful to our management and teaching staff?

Signature:

Parent's Signature: _____ Date: _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® — a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

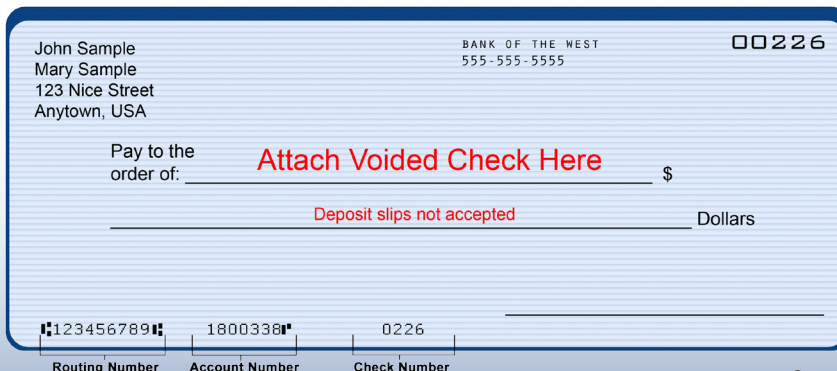
Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #
Address	City State Zip
Bank or Credit Union Name	Bank or Credit Union Address City State Zip
Routing Transit Number (see sample below)	Account Number (see sample below) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Signature	Date

For Official Use Only

Date Received
Employee Signature



A service of





**Automated Payment Processing
Safe – Convenient – Easy**

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of _____(business name), I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.

Cardholder Name Phone #

Cardholder Address City State Zip

Cardholder Signature Date

Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)
4 digits

For Official Use Only
Date Received
Employee Signature

A service of



procure
SOFTWARE®



**Convenient and Safe
On-time Payments**



Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 256-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Payments made electronically will post to this statement with the Tuition Express label. Statements issued through your bank or credit card provider will display the name of your child care center for debited transactions.

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.