

ENROLLMENT FORM

Mother's name: _____ Father's name: _____

Mother's profession: _____ Father's profession: _____

Mother's email: _____ Father's email: _____

(Note: IMACS does not give out personal information, such as email addresses, to others.)

Address: _____ City: _____ Zip: _____

Home phone: _____ Mother's cell phone: _____

Father's cell phone: _____ Mother's work phone: _____

Father's work phone: _____ Which number do you prefer we use? _____

Emergency contact (name & number): _____

Child #1: Name: _____ Age: _____ Grade level: _____ Gender: _____

Child #2: Name: _____ Age: _____ Grade level: _____ Gender: _____

Child #3: Name: _____ Age: _____ Grade level: _____ Gender: _____

New families only:

How did you hear about IMACS?

- Referred by: _____
(If a current IMACS family referred you, the family receives a \$50 credit. If you recommend new families to our program, be sure that they mention your name!)
- Other: _____

Note: All new students must attend a free Placement Class before enrolling.

Student	Individual Class or Full Morning Track	Day	Time

To register your child,

- Fill out the information on this page.
- Read and sign the back page (and initial the section on make-ups).
- Mail this form, along with a non-refundable deposit (\$100 per full morning track; \$75 per individual class) to:
IMACS, 7435 NW 4th Street, Plantation, FL 33317

Please note that the balance is due in full on the first day of class. Thank you.

Payment: Check (to "IMACS") Cash Visa Mastercard Discover AmEx Amount: \$ _____

Card #: _____ - _____ - _____ - _____ CVV: _____ Expires: ____ / ____ / ____
3 extra digits (4 on AmEx)

Name (Please Print): _____ Signature: _____

POLICIES & PROCEDURES

Admissions: IMACS accepts students based on their talents and abilities and does not discriminate on the basis of sex, race, nationality, ethnic origin, or other irrelevant criteria.

Release: IMACS may take photographs or video of any child participating in the Homeschool Program, and may use these images for marketing purposes. No compensation will be made for the use of these images.

Tuition, Payments and Refunds: A **non-refundable deposit** is required to reserve a class seat. The balance is due on the first day of class. If payment in full is not made at that time, the enrollment may be subject to cancellation at the discretion of IMACS. A portion of the tuition (\$100 per full morning track and \$75 per individual class) is **non-refundable** and will not be returned for any reason. If a student drops a class prior to the first class, the full tuition, less the deposit, will be credited to future classes. If the student drops between the first and second class, **half** the tuition will be forfeited and the other half will be credited to future classes. After the second class, the **full** tuition will be forfeited. In order to receive a credit as outlined above, the family must notify IMACS by the appropriate date that a student will be dropping a class.

Pre-registration for Current Parents: For quarters 2, 3, and 4, there is a pre-registration period in which current IMACS parents can reserve their children's class seats. Once open registration begins, spaces are filled first by waitlisted students and then on a first-come-first-served basis. A non-refundable deposit (\$100 per full morning track and \$75 per individual class) is required to reserve a space. To receive the Early Tuition Discount, current parents must pay in full during the pre-registration period. (Other discounts are available. Contact IMACS for more information.)

Conduct and Discipline: Students are expected to conduct themselves in an orderly manner and to treat those working around them with respect. Students whose behavior is disruptive in class will be removed from the classroom, and their parents will be notified. **Children are required to behave orderly and respectfully whenever they are in the IMACS building, whether during class or not.** IMACS reserves the right, at its sole discretion, to permanently expel any student or family whose influence or actions are deemed unsatisfactory or detrimental to the IMACS program or who will not abide by IMACS rules and policies. If this occurs, no reduction or return of fee, or any part thereof, will be made.

Make-ups: *Students should make every attempt to attend all classes. Make-up classes are NOT available for Right-Brain Combo or Beginning Chess. Limited make-ups may be available for IMACS Math Enrichment, Computer Programming, Electronics, Serious Fun and Logic Puzzles. The days and times of these make-ups are subject to availability and may change during the year at the discretion of IMACS. All classes, with the exception of Electronics and Computer Programming, must be made up within the same week as the absence. Electronics and Computer Programming must be made up within the same quarter. Neither credits nor refunds are available for missed classes.*

_____ ***My initials to the left indicate that I have read and agree to abide by the IMACS homeschool make-up policy.***

Drop-off and Pickup: Families may arrive no more than ten minutes prior to a family member's class. IMACS is not responsible for students dropped off too early. It is essential that parents (or other authorized adults) pick up the student as soon as class is over. Parents who have not picked up their children after ten minutes are considered late. In case of emergencies, parents must make every effort to alert IMACS. For the safety of their children, parents must advise them to wait inside the IMACS building to be picked up. Parents must then come in to get their children. If an adult other than a parent is to pick up a student, IMACS staff must be notified prior to the pick-up.

First Aid & Medications: It is the responsibility of parents to provide IMACS with emergency phone numbers and instructions. IMACS staff are not allowed to administer first aid or to dispense over-the-counter medications to any student without express prior written permission of parents. A first aid kit is available for any student requiring an antiseptic or Band-Aid. All possible precautions are taken to ensure that the activities at IMACS are conducted in a safe and responsible manner. However, because of the nature of some of the activities, regardless of the high degree of supervision, there is a potential for accidental injury. By signing this form, parents agree to assume these risks and to release IMACS, its officers, directors, employees and agents from, hold them harmless from and waive any claim against IMACS as to, any injury that may occur to their child(ren) while attending classes at IMACS.

Snacks: Snacks and drinks are available for purchase at IMACS for \$0.75 each. Students may also bring their own snacks. Eating is permitted during breaks and during the following classes (and no others): Primary Enrichment, Elementary Enrichment, Full Enrichment, and Logic Puzzles.

Non-IMACS Classes The Right Brain Combo classes are run by companies other than IMACS. While IMACS takes great care in finding only the best classes for its homeschool program, IMACS is not responsible for the content of these courses. The content and curriculum, as well as the quality of the instructors, is the sole responsibility of the company running the classes.

I have read and agree to all of the terms outlined above. (Signature required)

Name (Please Print): _____ **Signature:** _____