Welcome to AlphaBEST Education

I Dream Public Charter School

Program Hours
- Before Care: 7:00-8:30 a.m.
- After Care: 4:30-6:30 p.m.

Program Location: Cafeteria
Pick up/Drop off: Cafeteria Door / Back Lot

AlphaBEST.org
Parent Portal CAN...
- Enroll a child
- Make a payment
- Set up Auto-pay
- Change a schedule
- Add a child
- Change authorized pick up list
- View Statements

What Customer Service CAN DO
- Update personal info
- Help with billing

Payment Info
- Weekly tuition is due every Monday or monthly tuition is due the first Monday of the month at AlphaBEST.org
- Credit/debit cards or checking accounts accepted
- Late fees are processed on Thursday
- Account will be suspended after 10 days with out payment

Contact Information
Site – idreamcharter@alphabest.org 202-740-6244
Area Manager – Laura Taylor, Regional Director LTaylor@alphabest.org
Customer Service – dccustomerservice@alphabest.org 336.293.0003

Policies and Procedures:
- Please report absences to your Site Director via email or site phone
- Each child must be escorted in and signed in and out of the program daily by an authorized adult listed on the child’s enrollment form. Any unknown authorized adult picking up a child will be asked to present identification when picking up.
- All customer service requests must go through the parent portal or the customer service department. Site Directors and Area Managers are not able to issue refunds or change schedules/enrollment.
- ALL BILLING/SCHEDULE CHANGES MUST HAVE A TWO WEEK NOTICE

Weekly Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30-4:45 pm</td>
<td>Check In Attendance B.E.S.T. Pledge</td>
<td>Check In Attendance B.E.S.T. Pledge</td>
<td>Check In Attendance B.E.S.T. Pledge</td>
<td>Check In Attendance B.E.S.T. Pledge</td>
<td>Check In Attendance B.E.S.T. Pledge</td>
</tr>
<tr>
<td>4:45-5:00 pm</td>
<td>Bathroom</td>
<td>Snack</td>
<td>Outside</td>
<td>Homework</td>
<td></td>
</tr>
<tr>
<td>5:00-6:30 pm</td>
<td>Clubs/Outside/Gym</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>