



# Charting The Course

Dedicated to providing a high quality education to a diverse community where all students are expected to succeed as life-long learners.

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## PEMBROKE PINES CHARTER ELEMENTARY SCHOOLS

### BEFORE/AFTER SCHOOL CARE PROGRAM

2017/2018



## PHILOSOPHY

Working parents are faced with the often difficult task of making arrangements for their school-age children during the before/after school hours. Pembroke Pines Charter Elementary Schools provide children with a secure, supervised, and constructive learning and play experience.

The philosophy of the Before/After School Care Program is based on the belief that the hours that the child is away from home should provide for many of the child's needs for academic, physical, social, emotional, and intellectual growth and development. The Before/After School Care Program is designed to facilitate opportunities to grow in these areas.

## DESCRIPTION OF SERVICE

The **Before School Care Program** provides childcare from **6:45-8:15 a.m.** for kindergarten through fifth grade students who are currently enrolled at Pembroke Pines Charter Schools. The program provides students with the opportunity to review prior night's homework, to practice their reading skills and interact with fellow students.

The **After School Care Program** provides childcare from **3:15-6:00 p.m.** for kindergarten through fifth grade students who are currently enrolled at Pembroke Pines Charter Schools. The curriculum is presented through a planned schedule, including homework help, indoor and outdoor recreational activities, computer time, arts & crafts, and games.

## PERSONNEL

Great care is placed into the selection of the personnel for the Before/After School Care Program. The strength and skills necessary for implementing the program's goals and philosophy are considered in the staffing process. All prospective employees are fingerprinted and must pass a background check and drug test before being hired.

Our on-site **before care coordinator** is on campus each day from **6:45-8:15 a.m.**, and our on-site **after care coordinator** is on campus each day from **3:15-6:00 p.m.** to address any needs or concerns.

## SNACKS

**Before care students:** breakfast is provided starting at 8:00 a.m. Breakfast prices list: adults \$1.45, student paid \$1.10, student reduced- \$.30. Menus are posted monthly on the school website - [www.pinescharter.net](http://www.pinescharter.net) under Chartwells.

**After care students:** please provide your child with a snack. Do not pack any glass containers, as they pose a danger to students and staff.

## **HOURS AND DAYS OF OPERATION**

**The Before School Care Program** operates from the hours of 6:45 a.m. until 8:15 a.m. all days that school is in session. There are no provisions for holidays or non-school days.

**The After School Care Program** operates from the hours of 3:15 p.m. until 6:00 p.m. all days that school is in session. On early release days the after school care program operates from 12:45-6:00 pm. There are no provisions for holidays or non-school days.

## **ENROLLMENT POLICY**

All children must be registered before they attend either program. An enrollment form and medical permission form must be completed for each child. Services will not be provided until all records are completed and fees are paid.

## **DROP OFF PROCEDURE**

### **BEFORE CARE:**

All children must be signed in by the parent or designee (as stated on the enrollment form) each morning. Children will not be permitted to enter Before Care without a parent or designee. The staff is responsible for verifying the authorized name/s prior to allowing the child to enter the program.

**\*\*\*Children will not be permitted to be dropped off without being properly signed in by the parent or designee. Failure to follow this procedure will result in termination of the Before Care Program.**

## **RELEASE OF CHILDREN**

### **AFTER CARE:**

Children must be signed out in person by the parent or designee (as stated on the enrollment form) each afternoon. The person signing the child out must be 18 years or older. Children will not be released to a waiting car, nor can you call ahead to have your child waiting. The staff is responsible for verifying the authorized name/s prior to releasing the child. Until After School personnel gets to know the parents, they will be asked for identification. We ask your cooperation as it is only for the safety of your child that these procedures must be followed.

It is the parent's responsibility to notify the After School care personnel if someone other than the parent/s or the person/s listed on the emergency release form will be picking up their child as soon as possible via email or fax number for your designated campus

## ATTENDANCE PROCEDURES

### AFTER CARE:

All elementary students will be escorted to a designated area each day. All elementary school students **MUST** remain in their designated area at all times. Failure to comply with this policy may result in disciplinary actions. When a child will not attend the After School Care Program on a scheduled day, please notify the child's teacher or the office so the On-Site Coordinator is aware. If a parent signs out a child during regular school hours, written notice should also be left for the On-Site Coordinator in the school office.

## FEE POLICIES

### BEFORE CARE:

The cost is \$115.00 per child. Fees are due monthly. There will be an annual registration fee of \$25.00 per child. No bills for tuition will be sent; payments are due on the 1<sup>st</sup> day of each period. There will be a \$20.00 late fee assessed for payments not received on the due date. (\*\*\*)

### AFTER CARE:

The cost is \$160.00 for one child, \$298.00 for two children and \$437.00 for three children. If a child qualifies for the Reduced Lunch Program, they are eligible to receive a 25% discount. If they qualify for a Free Lunch Program, they are eligible to receive a 50% discount. Please make sure to provide the bookkeeper with a copy of the qualification. There is an annual registration fee of \$25.00 per child. No bills for tuition will be sent; payments are due on the 1<sup>st</sup> day of each period. There will be a \$20.00 late fee assessed for payments not received on the due date. (\*\*\*)

**\*\*\*NOTE: Failure to pay tuition on time twice will result in termination from the Before/After Care School Program.\*\*\***

Checks are a preferred method of payment and should be made payable to: **THE CITY OF PEMBROKE PINES**. Please make sure to include your child's name on the bottom left hand corner of the check. Payments may be dropped inside the gray box located in the front office marked After School Payment. There will be a **service charge** for all returned checks. If a check is returned for any reason, **cash or money orders** will be the only payment methods accepted by the school for the rest of the school year. Parents may also pay by credit/debit card. We accept MasterCard, American Express, & Discover. Please be advised that there is a 2.6% convenience fee added on to the total cost of the aftercare payment by PPCS. It will be a 2.6% of the total amount charged to the credit/debit card.

## **\*\*\*LAST PERIOD CASH/MONEY ORDER ONLY - NO EXCEPTIONS**

**\*\*\*There will be no refunds, credit, or reduction of tuition for absences due to illness or vacation, since expenses for staff continue during the child's absences.**

### **LATE PICK-UP POLICY**

#### **AFTER CARE:**

The After School Program ends promptly at 6:00 p.m. Parents **must** pick up their child(ren) by that time. A late fee of \$10.00 **per child**, per 15 minute increments, starting at 6:01 (**according to the clock in the front office**), will be charged to parents whose child(ren) remain past the 6:00 p.m. closing time. **We recommend to all parents to synchronize your watch to the school clock to prevent any discrepancies.** The fee must be paid at the time of pick-up or it will be added to the next month tuition payment.

#### **EXAMPLE**

6:01-6:15 \$10.00 per child

6:16-6:30 \$20.00 per child

6:31-6:45 \$30.00 per child

**\*\*\*NOTE: Failure to pick up child(ren) on time twice will result in termination from the After School Care Program.\*\*\***

The following procedure will be in effect at 6:30 p.m. if a child is left at the program and if the After School office personnel were not contacted by the parents:

1. The After School office personnel will try to reach the parents/guardians at home and/or at work.
2. If parent/guardian cannot be reached, office personnel will call the emergency numbers on the enrollment form.
3. If no authorized person can be reached, the On-Site Coordinator will notify the police.

### **PARENT COMMUNICATION**

#### **BEFORE/AFTER CARE:**

Parents will be contacted immediately under the following conditions:

1. A child has received an injury, which could require medical attention.
2. A child exhibits a medical condition, which could be contagious or threatening to others in the program.

### **AFTER CARE:**

Parents will be informed at the time of pick-up of non-emergency events such as but not limited to:

1. A child receives a minor injury that does not require the service of a professional in the medical field.
2. A child complains of a non-emergency condition or symptom.
3. A child exhibits disruptive or unusual behavior.
4. A child accomplished something worth sharing.

### **PARENT COMPLAINTS AND GRIEVANCES**

Each complaint and problem should be addressed appropriately and in a manner that maintains positive relationships. Conflicts should be resolved by scheduling a conference with the On-Site Coordinator:

- Before care 6:45-8:15 am - Monday-Friday
- After care 3:30-6:00 pm - Monday-Friday

Through cooperation and by working together, we feel that all problems can be resolved.

### **DISCIPLINE**

#### **BEFORE/AFTER CARE:**

In order to achieve the goal of providing quality school-age childcare in an environment of cooperation and respect, all staff members of the Before/After School Care Program utilize positive discipline practices. Guiding and redirecting of behavior, positive reinforcement, and timeout will be some of the techniques used to manage the behavior of the children.

After each referral the on-site coordinator will conference with the parent/guardian in an attempt to rectify the behavior:

1<sup>st</sup> referral parent conference - phone/personal

2<sup>nd</sup> referral parent conference - phone/personal

A third referral constitutes grounds for possible suspension or removal from the Before/After Care School Program.

### **SUSPENSION AND REMOVAL**

If in the judgment of the Before/After School Care On-Site Coordinator that a child presents a health or safety risk to other children in the program, she/he may be suspended or removed from the Before/After School Care Program. Continued disruptions that hinder the quality of the program will also be cause for suspension or removal.

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2017-2018**

**BEFORE CARE:**

Fees: (subject to change for 2017-2018)  
\$115.00 PER CHILD

**AFTER CARE:**

Fees: (subject to change for 2016-2017)

\$160.00/Month	One Child
\$298.00/Month	Two Children
\$437.00/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.**

**Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 1**

**19 days in payment cycle - payable by Monday, August 21, 2017**

August 21<sup>st</sup> - August 25<sup>th</sup>

August 28<sup>th</sup> - September 1<sup>st</sup>

September 4<sup>th</sup> - September 8<sup>th</sup> No school - Mon., Sept. 4<sup>th</sup>

September 11<sup>th</sup> - September 15<sup>th</sup> Early Release Day - Thur., Sept. 14<sup>th</sup>

**PERIOD 2**

**19 days in payment cycle - payable by Monday, September 18, 2017**

September 18<sup>th</sup> - September 22<sup>nd</sup> No school - Thur., Sept. 21<sup>st</sup>

September 25<sup>th</sup> - September 29<sup>th</sup>

October 2<sup>nd</sup> - October 6<sup>th</sup>

October 9<sup>th</sup> - October 13<sup>th</sup>

**PERIOD 3**

**23 days in payment cycle - payable by Monday, October 16, 2017**

October 16<sup>th</sup> - October 20<sup>th</sup> Early Release Day - Oct. 19<sup>th</sup>, No school - Oct. 20<sup>th</sup>

October 23<sup>rd</sup> - October 27<sup>th</sup>

October 30<sup>th</sup> - November 3<sup>rd</sup>

November 6<sup>th</sup> - November 10<sup>th</sup> No school - Fri., Nov. 10<sup>th</sup>

November 13<sup>th</sup> - November 17<sup>th</sup>

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2017-2018**

**BEFORE CARE:**

Fees: (subject to change for 2017-2018)  
\$115.00 PER CHILD

**AFTER CARE:**

Fees: (subject to change for 2017-2018)

\$160.00/Month	One Child
\$298.00/Month	Two Children
\$437.00/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.  
Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 4**

**22 days in payment cycle - payable by Monday, November 20, 2017**

November 20 <sup>th</sup> - November 24 <sup>th</sup>	No school (Thanksgiving Break) Nov. 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup>
November 27 <sup>th</sup> - December 1 <sup>st</sup>	
December 4 <sup>th</sup> - December 8 <sup>th</sup>	
December 11 <sup>th</sup> - December 15 <sup>th</sup>	
December 18 <sup>th</sup> - December 22 <sup>nd</sup>	Early Release Day - Fri., Dec. 22 <sup>nd</sup>
December 25 <sup>th</sup> - December 29 <sup>th</sup>	No school - Dec. 25 <sup>th</sup> - 29 <sup>th</sup> (Winter Break)
January 1 <sup>st</sup> - January 5 <sup>th</sup>	No school - Jan. 1 <sup>st</sup> - 5 <sup>th</sup> (Winter Break)

**PERIOD 5**

**18 days in payment cycle - payable by Monday, January 8, 2018**

January 8 <sup>th</sup> - January 12 <sup>th</sup>	No school - Mon., Jan 8 <sup>th</sup>
January 15 <sup>th</sup> - January 19 <sup>th</sup>	No school - Mon., Jan. 15 <sup>th</sup>
January 22 <sup>nd</sup> - January 26 <sup>th</sup>	
January 29 <sup>th</sup> - February 2 <sup>nd</sup>	



**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2017-2018**

**BEFORE CARE:**

Fees: (subject to change for 2017-2018)  
\$115.00 PER CHILD

**AFTER CARE:**

Fees: (subject to change for 2017-2018)

\$160.00/Month	One Child
\$298.00/Month	Two Children
\$437.00/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.**

**Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 6**

**19 days in payment cycle - payable by Monday, February 5, 2018**

February 5<sup>th</sup> - February 9<sup>th</sup>  
February 12<sup>th</sup> - February 16<sup>th</sup>  
February 19<sup>th</sup> - February 23<sup>rd</sup>      No school - Feb. 19<sup>th</sup>, Early Release Day - Feb. 22<sup>nd</sup>  
February 26<sup>th</sup> - March 2<sup>nd</sup>

**PERIOD 7**

**19 days in payment cycle - payable by Monday, March 5, 2018**

March 5<sup>th</sup> - March 9<sup>th</sup>  
March 12<sup>th</sup> - March 16<sup>th</sup>  
March 19<sup>th</sup> - March 23<sup>rd</sup>      Early Release Day - March 22<sup>nd</sup>, No school - March 23<sup>rd</sup>  
March 26<sup>th</sup> - March 30<sup>th</sup>      No school - March 26<sup>th</sup> - 30<sup>th</sup> (Spring Break)  
April 2<sup>nd</sup> - April 6<sup>th</sup>

**PERIOD 8**

**25 days in payment cycle - payable by Monday, April 9, 2018**

April 9<sup>th</sup> - April 13<sup>th</sup>  
April 16<sup>th</sup> - April 20<sup>th</sup>  
April 23<sup>rd</sup> - April 27<sup>th</sup>  
April 30<sup>th</sup> - May 4<sup>th</sup>  
May 7<sup>th</sup> - May 11<sup>th</sup>

PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2017-2018

**BEFORE CARE:**

Fees: (subject to change for 2017-2018)  
\$115.00 PER CHILD

**AFTER CARE:**

Fees: (subject to change for 2017-2018)

\$160.00/Month	One Child
\$298.00/Month	Two Children
\$437.00/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.**  
**Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 9 - CASH OR MONEY ORDER ONLY**

16 days in payment cycle - payable by Monday May 14, 2018

May 14 <sup>th</sup> - May 18 <sup>th</sup>	
May 21 <sup>st</sup> - May 25 <sup>th</sup>	No school - Fri., May 25 <sup>th</sup>
May 28 <sup>th</sup> - June 1 <sup>st</sup>	No school - Mon., May 28 <sup>th</sup>
June 4 <sup>th</sup> - June 6 <sup>th</sup>	Early Release/Last Day of school - June 6 <sup>th</sup>

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL**  
**BEFORE/AFTER SCHOOL CARE PROGRAM**  
**REGISTRATION INFORMATION**  
**2017-2018**

MY CHILD(REN) WILL ATTEND: \_\_\_\_\_ BEFORE CARE ONLY, \_\_\_\_\_ AFTER CARE ONLY, \_\_\_\_\_ BEFORE & AFTER CARE

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ M or F \_\_\_\_\_  
(LAST) (FIRST)

EMAIL ADDRESS:  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE 1 (MOM): (\_\_\_\_\_) \_\_\_\_\_

CELL PHONE 2 (DAD): (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE 3 (OTHER): (\_\_\_\_\_) \_\_\_\_\_

MOTHER/GUARDIAN:  
\_\_\_\_\_  
(LAST) (FIRST)

MOTHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_ BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_

FATHER/GUARDIAN:  
\_\_\_\_\_  
(LAST) (FIRST)

FATHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_ BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_

CHILD LIVES WITH: BOTH PARENTS \_\_\_\_\_ MOTHER \_\_\_\_\_ FATHER \_\_\_\_\_ GUARDIAN \_\_\_\_\_

**Please list names/phone numbers who are allowed to pick up your child(ren):**

PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL CARE PROGRAM  
RELEASE OF LIABILITY  
2017-2018

I, the undersigned, hereby grant my son/daughter/ward \_\_\_\_\_, permission to participate in the Pembroke Pines Charter Elementary School before/after school care program. By my signature, I hereby release and hold harmless the above named school, their off campus facilities and the individual sponsors, including teachers, aides, administrators and principals from all liability for mishap or injury to my child while engaged in the activities of this program. It is understood that extensive precautionary measures will be taken during the program operation.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

All children participating in the before/after school care program should carry accident insurance and must have the Release of Liability form on file.

**HEALTH/ACCIDENT INSURANCE**

My child is covered by twenty-four (24) hour accident insurance or family insurance:

Insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_/or I've attached a photocopy of my family insurance identification card.

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my child.

My child is allergic to:

\_\_\_\_\_

**PARENT/STUDENT ACKNOWLEDGEMENT**

The policies and procedures outlined in this packet are for all elementary school students enrolled in the Pembroke Pines Charter School Before/After School Care Program. Your signature below indicates that you have read this packet with your child and discussed the contents.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date