

2018 -2019

Parent Handbook



COOPER CITY ELEMENTARY



Before & Aftercare Phone: [754-323-5243](tel:754-323-5243)

Email: brittany.chaples@browardschools.com

Cooper City Elementary Phone: [754-323-5200](tel:754-323-5200)

School Website: <https://www.browardschools1.com/coopercityelem>

On-line Payment Website: <https://estore.browardschools.com>

Welcome to another fun-filled year of before and after school child care. We understand that parents are faced with the difficult task of finding quality childcare. The goal of this program, is to offer a wide variety of activities in a safe and nurturing environment.

Cooper City Elementary will provide parents with a secure, supervised, constructive learning and play environment for their children. Programs are designed for the ages of the children who attend the school. Activities will be age appropriate and supervised by competent, caring, qualified staff members.

The Mission of the Before & After School Child Care department is to provide students with:

- an inclusive child care program that is safe and nurturing in a comfortable environment
- a culturally enriching program that promotes the physical, intellectual, emotional and social development of each student
- a program that meets the highest quality of child care standards

Important Program Information

Supervisor's Name: [Brittany Chaples](#) | Email: Brittany.chaples@browardschools.com | Contact Number: [754-323-5243](tel:754-323-5243)

Personnel/Staff

In compliance with the state of Florida, the School Board of Broward County has fingerprinted, cleared, and badged all staff members of the program. Staff are also mandated to attend a minimum of 10 hours of ongoing professional development yearly.

Ratios for programs are as follows: 1:10 for pre-school, and 1:20 for K-5. Students with special needs may require a smaller ratio.

Description of Services

The daily program schedule will include:

- Snack time
- Homework assistance
- Outdoor play
- Academics enhancement
- Access to technology
- Other scheduled activities may include: cultural arts, food fun, science, drama, or arts and crafts

Homework

All student will be scheduled for structured homework time. Not all students will complete their homework during the allotted amount of time. If you wish for your child to miss an activity to complete their homework, please discuss it with the supervisor of the program.

While your child is attending the program, we encourage you to allow them to participate in all activities. We believe the activities give your children an opportunity to develop social skills, learn how to play, and help to build self-worth.

Each day, your child will be scheduled for at least 30 minutes of outdoor play (weather permitting). There may be organized games, free play, and time to socialize.

Snack Time

Snacks need to be provided by the parent. If the student forgets his/her snack or snack money, a reminder will be sent home and a snack will be provided that day. We promote a healthy lifestyle, and snack from home should reflect this goal. **Please refrain from sending items which contain peanuts, as many of our students have severe peanut allergies, and it can be life threatening for them to even smell peanuts.**

Themed Weeks

This year we will be implementing a theme for each week. The specials activities for each week will be based on the theme of the week. Some examples of the themes we will be using are, safety, sports, occupations, senses. We have many exciting activities planned that the children are sure to enjoy.

Days and Times of Operation

After Care Program operates from school dismissal (2:00 PM) until 6:00 PM. Program is offered on all school days including Early Release Days (12:00 PM).

Before Care Program operates from 6:30AM until 7:30 AM at which time students may go to breakfast or proceed to their classrooms.

Non-School Day Program operates from 7:30 AM until 6:00 PM

Enrollment Procedures

All students attending the program must be registered at Cooper City Elementary. Students from other Broward County Public Schools may not attend unless approved by the school administrator. All students must be registered in the program and paid before attending. An alternative pick-up password and an emergency contact must be listed at the time of registration. If the program is unable to reach the parent/guardian or any of those listed as emergency contacts for an emergency, the local police or EMS will be called.

Registration forms need to be updated each year, for each returning student, and the \$25.00 family registration fee paid. A waiting list may occur when groups have their ratio capacity. As spaces become available, parents will be contacted.

All students begin a two-week trial period upon entering the program. If the program cannot meet the student's needs, the student may be withdrawn.

Pre-Enrollment Conference for Students with Special Needs

Students with special needs must have a pre-enrollment conference. An intake will occur within ten (10) school days from the date of the program application. The conference may be held between the parent, classroom teacher or ESE specialist, school administrator, and the program supervisor. This conference will determine how to best meet the student's needs, determine the staffing needs, determine if special training is required, and develop a plan to best to help the student be successful in the program.

Withdrawal Procedures

When a parent withdraws their child from the program, notification must be given by the parent in writing, stating the date of withdrawal. A refund will be given for any unused days left in the payment period. The registration fee is non-refundable. If a student is absent for nine days in a row without notification from the parent about the status of the student, the student will be automatically withdrawn, and no refund will be given. Students moving from one school to another during the school year must register in the new location and pay a new registration fee. The parent will also need to check with the new school's program, prior to the move, to see if the program has space available for their child to attend. They may be at capacity for their ratios.

Financial Information

According to Broward County School Board Policy #3411 and the Constitution of the State of Florida, Article VII, Section 10, all payments are due before services can be rendered. If making payment at the school location, payments are due by the closing time of the program on the scheduled payment date. On-line payments must be made by 11:00 PM of the scheduled payment date. Failure to pay by this time will result in the student being automatically withdrawn from the program. A student cannot participate in the program until payment has been made, including the \$25 family re-registration fee and any unpaid late pickup fees.

When a payment has not been made, and a student has been removed from the program, the student will not be allowed to attend the program. Other arrangements must be made by the parents for their child(ren's) care until the student has been reregistered in the program. If a payment has not been made and the student attends the program, the parent will be called to pick up the student. The student will remain at the designated sign out area until the parent arrives. If the program cannot contact the parent(s), the program will follow the procedure established by Broward County Public School Board Policy for abandoned students.

To re-enter the program, the parent must re-register the student, by completing their registration form and paying a re-registration fee of \$25.00. All fees due, including any late pickup fees owed, and must be paid in full before a student can continue for the next attendance period. All unpaid fees will be made a "student obligation". Student obligations must be paid before the parent will be able to use the e-store (online payments) for any future school purposes.

If payment is not paid by the last day to pay three (3) times, the program may exit the child from the program. Please refer to your payment schedule for the payment due dates. In addition, a magnet with payment dates has been provided to you for reference.

The program cannot accept checks. Payment may be made with cash, money order, cashier's checks, credit card, or debit cards (Visa, MasterCard, and American Express). Parents are responsible for keeping their receipts.

Broward County Public School Tax ID # 59-6000530

Scholarships

A reduced rate scholarship may be available to families who are currently enrolled in the program. The student(s) must be approved for free or reduced meals. The applicant must meet additional qualifications. Scholarships are based on need and are limited. If a scholarship is awarded, the parent must still pay for services in advance. Failure to make the payment by the last day to pay will result in the loss of the scholarship with no guarantee of reinstatement. Scholarship applications are available on-line. Speak with your program's supervisor for more information. Scholarships do not continue from the previous year. Parents must reapply yearly.

Late Pick Up

Students must be picked up before program closing time (6:00 PM). A late pick-up fee of \$15.00 per 15-minute increment will be charged per family if students are not picked up by this time (i.e. 6:01 PM – 6:15 PM, 6:16 PM-6:30 PM, 6:31 PM – 6:45 PM, etc). The clock used for the time is the electronic sign out system (PDMS) used by the program. All outstanding late pick-up fees must be paid before the next payment period begins. Any late pick-up fee not paid by the end of the pay period may become a "student obligation". **Excessive late pick-up fees may result in your child**

being dismissed from the program. If you are frequently experiencing difficulty picking up your child on time, please talk with the supervisor to discuss alternatives.

Discipline

All students attending the program are expected to follow the "Code of Student Conduct" for Broward County Public Schools (BCPS), and School Board of Broward County (SBBC) Anti-Bullying Policy 5.9.

Inappropriate behaviors, including but not limited to, bullying and cyberbullying, are not acceptable. Students who cannot follow the daily acceptable behaviors will be placed on a "Behavior Plan". The consequences for misbehaviors will vary from time out, missing an activity, suspension, or being exited from the program. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Students who have been suspended from the program due to behavior, may not attend until the supervisor has had a conference with the student and the parent. Fees will not be refunded for absences due to suspension. After three referral incidents, of which the parent has been notified, a student may be exited from the program. Students suspended from the school, may not attend the program during their suspension. Fees paid for those days will not be refunded. Students who are placed on "Internal Suspension" for the school day, may attend the program.

Student Cell Phone Usage

The program is an extension of the school day. Students are expected to follow the same guidelines reflected in SBBC "Code of Conduct" regarding the use of cell phones. When students are in the program, cell phones may not be used, must be off, and out of sight.

Students may have cell phones in their possession, but may only use them with permission, in a designated area, as specified by the supervisor.

Video Games, iPods, iPad, Tablets

The use of these and other personal technology items from home are restricted in accordance with SBBC "Code of Student Conduct". The program is not responsible for any loss or damage to property if students bring them to the program. They are the sole responsibility of the student.

Students' Dress Code

Students must follow the dress code set by BCPS. Appropriate footwear should be worn daily for outdoor play. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

Health Information

Every site must have at least two (2) staff members on-site, at all times, who are trained with CPR/First Aid/AED usage. Each site is equipped with a first aid kit and has access to an AED machine.

Students' Health Information

Students' allergy or medical information must be noted on the registration form and will be shared with staff. HIPPA and FERPA procedures will be followed to keep this information private.

Minor injuries will be handled at the program, and parents will be notified immediately if medical attention is needed or the injury is questionable. If the injury is serious, 911 will be called first and then the parents will be contacted.

Medication – Dispensing of medication follows SBBC #6305. No medication will be administered without an SBBC approved medication form. All medication is kept locked in a secure location.

Safety Information

Drills – Several types of drills occur throughout the year. These include: Fire, evacuation, tornado, and lockdown. If you arrive to pick up your child during an active drill, you will be asked to wait until the drill has concluded and the “All Clear” has been announced. Please be patient, these drills are conducted to ensure the safety and security of your child.

Active Emergency – If you arrive during an active “Lockdown”, no one will be allowed to enter or leave the building. You will be asked to wait off campus. Once the children have been secured, the program will attempt to contact you via text, email or phone to keep you informed. Once the “All Clear” has been called you may enter the school to sign out your child.

During an active “Evacuation”, if a severe safety issue exists, students may be moved to an alternate location off campus, for their safety. Once the children have been secured, the program will attempt to contact you via text, email or phone to keep you informed as to where you can come to pick up your child. For safety reasons, the program does not disclose the location in advance.

Program Concerns

Each complaint or concern is taken seriously. They will be addressed in the appropriate manner, with the goal of maintaining positive relationships. Please try to resolve all matters at the site with the supervisor. With all parties listening to each other, all problems can be resolved. If you have a concern that cannot be resolved with the supervisor, speak with the school administrator who oversees the program.

If the program supervisor and the school administrator cannot resolve your problem, feel free to contact the Director of the Before & After School Child Care department at 754-321-3330. If you call after hours, please leave a message with your full name, name of the school your child attends, your phone number, and the reason you are calling.

Attendance

Program attendance is taken daily within the first fifteen minutes of the program's start time. If a student does not report to the program, is not on the official absentee list, or early dismissal list, the parent/guardian, or emergency contact will be notified to verify the student's absence. When a child is not present, the next step is that the program will be contacting the classroom teacher, doing an all call on the campus, send extra staff to look for child and calling 911. We take it very seriously when a child's location is not known.

If a student is not going to attend the program for any reason, it is the parent's responsibility to inform the supervisor. Do not ask your child's teacher to notify the program. Call the program, or school, and leave a message, prior to the start time of the program. These procedures are in place to ensure the safety of your child. Consistently failing to notify the supervisor of your child's absence may result in your child being dismissed from the program.

A student who is absent from the school may come to the program if they were not absent due to an illness. The registering adult, or any other adult designated on the registration form (with permission for pick-up) signs in the student. When arriving to the program, they must do so within the first 30 minutes of the program time.

A “Release of Liability/Permission” form must be completed when students are being released to a person not employed by the program for special programs (tutoring, sport camps, gymnastics, cheerleading, ELOP, PAL, Girl Scouts, Classroom Teacher Helper, Chorus, etc.)

School staff children must follow the same sign-in and sign-out procedures as all other students enrolled in the program.

Before Care Arrival and Sign-In Procedure

Parents must bring their child into the Before care program and sign them in before leaving the school. This shows evidence that your child is attending the program and of who is bringing them to the program.

After School Dismissal/Sign-Out Procedure

Students may only be signed out and dismissed from the designated area. Only designated persons indicated on the registration form as having authorization, and producing a photo identification for verification, will be permitted to sign out the student. If for some reason, a person not listed as "authorized" needs to pick up your child(ren), the registering parent must call the program, give the alternate's name, and provide the password on the registration form. The supervisor will need to check photo identification from the person picking up, prior to releasing the child. For more information please refer to section called "Family Matters".

Students may be signed out of the program, for a designated amount of time by an authorized person and returned to rejoin their group once they are finished. This privilege will only be allowed once daily and should not be abused. For the safety of the students, they need to stay with their assigned groups allowing the program to monitor where they are at all times. Students may not sign themselves out and walk/ride a bike home. The person signing them out must sign legibly and note the time on sign-out log/iPad.

Therapy may be provided at the school location with the appropriate documentation. The therapist must have an approved vendor badge to provide the service. The program will not provide any staff to stay with the student during therapy.

NOTE: Parents/guardians must wait at the sign-out desk for the child and directly supervise their exit from the school.

For the safety of the student, the minimum age for signing a student out of the program with written parent permission is 12 years of age. Once a student has been signed out, they are no longer the responsibility of the program, and must leave the campus. Please note, crossing guards are only in place for 30 minutes after the end of the school day.

Every effort will be made by the aftercare staff to make the pick-up process timely. Please do not call ahead for your child. Students cannot wait in the sign-out area for parents to arrive for safety reasons.

Parent Role and Responsibilities

Parents/guardians are welcome to visit the program. Please let the supervisor know when you would like to visit. A staff member will accompany all adults visiting the program to ensure safety. Parents or guardians are responsible for:

- Picking up their child on time
- Notifying the supervisor, if their child is going to be absent
- Following payment procedures
- Keeping the supervisor informed of a change in emergency contact information
- Retaining their payment receipts for tax purposes
- Notifying the supervisor, if their child is going to be withdrawn from the program
- Notifying the supervisor of any change in their child's health, if participation is limited

A student may be exited from the program, if a parent does not meet the above responsibilities on a consistent basis.

Toys or other personal play items from home may not be brought to the program. They are not the program's responsibility, if lost.

Family Matters

Our main concern for all students is their safety and comfort. It is important for the program to be able to maintain good relationships with all the significant adults in the student's life. Please contact the supervisor to make an appointment to confidentially discuss sensitive family matters. These might include: custody agreements, payments and pick-up concerns, legal matters, and other pertinent information that will guide the program in meeting the student's needs. We also ask for parents to refrain from publicly discussing personal family matters and disputes in front of their child.

A parent is not allowed to delete or change the information provided to the program by the other parent. Both parents have equal rights to student information, to contact the student at school, to pick up the child from school, to access the student records, except where a certified copy of a current effective standing "Court Order" specifically revoking or restricting those parental rights is submitted to the school.

Parents/guardians requesting student records must contact the BCPS Public Information Office by calling 754-321-0000 and ask to be transferred to record request. The parent may also contact Requel Bell via email at requel.bell@browardschools.com

Payments must be made by the "last day to pay" and must be complete. Parents sharing responsibility for payments must work out solutions between themselves. The program will not intervene in conflicts between custodial parents over payment issues. Students not paid for by the last day to pay will result in an automatic withdrawal from the program.

Parents, who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.

As adults, we serve as role models for the students in our program. As such, if you have a concern, please address it in the appropriate and calm manner. You may want to set up a time to discuss your concerns with the supervisor. Should a situation occur within the program, due to inappropriate actions by a parent, their child may be exited from the program.

Parents are expected to direct any questions about incidents that involve their child only to the supervisor. It is strictly prohibited for parents to question or reprimand other students in the program.

Please do not leave your purse or valuables in the car when picking up your child. Park in designated areas only.

Thank you for choosing your school's childcare program. We appreciate your trust.

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
2016 Equal Educational Opportunities (EEO) /
Americans with Disabilities Act Amendment's (ADAA's) clause

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex, or sexual orientation. Individuals, who wish to file a discrimination and/or harassment complaint, may call the Director, Equal Educational Opportunities/ADA Compliance at (754)321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendment Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance, at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

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Cooper City Elementary Before and Aftercare Program Guidelines Acknowledgement

Child's Name: _____ **Date:** _____

School's Name: Cooper City Elementary

I understand the policies and procedures that have been outlined in the Parent Handbook. I understand that these are in place to ensure the safety and well-being of my child while attending the program. I have read them and agree to follow them. I have also discussed the rules of the program with my child.

In addition, I understand some of my responsibilities include, but are not limited to:

- Bringing my Photo ID for pick-up verification.
- Picking my child up by 6:00 PM, or I will be charged a late pick-up fee
- Paying Period Fees on or before the last day to pay
- Paying late pick-up fees prior to the next Period Payment
- Notifying the Supervisor, directly, if my child will not be attending the program

1.I understand, my child will be expected to behave in accordance with the "Code of Student Conduct" for Broward County Public Schools.

2.I understand, all payments for Before and After School Child Care Programs must be made in advance of the child receiving childcare. Failure to pay in advance will result in dismissal from the program. Payment due dates are given to parent/guardians upon registration.

3.I understand, it is necessary to pick up my child(ren) on time. Failure to do so may result in dismissal from the program. A late pick-up fee of \$15.00, per 15 minute increments, per family will be charged.

4.I understand, if my child is on the Broward Free/Reduced Meal Program, funds may be available for partial After School Child Care Fees. It is my responsibility to request this information and provide necessary documents for the application.

5.I also understand, it is my responsibility to keep my own records and receipts for income tax purposes.

6.I understand that payments WILL NOT be taken over the phone.

Parent/Guardian Signature: _____

Parent/Guardian Copy

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Program Copy