

Sunset Lakes Elementary

PARENT HANDBOOK



Before and After School Child Care 2015-2016

**BASCC,
Focused on Quality!**

BROWARD COUNTY PUBLIC SCHOOLS, FLORIDA



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 child-care for their children. The goal of this program is to offer a wide variety of quality activities for your child.

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

The Mission of Before and After School Child Care 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; and
- a program that meets the highest quality of child care standards

Important Program Information



Program's Supervisor is: [Daphane Shaw, Denise Lizano, Jennifer Smallwood, Jackie Leiva](#)

Program Contact Number is: [754-323-7693](tel:754-323-7693)

Supervisor's Email Address is: daphane.shaw@browardschools.com, denise.dopico-lizano@browardschools.com, jennifer.smallwood@browardschools.com, hecberta.leiva@browardschools.com

Staffing

The School Board of Broward County has fingerprinted and cleared all staff members. Staff members also attend ongoing professional development.

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

While your child is attending the program, you can expect them to participate in activities that encourage creativity and help build their self worth.

Description of Services

The daily program schedule will include:

- snack time
- homework assistance
- outdoor play
- academics
- access to technology
- other scheduled activities. These other activities might include cultural arts, cooking, science, drama, or arts and crafts.



Homework

All students will be scheduled for a structured homework time. Not all students will complete their homework during this time. If you wish for your child to miss an activity to complete homework, please discuss this with the supervisor.

Recreation/Outdoor Play

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

Snack Time

Snack may be provided by the parent, or available for purchase; talk to the supervisor about the snack provisions for your particular program. If a student forgets his/her snack or snack money, a reminder will be sent home. We promote a healthy life style, and snacks from home should reflect this goal.

Days and Times of Operation

Programs operate from school dismissal until 6:00pm. Programs are offered on all school days and all Early Release days.

Before Care Hours: 6:30am to 7:30am Extended Day Hours: ___N/A___

Enrollment Procedures

All students attending the program must be registered at that school. Students from other Broward County schools may not attend unless approved by the school administrator. All students must be registered in the program before attending. An alternative pick-up password must be provided at time of registration in order for the registration to be considered complete.

Registration forms need to be completed each year for each student, and the \$25.00 registration fee paid for each family. Waiting lists might occur when groups have reached the 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, then the student may be withdrawn.

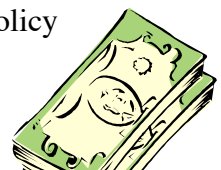
Pre-Enrollment Conference: Children with special needs. An intake will occur within ten (10) school days from the date of application, a pre-enrollment conference will be held, between parents, classroom teacher or ESE specialist, and the provider of care to determine staffing, or special training needs for staff, etc.

Withdrawal Procedures

When a parent withdraws their child from the program (notification must be given by the parent in writing, stating the date the child will be withdrawn), a refund will be given for any unused days left in the payment period. The registration fee will not be refunded. If a student is absent for nine days without notification from the parent about the status of the student, the student will be automatically withdrawn and no refund given. Students moving from one school to another during the school year will need to be registered in the new location, and pay a new registration fee, (if space is available in the program).

Financial Information

All payments are due before services can be rendered according to School Board Policy #3411.



Payment is due no later than 6 p.m., or program closing time, of the scheduled payment due date, if made at the school location. When paying on line, the payment must be made by 11:30 p.m. of the last day to pay. Failure to pay by this time will result in the student being automatically withdrawn from the program.

To re-enter the program, the student must be re-registered by completing a new set of registration forms and paying a new registration fee of \$25.00. All child-care fees that are due must be paid in full, including any outstanding late pick-up fees, before a student can continue for the next attendance period. 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 will need to be made by the parents for their child(ren)'s care until the student have been re-registered 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 School Board Policy for abandoned students.

If payment is not paid by the last date to pay three (3) times, the student may be exited from the program. Please refer to the payment schedule for payment due dates.

The program will not take checks. Payments must be made with cash, money order, cashier check, credit or debit cards. A student cannot participate in the program until payment has been made. Parents are responsible for keeping their receipts for payment.

Broward County Public Schools TAX ID #59-60000530

Students whose parents have failed to pay their fees by the due date will not be allowed to attend the program.

Scholarships

A partial scholarship rate may be available to families that qualify for free or reduced meals, and meet other qualifications. Scholarships are based on need and are limited. Speak with the supervisor for more information.

Late Pick-Up

Students are to be picked up by the program's closing time. A late pick-up fee of \$15.00, will be charged for each 15 minute increment the parent or guardian is late in picking up each of his/her child(ren) (i.e. 1-15 minutes; 16-30 minutes; 31-45 minutes, etc.). The clock used for time is the clock found at the pick-up location. 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" and applied to the student's permanent record.



Excessive late pick-ups may result in students being withdrawn from the program.

Discipline

All students attending the program are expected to follow the "Code of Student Conduct" for Broward County Public Schools (BCPS), and 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 a 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 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 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 after care program.

Student Cell Phone Usage

Before and After School Child Care (BASCC) is an extension of the normal school day. BASCC students are to follow the same guidelines that are reflected in the School Board of Broward County "*Code of Student Conduct*". When students are in the program, cell phones may not be used, and must be off and out-of-sight.

Students may have a cell phone in their possession, but it may only be used with permission in a designated area, as specified by the supervisor.

Video Games, I-pods

The use of these and other personal technology items from home are restricted in accordance with the BCPS Code of Student Conduct.

Protecting Students' Health

Every site must have at least two staff members who are trained in CPR and First Aid. Each site is also equipped with a first aid kit.

Health Information About the Student

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

Minor injuries will be handled at the program, and parents will be called, if medical attention is needed or if there is a questionable incident. Parents and 911 will be called immediately for all serious injuries.

Medication

Dispensing of medication follows School Board Policy #6305. No medication will be administered without a SBBC approved medication form. All medication is kept locked in a secure location.

Safety Information

Drills

Several types of drills will occur during the year. These drills will include: evacuation drills, tornado drills and lock down drills. If you arrive to pick up your child during an active drill, you will be asked to wait until the drill has been concluded and an "All Clear" has been announced to pick up your child. Please be patient, drills are done to ensure the safety and security of your child.

Active Emergencies

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 by text, email or phone to keep you informed. Once an "All Clear" has been called you may enter the school to sign out your children.

During an “Active Evacuation”, if a severe safety issue exists, students may be moved to an alternative neighborhood location off campus, for their safety. The program will make every attempt to contact by text, email or phone with instructions for picking up your child away from campus.

Students’ Dress Code

Students are to follow the dress code set by the Broward County Public Schools. Appropriate footwear should be worn daily for outdoor play. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

Attendance

Attendance is taken daily within the first twenty 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.



If a student is not going to attend the program for any reason, it is the parent’s responsibility to inform the supervisor by calling the program or school’s telephone number and leaving a message prior to the program’s start time. These procedures are in place to ensure the safety of all students attending the program.

It is the parent’s responsibility to notify the supervisor and your child’s teacher, if the student will not be attending the program. To ensure that the supervisor is notified in a timely manner, please do not ask the teacher to take on the responsibility of notifying the supervisor that your child will not be attending the program.

Consistently failing to personally notify the supervisor of your child’s absence may result in the student being dismissed from the program. A student who is not present for the school day may come to the program if they were not absent from the school day due to illness. The registering adult, or any other adult designated on the registration form (with permission to pick-up the student) signs in the student.

When arriving at the program, an adult must accompany their child. However, students can only enter the program within the first 30 minutes of 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 (such as tutoring, sports camps, gymnastics, cheerleading, PAL, chorus, Girl Scouts, classroom teacher helpers, etc.).

After School Care Dismissal/Sign Out Procedures

Students may only be signed out and dismissed from the designated sign out area.

Students may be signed out of the program to leave for the day only by those persons indicated on the registration form as having authorization to do so and producing a photo ID for verification. If for some reason a person who is not listed as “authorized to pick-up the student”, the registering parent must call and give the alternate’s name to the supervisor. The parent will identify himself or herself on the phone to the supervisor by using the password system. Please refer to the section “Family Matters” for more information.

Students may be signed out of the program by an authorized person for a designated period of time and return at a later time to rejoin their groups. This privilege will only be allowed once daily and should not be abused. For the safety of students, students need to stay with their assigned groups. Students may not

sign themselves out and walk/ride bike home. The person signing a student out must sign legibly and note the time on the sign out log.

Therapy maybe 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 support services 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 out a student 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.

Every effort will be made by the after care staff to make the pick-up process timely. Please do not call ahead for your child, for safety reasons students cannot wait in the sign out area for parent's arrivals.

Before Care Arrival and Sign In Procedures

Parents must bring the child to the Before Care program at the school and sign them into the program before leaving the school.

Special Programs

Special activities or programs might be offered from time to time that would incur additional fees. These would be optional program enhancements.

Program Concerns

Each complaint or concern is taken seriously. They will be addressed in an appropriate manner, which maintains 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 serious concern that cannot be resolved at the school site with the supervisor and school's administrator, please feel free to contact Dr. Deborah Gavilan, Director of Before and After School Child Care at 754-321-3330.

Parent Roles and Responsibilities

Parents or 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

As always, 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. The supervisor asks that you make an appointment to confidentially discuss sensitive family matters. These might include: custody agreements, payment and pick-up concerns, legal matters, and any other pertinent information that will guide the program in meeting the student's needs. We also ask parents to refrain from publicly discussing personal family disputes in front of their child.

An adult is not allowed to delete or change the information provided to the program by the other registering adult. Both adults have equal rights to contact the student at school, to pick up the child from school, to access the student records and to student information except where a certified copy of a currently effective Court Order specifically revoking or restricting those parental rights is submitted to the school.

Parents requesting student records must contact the BCPS Public Information Office at 754-321-2300.

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

Again, if there are any concerns of which we need to be aware, please arrange to meet privately with the supervisor.

As adults, we serve as role models for the students in the program. If you have a concern, please address it in an appropriate and calm matter. 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 parents, a student will be asked to leave 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.
Please park in designated areas only.**

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

2015-2016



BASCC,

Focused on Quality!

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2015 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.

Child's Name: _____

School's Name: _____

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 _____, or I will be charged a late fee
- paying Period Fees on or before the last day to pay
- paying late 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 Program must be made **in advance** of the child receiving childcare. Failure to pay in advance will result in dismissal from the program. "**Last Day to Pay**" is given to parents/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 up to \$15.00, per 15 minute increments, per child may 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.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Copy
2015-2016

Child's Name: _____

School's Name: _____

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 _____, or I will be charged a late fee
- paying Period Fees on or before the last day to pay
- paying late 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 Program must be made **in advance** of the child receiving childcare. Failure to pay in advance will result in dismissal from the program. **“Last Day to Pay” is given to parents/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 up to \$15.00, per 15 minute increments, per child may 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.

Parent/Guardian Signature: _____

Date: _____

Program's Copy
2015-2016