



After School Programs Inc. is a 501(C) (3) not for Profit Corporation which currently operates on-site after school programs serving thousands of children throughout Florida. Currently, we offer care to children in Broward, Dade, Orange and Collier County. Since 1991, ASP has been committed to providing safe quality before and after school care. Many of our programs have been awarded the Gold Seal of Excellence from the Child Care Licensing and Enforcement Section of Broward County. Our mission is to enhance and enrich the lives of children while meeting the needs of the children, families, schools and communities we serve. ASP strives to provide innovative programs that meet the developmental needs of the growing child. Our programs include a blend of enriching educational, recreational, and social activities.

DAILY SCHEDULE: Our program operates each day from the time school is dismissed until 6:00 P.M. A nutritious snack is provided each day. Homework time, in a quiet, supervised environment, is provided daily, with assistance if needed. A variety of scheduled activities include: reading, writing, computers, character education, language, organized sports & games, art, cooking, science, drama, and club days.

INTRODUCING OUR STAFF: Each staff member is fingerprinted, background screened, and meet all current requirements mandated by law. Staff members are also required to take a 40 hour child care training course. We also offer CPR and first aid training. We maintain a low staff to child ratio. This ensures safer supervision and allows our staff to be more responsive and nurturing to the children in our care.

FIELD TRIPS & SPECIAL ACTIVITIES: ASP provides care on all early release days. A special show or activity will be included at no additional cost. On school holidays and during Winter & Spring vacations, ASP will offer full day field trips. There will be an additional cost for these trips.

PROGRAM FEE: \$193.98 per payment period and a non-refundable registration fee of \$36.00 per family. ASP has applied for and received grants for various schools. (Please see reverse for more information.)

LATE PICK-UP: A \$15.00 charge per child will be assessed for every 15 minutes or part of after 6:00 P.M. After 3 late pick-ups, we reserve the right to drop your child from our enrollment.

REGISTRATION PROCEDURES: Registration will be conducted at each school location using a paperless online system and will be on a first come, first served basis. Be sure to submit your registration fee along with payment to the Site Director. Please make sure the name of your child's school and their grade is indicated on the forms, checks or money orders. See the Site Director for further information on the registration process.

Should you need to contact us, a telephone has been installed in the cafeteria. Please ask the Site Director for the telephone number.

ASP prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. We are not responsible for lost, stolen or damaged property.

2020/2021

ASP Payment Schedule 2020 / 2021

| PAYMENT DUE DATE: | PAYMENT PERIOD DATES: | AMOUNT: |
|--|---------------------------------------|----------|
| August 12 th | August 19, 2020 – September 9, 2020 | \$193.98 |
| September 3 rd | September 10, 2020 – October 1, 2020 | \$193.98 |
| September 25 th | October 2, 2020 – October 23, 2020 | \$193.98 |
| October 19 th | October 26, 2020 – November 17, 2020 | \$193.98 |
| November 10 th | November 18, 2020 – December 15, 2020 | \$193.98 |
| December 9 th (Winter Break not included) | December 16, 2020 – January 20, 2021 | \$193.98 |
| January 14 th | January 21, 2021 – February 10, 2021 | \$193.98 |
| February 4 th | February 11, 2021 – March 4, 2021 | \$193.98 |
| February 26 th (Spring Break not included) | March 5, 2021 – April 5, 2021 | \$193.98 |
| March 30 th | April 6, 2021 – April 26, 2021 | \$193.98 |
| April 20 th | April 27, 2021 – May 18, 2021 | \$193.98 |
| May 12 th | May 19, 2021 – June 9, 2021 | \$193.98 |

REGULAR PROGRAM FEE: \$193.98 per payment period and a non-refundable registration fee of \$36.00 per family. Tuition is due along with the registration fee, made payable to ASP. There is a 5% discount for 2nd & 3rd children and for all Broward County Public Schools' employees (please provide copy of School Board badge). ASP also has a limited number of scholarships available for families needing assistance.

GRANT PROGRAM FEE: ASP has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a non-refundable registration fee of \$36.00 per family. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payment will only be accepted at the site before or on the due date. As per School Board Policy 3411, ALL PAYMENTS MUST BE MADE PRIOR TO THE START OF THE ATTENDANCE PERIOD. Payment must be made by check or money order. **Cash will not be accepted.** No refunds. If payment is made late, your child will be dropped from the program and may no longer attend. Your child will have to be re-registered and an additional registration fee will be charged, providing there is space available.

These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits at your site.

RETURNED CHECK CHARGE: There is a returned check charge of \$35.00. All subsequent payments must be money order for the period of one year.

2020/2021

*Schedule subject to change

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

CFPI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



**"The Flu"
A Guide
for Parents**

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____
Child's Name: _____
Date Received: _____
Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-982-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



Know Your Child Care Facility



CFPI 176-24, 10/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.312(5), F.S.

Licensing Standards

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65D-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ___/___/___

License Expires on ___/___/___

For more information regarding the compliance history of this child care provider, please visit: www.myflorida.com/childcare.

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65D-22, F.A.C., which include, but are not limited to, the following:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

| | |
|--------------------|------|
| Under 1 yr. old | 1:4 |
| 1 yr. old | 1:6 |
| 2 yrs. old | 1:11 |
| 3 yrs. old | 1:15 |
| 4 yrs. old | 1:20 |
| 5 yrs. old & older | 1:25 |
- ✓ Maintain appropriate transportation vehicles (if transportation is provided).

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and infant/child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ✓ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:



- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

To report non-compliance with state licensing standards, please contact your local licensing office.