

# Parent Handbook

## 2021-2022



Welcome to before and/or after school childcare. We understand that parents/guardians 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.

This program will provide parents/guardians with a secure, supervised, constructive learning and play environment for their child(ren). It is 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 daily program will include a variety of activities.

The mission of the Before and 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

## **COVID-19**

This program will adhere to all Broward County Public Schools (BCPS) COVID-19 requirements, including, but not limited to the use of face coverings.

## **Personnel/Staff**

In compliance with the state of Florida, BCPS requires that all program staff are fingerprinted, cleared, and badged. Additionally, all staff are mandated to attend a minimum of ten hours of ongoing professional development per year.

Group size will adhere to current BCPS requirements for physical distancing. Ratios for BASCC programs will not exceed 1 to 10 for PreK, 1 to 20 for grades K-5, and 1 to 25 for grades 6 to 8. Students with special needs may require a lower ratio.

## **Homework**

All students will be scheduled for structured homework time. Not all students will complete their homework during the allotted time.

## **Recreational/Outdoor Play**

The program will follow all BCPS COVID-19 guidelines for recreational/outdoor play.

## **Breakfast/Snack/Dinner**

Speak with the program's supervisor about the breakfast/snack/dinner provisions available. Food may be offered by the program or may need to be provided by the parent/guardian. If the student forgets his/her snack or snack money, a reminder will be sent home.

We promote a healthy lifestyle. Snack from home should reflect this goal.

Please refrain from sending items that contain nuts, as many of our students have allergies.

## **Enrollment Procedures**

All students attending the program must be registered at that school. Students from other BCPS schools may not attend unless approved by the school administrator.

Registration and payment are required prior to attending the program. For registration to be complete, an alternative pick-up password and emergency contact must be provided.

Student registration forms must be completed each year. Additionally, an annual registration fee will be collected. Registration fee is charged per student.

If groups reach their ratio capacity, the program may create a waitlist. As spaces become available, parents/guardians will be contacted.

Upon entering the program, all students begin a trial period consisting of ten scheduled program days. If the program cannot meet the student's needs, the student may be exited.

## **Registration Process**

Parents/guardians are encouraged to use the web version of Program Data Management System (PDMS) to register their child(ren).

All applications must be approved by the program's supervisor. Parent/guardian will receive an email confirming that the application has been submitted. Once the application has been reviewed, the supervisor will provide next steps to the parent/guardian.

Per BCPS Policy #3411, all payments are due before services can be rendered.

## **Withdrawal Procedures**

If a parent/guardian withdraws their child(ren) from the program, written notification must be given stating the date of withdrawal. A refund will be issued for any unused days left in the payment period. The registration fee, and activity fee if applicable, are non-refundable.

Students moving from one school to another during the school year must register at the new location and pay a new registration fee. Registration fees do not transfer from one school to another. The parent/guardian should check with the new school's program prior to the move to see if the program has space available.

## **Financial Information**

Per 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.

Payments made at the school location are due by the closing time of the program on the scheduled payment date. Online payments must be made by 11:00 PM of the scheduled payment date. Failure to pay by this time will result in the automatic withdrawal of the student from the program. Students cannot participate in the program until payment, including the required re-registration fee and any unpaid late pickup fees, have been paid. Re-registration fee is charged per student.

If payment has not been made, and a student has been removed from the program, the student will not be allowed to attend the program. Parents/guardians must make other arrangements 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/guardian will be called to pick the student up. The student will remain at the designated sign out area until the parent/guardian arrives. If the program cannot reach the parent(s)/guardian(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/guardian must re-register the student by completing a registration form and paying a re-registration fee. All fees due, including any late pickup fees owed, must be paid in full before a student can continue.

Any unpaid fees will be made a "student obligation". Student obligations must be paid before the parent/guardian will be able to use the eStore (online payments) for any future school purposes.

If payment is not made by the last day to pay three 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 will be provided to you for reference.

The program cannot accept checks or Discover. Payment may be made online through the eStore, with cash, money order, cashier's checks, credit card, or debit cards. Parents are responsible for keeping their receipts.

The Broward County Public Schools Tax ID# is 59-6000530.

## **Scholarships**

A reduced scholarship rate 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.

All before/aftercare fees must be paid in advance of service. 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 online. Speak with your program's supervisor for more information. Scholarships do not continue from the previous year. Families must apply yearly.

Please note: The scholarship process may take up to eight weeks to complete.

## **Late Pick-Up**

Students must be picked up by the program's closing time. A Family Late Pick-Up fee of \$15 will be charged for each 15 minute-increment that the parent/guardian is late to pick up their child(ren). For example: 1-15 minutes, 16-30 minutes, 31-45 minutes, 46-60 minutes. The clock found at the designated pick-up area will be used to measure time.

All outstanding late pick-up fees must be paid before the next payment period begins. Outstanding late pick-up fees may become a "student obligation".

Excessive late pick-ups may result in a student's exit from the program.

The program will make every attempt to reach a parent/guardian, if necessary, at the end of the programming day or during an emergency. If the program is unable to reach a parent/guardian, or an alternative contact designated on the student's registration form, the local police will be called.

## **Discipline**

All students attending the program are expected to follow BCPS "The Code Book for Student Conduct", which includes Anti-Bullying Policy 5.9.

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

A student's failure to comply with BCPS COVID-19 guidelines will result in immediate correction. If non-compliance persists, the parent/guardian will be notified. Continued non-compliance will result in dismissal from the program. This may not apply to students with documented health concerns or special needs that prohibit them from covering their mouth and/or nose.

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 a parent/guardian.

After three documented incidents, of which the parent/guardian has been notified, a student may be exited from the program.

Students, who have been suspended from school, may not attend the program during their suspension period.

Fees will not be refunded for absences due to suspension.

Students who are placed on "internal suspension" may attend the program.

## **Student Cell Phone Usage**

BASCC students are to follow the guidelines reflected in BCPS "The Code Book for Student Conduct". Students may have a cell phone in their possession during program time, but it may only be used with permission, in a designated area, as specified by the program's supervisor.

## **Handheld Electronic Devices/Video Games**

The use of personal technology items from home are restricted in accordance with BCPS "The Code Book for Student Conduct". These devices are the sole responsibility of the students. The program is not responsible for any loss or damage to property.

## **Health Information**

BASCC programs must have at least two staff members certified in CPR and First Aid present during all program hours. This site is equipped with a first aid kit and has access to an AED machine.

## **Student Health Information**

Allergy and/or medical information should be noted on students' registration forms. This information will be shared with staff. To keep this information private, the program will follow all HIPPA and FERPA requirements.

Minor injuries will be handled at the program. If medical attention is needed, or if the injury is questionable, parents/guardians will be notified immediately. If the injury is serious, 9-1-1 will be called first, and then the parent/guardian will be contacted.

## **Medication**

Dispensing of medication follows SBBC policy #6305. No medication will be administered without a BCPS approved medication form. All medication is kept in a secure location.

## **Safety Drills**

Safety drills are conducted throughout the year following BCPS procedures. These include fire, evacuation, tornado, and lockdown. If you arrive to pick up your child(ren) during an active drill, you will be asked to wait until the drill has concluded. Please be patient, these drills are conducted with the safety and security of your child(ren) in mind.

## **Active Emergency**

During an "Active Lockdown", no one will be allowed to enter or leave the building. Parents/guardians will be asked to wait off campus until the "All Clear" has been issued. In some instances, students may be moved to an off-campus location.

Once the students have been secured, the program will attempt to contact parents/guardians by text, email, or phone.

## **Student Dress Code**

Students are to follow BCPS dress code during program hours. Footwear, appropriate for outdoor play, should be worn daily. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

## **Before Care Arrival and Sign-in Procedure**

Parents/guardians must sign their child(ren) in to the before care program before leaving the school. This shows evidence that your child(ren) is attending the program as well as who is bringing them to the program.

Middle school students, over the age of 12, with written permission from the registering adult, may sign themselves in to the program.

Student sign-in will be documented using the program's iPads.

## **Aftercare**

Attendance is taken within fifteen minutes of the program's start time. If a student does not report to the program and is not on the school's absentee or early dismissal list, the parent/guardian, or emergency contact, will be contacted to verify the student's absence. The steps taken by the program will include contacting the classroom teacher, making an announcement of the school's public address system, sending staff to look for the student, and if necessary, calling 9-1-1.

If a student is not going to attend the program for any reason, it is the responsibility of the parent/guardian to inform the supervisor, prior to the program's start time, by calling the program or school's telephone number and leaving a message. Please refrain from asking your child(ren)'s teacher(s) to notify the program. These procedures are in place to ensure the safety of all students in the program. Consistently failing to personally notify the supervisor of your child(ren)'s absence may result in dismissal from the program.

Students who are absent from the school day may attend the program if that absence was not due to illness. The student must be signed in by an adult within 30 minutes of the program's start time.

## **Release of Liability/Permission**

Students may be released to a person not employed by the program for special activities such as tutoring, sports camp, gymnastics, cheerleading, etc. Please see the program's supervisor for more information and to obtain a copy of the "Release of Liability" form.

Children of school employees must follow the same procedures required of other students enrolled in the program.

## **After School Dismissal and Sign-Out Procedure**

Students may only be signed out and dismissed from the designated area. Only persons indicated on the registration form as having authorization, and producing photo identification for verification, will be permitted to sign the student out.

Parents/guardians may call to authorize persons not listed on the registration form. The parent/guardian will provide the password listed on the registration form as a method of identification over the phone. The program will check photo identification prior to releasing the child.

For the safety of students, people authorized for pick-up must be at least 12 years of age. To authorize persons under the age of 18 for pick-up, parent/guardian must complete a "Pick-up Authorization" form. Please see the program's supervisor for more information and to obtain a form.

Parents/guardians must wait in the program's designated area for their child(ren) and directly supervise their exit from school grounds. Once a student has been signed out, they are no longer the responsibility of the program, and must leave the campus. Please remember that crossing guards are only in place for 30 minutes after the end of the school day.

Once they have been signed out, students may not return to the program until the next program day.

Every effort will be made to ensure the pick-up process is timely. Please do not call ahead for your child(ren). For safety reasons, students cannot wait in the sign-out area for parents/guardians to arrive.

Student sign-out will be documented using the program's iPads.

## **Therapy during Program Hours**

Therapy may be provided at the school location with required documentation in place. To provide service, the therapist must be approved by BCPS and wear a vendor badge. During therapy, the program will not provide any support staff to stay with the student. Therapists will be permitted to work with students individually and may not observe the student in a group setting. Per BPCS, therapists must follow all BCPS COVID-19 guidelines.

## **Program Concerns**

All concerns are taken seriously. To maintain positive relationships, they will be addressed in an appropriate manner. Please try to resolve all matters at the site with the supervisor. With all parties listening to each other, problems can often be resolved. If you have a serious concern that cannot be resolved at the school site with the supervisor and school administration, please feel free to contact the Before and After School Child Care Department's Director or designee at 754-321-3330.



## **Family Matters**

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

Our priority is the safety and comfort of students. It is important for the program to maintain good relationships with the significant adults in our students' lives. Parents/guardians should make an appointment with the supervisor to discuss sensitive family matters, including custody agreements, payment and pick-up concerns, legal matters, and other pertinent information. Parents/guardians are asked to refrain from publicly discussing personal family disputes in front of their child(ren).

The program will not intervene in conflicts between parents/guardians regarding payments issues. Parents/guardians sharing responsibility for payments must work out solutions among themselves. Non-payment by the payment due date will result in automatic withdrawal from the program.

A non-registering parent/guardian may not delete or change the information provided to the program by the registering parent/guardian. Both parents/guardians have equal rights to contact the student at school, to pick the student up from school, to access student records, and to other pertinent information except where a certified copy of a currently effective court order specifically revoking or restricting those parental rights is submitted to the school.

Students whose parents/guardians, do not provide accurate/current registration information, including phone numbers and addresses, may be exited from the program.

Parents/guardians are expected to direct questions, about incidents that involve their child(ren), to the supervisor. Information regarding other students will not be provided. It is strictly prohibited for parents/guardians to question or reprimand other students in the program.

As adults, we serve as role models. If you have a concern, please address it in an appropriate and calm manner. You may want to set up a time to discuss your concerns with the supervisor. Inappropriate parent/guardian actions may result in a student being exited from the program.

## **Parent/Guardian Roles and Responsibilities**

Parents/guardians are responsible for:

- Following BCPS COVID-19 guidelines.
- Picking up their child(ren) on time
- Notifying the supervisor if their child(ren) will be absent
- Following payment procedures
- Keeping the supervisor informed of changes in emergency contact information
- Retaining payment receipts for tax purposes
- Notifying the supervisor if their child(ren) is going to be withdrawn from the program
- Notifying the supervisor of any change in their child(ren)'s health, if it limits participation in activities

If a parent/guardian does not meet the above responsibilities on a consistent basis, their child(ren) may be exited from the program.

Personal items are not the program's responsibility if lost or damaged.

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

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, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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