



**Before and Aftercare Program Handbook  
2018-2019**

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*A Member of the Charter Schools USA Family of Schools.*

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**813-796-1209 x1004**

## **CSUSA Before and After School Care Vision:**

All CSUSA Before and After School Care programs will offer parents and employees a structured, safe, caring, and learning environment for all students aligned with school-wide academic initiatives. The programs will offer a variety of activities that will include time for home learning/homework, indoor/outdoor games, music, arts and crafts.

## **CSUSA Before and After School Care Mission:**

The mission of our Before and After School Care Program is to ensure implementation of the following practices:

- Students will be carefully supervised and monitored.
- Maintain a structured learning environment.
- Designate scheduled time for completing homework assignments.
- Provide a daily snack.
- B/A staff will assist students with their learning experiences.
- B/A staff will comply and ensure student safety is a top priority.
- Ensure all school leadership teams and staff are fully trained with all CSUSA Before and After School Care policies and procedures.
- Provide all CSUSA employees' children Before/After School Care services at no charge.
- Comply with the CSUSA B/A policies and procedures.
- Maintain an affordable and competitive monthly fee schedule and "Late-Pick" up fees.
- Work with Principals, School Operations Administrators and B/A School Care Directors to be fiscally responsible and aligned with school budget.

## **Registration and Rates**

All parents must enroll their child in the Before/After Care Program prior to the child attending the program. There is non-refundable one-time registration fee of \$25 per family due at the time of registration. Students must be registered in order to attend. Daily students are NOT permitted except for "emergency" purposes.

## **Hours of Operation**

- 🕒 Before Care operates from 6:30 a.m. – 7:15 a.m.
- 🕒 Aftercare operates from 2:45/3:00 p.m. – 6:00 p.m.

## **Before Care Program – Arrival Procedure**

Students enrolled in the Before Care program must enter through the front office with their parents. **All parents are required to sign their child in each morning when they drop their students off.** Students enrolled in the Before Care program will not be permitted into the school until 6:30 a.m. and must not be dropped off prior to this time as there is no supervision present.

## **Before Care Program – Departure Procedure**

Students will eat breakfast in the cafeteria at 7:15 a.m. Students will then be dismissed to their assigned hallway starting at 7:30 a.m.

## **Aftercare Program – Arrival Procedure**

Students will be picked up from class by an Aftercare staff member.

## **Aftercare Program – Departure Procedure**

**After Care pick up begins at 3:45 pm after regular dismissal. Children will not be released before this time. If you plan on picking up your child before 3:45 pm they must be picked up during regular dismissal times for that day.** Notify the office by 12:00 pm of the change or you may notify Mrs. Melissa Via the **Remind App class code @94g6ka**

### **Parents and/or authorized designees must:**

- Parents must park in the parking lot, car line or any of the four spaces in the front (if available) and walk to the front office. Due to safety concerns, **no one is allowed to park anywhere but the places mentioned above** when picking up aftercare students. Also please be considerate of other parents picking up their student(s), be patient, I understand everyone is trying to get home but our students safety is our main concern.
- Present purple car tag/driver's license
- Name must be on the pickup list/or have the car tag
- Must be at least 18 years old
- Complete the BAC sign-out form noting time of pick-up, print name, and signature (for each child).

**Failure to comply with departure procedures will result in the termination of your student from the aftercare program.**

## Early Release Days

**After Care pick up on Early Release Days begins at 1:45 pm.** Children will not be released before this time. If you plan on picking up your child before 1:45 pm they must be picked up during regular Early Release dismissal times for that day. **Notify the office by 10:00 am of the change or you may notify Mrs. Melissa Via the Remind App class code @94g6ka**

## Late Pick-up

**Students must be picked up by 6:00 pm.** Late fees will accrue after 6:00 pm at the rate of **\$ 2.00 per every minute late.** Parents must sign their children out at the end of the day indicating the time of pick-up. A car tag or photo ID will be required, so please carry one with you at all times. Children will only be released to those listed on the Authorized Pick-up list on the registration form or the information provided on the Student Emergency Contact Yellow Card distributed with the First Day Packet. No one under the age of 18 will be permitted to pick up any child.

**Parents that are late picking up their students 30 minutes or three times during one month will be terminated from the program.**

## Description of Services

Each child must arrive at BAC prepared with the necessary supplies: homework, paper, pencils, book, etc. Students that are enrolled in the After Care Program are provided one snack and one juice/milk on a daily basis. All grades will have a minimum of 30 minutes of recess time (weather permitting). Students who fail to follow the rules and expectations **WILL** have their recess time and/or special activity revoked.

The Aftercare program includes:

- Homework Time /or Study Skills/Hall and Enrichment Time – 45 min to 1 Hour
- Healthy Snacks and Drinks – 15 minutes
- Outdoor Activities, including organized games – 30 minutes
- Indoor Games and Enrichment Activities – 30 minutes
- Arts and Crafts – 30-45 minutes

Students enrolled in the After Care Program are provided with a snack on a daily basis; however, students can bring their own snack if preferred.

## Homework

Students will be provided with 45-minutes of quiet time for homework; however, **THE AFTER CARE STAFF IS NOT RESPONSIBLE FOR THE COMPLETION OF HOMEWORK ASSIGNMENT(S)**. For homework not finished during BAC, parents must ensure that the assignment is completed at home. Those students who do not have homework or who choose not to complete their homework, will be assigned quiet time for reading. Please ensure that your child has a book (**DAILY**) that is compliant with SCA's policy. Please be advised that it is your child's responsibility to ensure that he/she has their homework and necessary school supplies prior to leaving the classroom. Once school has been dismissed, classrooms will be locked and it will not be possible for students to return to their classroom to retrieve homework or other left items.

**-If you wish for your child to miss an activity in order to complete their homework, please discuss this Mrs. Melissa. If you wish for your child not to complete their homework during Aftercare homework time you must submit written permission to Mrs. Melissa. If request is not submitted in writing your student will be expected to complete homework during appropriate time.**

## Student Behavior and Discipline Policy

Students are expected to be respectful and responsible at all times. SCA's After Care has a "hands to yourself" policy. Students are not to put their hands on another student (even in play). A parent conference will be scheduled to help all parties resolve any behavioral issues. Any student that intentionally injures another person will be suspended from the program, after an investigation has shown that such injury was willful in nature. Such behavior is of a serious concern and will result in prompt, remedial possibly disciplinary attention.

### **The following behaviors should never be exhibited during Before and After Care:**

- Any type of fighting
- Intimidating, harassing, or threatening others
- Use of profane language, gestures or behaviors
- Damaging and/or destroying belongings to the school or others
- Leaving the assigned BAC area without permission from BAC Staff
- Theft of any kind
- Disrespect to adult authority figures

### **Consequences:**

- First Offense: Director - Student Conference
- Second Offense: Director-Parent-Student Conference
- Third Offense: One-week suspension from BAC Program
- Final Offense: Termination from the BAC Program

## Payment Procedures

We accept credit/debit, money orders, and online (eFunds). The before & aftercare program may make a change in acceptable payment. Please submit EXACT payment in full - no change will be provided. Any change owed will be credited to your account. **Payments are to be made to the Before and After Care director only. The front office staff will not accept payment.** Please note that credit and refunds for days that the student does NOT attend will not be granted.

**(NOTE: Checks will no longer be accepted as a form of payment for Before/Aftercare.)**

### ***Payments:***

Parents are required make “**monthly**” payments on the 1<sup>st</sup> of every month. Students attending will be charged the monthly rate regardless of the number of days your child attends in that service period.

Additionally, students not withdrawn from the program will be charged the monthly fee regardless of attendance. (See Withdrawals below.)

### ***Late Fees:***

Payments will be considered late after the 5<sup>th</sup> day of each month. A “Late Fee” of \$10.00 will be assessed at the time of payment. **New Regulations Mandates We Collect the Late Fee.** The late fee must be paid before your child/(ren) can return to the BAC program. Parents that are late picking up their child(ren) more than three (3) times during one month will be terminated from the program.

**(NOTE: Late payments will not be accepted without the late fees)**

**\*Any family who is in arrears will not be permitted to register for the Before and After Care Program for the next school year until the account’s balance is paid in full.**

## Absences

Credit for absences will only be given for extreme situations where a lengthy absence period (minimum 10 days) has occurred due to illness. To receive a credit, a doctor’s note must be provided covering the dates of the absences and permission to return to school.

## Withdrawals

To withdraw your child from the Before/After Care Program, a written 30-day notice is required. If written notice is **not** provided, an additional Registration Fee is required to re-enter the Program when space is available. Please complete and submit a notice of withdrawal/change to the BAC Director Only.

**BAC services will be “LIMITED” to two changes each school year, providing a 30-day notification.**

### **Volunteer Hours**

If you would like to donate art supplies, games, or outdoor activity supplies to the Before and After Care Program, you will be given the hours depending on the items. There will be a 10-hour max for items donated. If you wish to volunteer during After Care Program, please contact the director, Melissa Grullon.

### **Contact Information**

Parents may contact the program director, Mrs. Melissa Grullon by phone at 813-769-1209 x1004, by email at [mgrullongarcia@southshorecharter.org](mailto:mgrullongarcia@southshorecharter.org) or the Remind App class code **@94g6ka** to address any issues or concerns. A conference will be scheduled if necessary.

***I am looking forward to our returning students and parents and welcoming our new students and parents to the program. It is my goal to make the 2018 - 2019 Before and After Care Program a successful, educational, safe, and fun environment.***

## ***Before & After Care Late Policy Agreement***

For your convenience, our program is open from **6:30-7:15 am (Before Care)** and as late as **6:00 pm for dismissal (After Care)** on student school days Monday – Friday. **Please be on time to pick up your child. Should your child be picked up later than 6:00 pm, a late fee of \$2.00 will be assessed for every minute late.**

Late fees are due upon picking up your child or by the next day of service. Your child will not be permitted to return to the program until fees are current. **Lateness in excess of 30 minutes past closing (6:00 pm) MAY result in immediate termination from the program and notification of law enforcement.**

**First Offense:** Verbal warning and assessment fees.

**Second Offense:** Written warning of pending termination from the program and assessment fees.

**Third Offense:** Child will be terminated from the program and assessment fees.

Students Name: \_\_\_\_\_ Grade \_\_\_\_\_

Sibling \_\_\_\_\_ Grade \_\_\_\_\_

I understand and agree to the Late Policy Agreement above.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that I have read the Before/Aftercare Handbook. I give my child permission to participate fully in the Southshore Charter Academy Before/After Care Program. I agree to comply with all the rules, regulations, and policies as set forth in this program.

In addition, I agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees and/or possible termination from program.

I also understand any past due balances may be submitted to a collection agency and subsequent collection agency fees applied to the open balances.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Photographs** – Pictures and photos are taken of activities from time to time for the purposes of art activities, Southshore Charter Academy website, local newspaper, or other publications. Any children pictured in these publications *will not* be identified by name.

I am willing to allow my child to be photographed in the Southshore Charter Academy

Yes \_\_\_\_\_ No \_\_\_\_\_