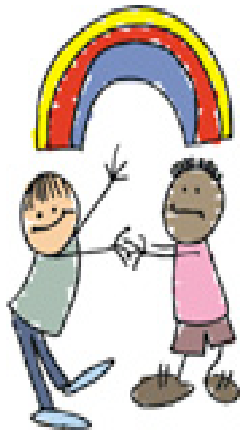


# Nova Eisenhower Elementary



## Before and After School Child Care

### Parent Handbook



2007-2008





**Welcome** to another fun-filled year of before and after school child care. The goal of this program is to offer a wide variety of quality activities for your child. We understand that parents are faced with the difficult task of finding quality childcare for their children.

Nova Eisenhower Elementary will provide working parents with a secure, supervised constructive learning and play environment. Programs are designed for the ages of children that 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 cultural and enriching program that promotes the physical, intellectual, emotional and social development of each child**
- **A program that meets the highest quality of child care standards**

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

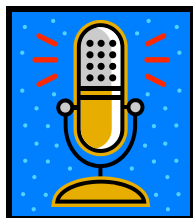
## Recreation/Outdoor Play

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

Snack is to be provided by the parent if not sold at the site. If a student forgets his snack or snack money, a reminder will be sent. We promote a healthy life style so vending machine offerings and snacks from home should reflect this goal.

## Important Program Information



Your Program Supervisors are: Janice Brown and Patricia McCoy,  
After Care Supervisors - Ilona Jacobs and Debbie Howell, Before  
Care Supervisors

Program Contact Number is 754/323-6683

## Days and Times of Operation

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

Before Care Hours: 7:00 a.m. - 9:00 a.m. (Students must be signed in by an adult)

### Enrollment Procedures

All children 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 children 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 child and the \$ 15.00 registration fee paid for each child. Children with special needs are to have a pre-enrollment conference before being registered in the program. Waiting lists might occur when groups have reached the ratio capacity. As spaces become available, parents will be contacted.

### Withdrawal Procedures

If a student is absent for nine days without program notification, the student will be withdrawn and no refund given. If parent withdraws their child from the program, a refund will be given for any unused full weeks in the payment period. Children 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).

## Staffing

All staff members have been cleared by the School Board of Broward County, FL. Staff members also attend on going professional development at staff meetings and additional trainings. Ratios for programs are 1:10 for pre-school age children and 1:20 for grades K-5. Students with special needs may require a smaller ratio.

## 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. Failure to pay by this time will result in the child being withdrawn from the attendance roster automatically.

To re-enter the program the child must be re-registered with a new registration fee of \$15.00 paid. New forms might also be requested. All childcare fees that are due must be paid in full, to include any outstanding late pick up fees, before a child can enroll for the next attendance period. **When a payment has not been made, and a child has been removed from the attendance roster, the child will not participate in any after care activities. The parent will be called to pick the child up and the child will remain at the after care desk until the parent arrives.**

If payment is not paid by due date for more than three times, child will not be permitted back into program. See payment schedule for payment due dates. (Period 9 payment must be made by money order or cashier's check)

A partial fee rate is available to families that qualify for free or reduced lunch and meet other qualifications. Waivers are based on need and are limited. See the program Supervisor for more information.

Returned checks cannot be re-deposited and payment must be made with cash, money order or cashier check. A child cannot participate in the program until payment has been made.

## Late Pick Up

Children are to be picked up by program closing time. A late pick-up fee of \$5.00 will be charged for each 15 minutes.

(1-15 minutes; 16-30 minutes; 31-45 minutes, etc.), the parent or guardian is late in picking up each of his/her children. 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.** Three late pickups may result in children being withdrawn from the program.



## Discipline

All children attending the program are expected to follow the Conduct and Discipline Code of the school district.

Inappropriate behaviors 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 or a suspension from the program.

Children, who have been suspended from after care due to behavior, may not attend until the childcare supervisor has had a conference with the child and parent. Fees will not be refunded for absences due to suspension. **After three incidents and the parent has been notified, a student may be asked to leave the program.** Students that are suspended from school may **not** attend the childcare program during their suspension. Fees paid for those days will **not** be refunded. Children who are placed in Internal Suspension may attend after care.

## Health/Safety/Medication

Every site has at least two staff members who are trained in CPR and First Aid. Each site is also equipped with a first aid kit. A Release of Liability/Permission form must be completed when children are being released to a person not employed by the program for special programs (Tutoring, Sports Camps, gymnastics, cheerleading PAL, chorus, Girl Scouts, etc)

### Emergency Information

Children's allergy or medical information noted on the registration form will be shared with the counselor if necessary. HIPPA procedures will be followed to keep this information covered and out of general public site.

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

### Medication

Dispensing of medication must follow School Board Policy #6305. No medication will be administered without a Broward County approved medication form or a DCF authorization for Medication Form. All medication is to be kept locked in a secure location with the program Supervisor.

### Children's Dress Code

Children are to follow the dress code set by the School Board of Broward County, Fl. Appropriate footwear should be worn daily for outdoor play.

## Attendance

Attendance is taken daily within the first twenty minutes of program start time. If a child does not report to the program and is not on the official absentee list or early dismissal list, the parent, guardian or emergency contact will be notified to verify the child's absence. If a child is not going to attend after care for any reason, it is the parent's responsibility to inform the program by calling the after care/school number and leaving a message prior to the program's start time. These procedures are in place to ensure the safety of all children attending the program.



A child who is not present for the school day may come to after care if the registering parent signs him in or any other adult designated on the registration form (with permission to pick up child). When arriving at the program, an adult must accompany the child. Children can only enter the program within the first 30 minutes of program time.

Children whose parents have failed to pay their fees by the due date will not be allowed to attend the program. Other arrangements will need to be made by parents for their care until fees are paid and children have been re-registered in the program. Children not picked up at school dismissal time will have their parents called at school dismissal. If the program cannot contact the parents, the program will follow the procedure established by school board policy for abandoned children.

## Dismissal/Sign Out Procedures

Children may only be signed out of the program from the designated sign out area; children will be dismissed from this location only.

Children 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 photo ID for verification. The registering parent/s is the only one that change or add authorized pick up designees. If for some reason a person who is not listed as authorized on the registration form needs to pick up the child, the registering parent must call and give the alternate's name to the child care supervisor. The parent will identify himself or herself to the childcare supervisor by using the password system. Due to attendance, bus departure, and staff parking, students will not be dismissed from after care until 4:00 p.m. If you need to pick up your child before 4:00 p.m. please have him/her be a car rider for that day.

## **Dismissal/Sign Out Procedures Continued**

Children 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 will only be allowed to once daily and should not be abused. For the safety of children, children need to stay with their assigned groups. Children may not sign themselves out and walk/ride bike home. The person signing a child out must sign and note time on sign out log.



## **Special Programs**

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

Toys from home should not be brought to the program. They are not the program's responsibility if lost.

## **Program Concerns**

Each complaint or problem is taken seriously. They should be address in an appropriate manner, which maintains positive relationships. Please try to resolve all matters at the site with the program 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 administrator, please contact Deborah Gavilan, Coordinator 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 program Supervisor know when you plan to visit. A staff member will accompany all adults visiting the program to ensure safety.

Parents or guardians are responsible for:

- Picking up child on time
- Notifying program if child is going to be absent
- Following payment procedures
- Keeping program informed of a change in emergency contact information
- Notifying program if child is going to be withdrawn from the program.
- Notifying program of any change in child's health if participation is limited

## **Family Matters**

As always, our main concern for all children is their safety and comfort. It is important for the after care program to be able to maintain good relationships with all the significant adults in the child's life. The after care 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 child's needs. We also ask parents to refrain from publicly discussing personal family disputes in front of the child. The parent, who registered the child in the program and signed the registration form, is the only person that can make changes to the registration form. Please note: only a current standing court order will be accepted as proof for changing custodial or pick up arrangements. 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 program supervisor.**

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

As adults, we serve as role models for the children in our programs. 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. Should a situation occur within a program or due to inappropriate actions by parents, a child will be asked to leave the program. Parents are expected to direct any questions about incidents that involve their child ONLY to the supervisor of the program, it is strictly prohibited for parents to question or reprimand other children 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 schools' child care 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, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director of Equal Educational Opportunities at 754-321-2150 or Teletype Machine TTY 754-321-2158.

Child's Name:

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School's Name:

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I understand the policies and procedures that have been outlined in the booklet. 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.

Parent/Guardian Signature:

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Date:

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2007-2008

