

# *Allen Park Elementary*

## **Before & After School Program**

### **Parent Handbook for 2017-2018**

The goal of the Allen Park Before and After School Program is to provide a pleasurable environment for the children. The program includes recreational activities: development of arts and crafts, physical education, computer skills, and social skills will be stressed.

#### **Hours of Operation**

- 6:30 - 8:30 A.M.
- 3:10 - 6:00 P.M.

#### **Dates of Operation**

- We are open each day school is in session including early dismissal days.
- We are **not** open during holiday breaks, teacher duty days, or teacher in-service days. Please look at our school calendar in your child's planner or on our school web-site for days school is not in session.

#### **Registration**

- You must read the entire Parent Handbook.
- You must read and sign the bottom of the registration form **before** your child attends the program.
- You must pay a **\$25 non-refundable** registration fee per family for the ASP/BSP or Running Club.
- First preference will be given to those students who will be attending the program full time, Monday through Friday.
- This registration form is for the BSP/ASP and a separate one for running club is passed out to only interested students in October.
- If you are registered for the ASP/BSP you are not required to pay an additional registration fee if attending the running club.

#### **Office**

**The ASP/BSP Office will open each day at 3:15.**

- The After School Office is located in the Main Office.
- Phone: 936-6303 (after 3:30 P.M.)
- Students will only be dismissed from the After School Office.
- Gates are locked at 4:00 P.M. around our campus for the safety of our students.
- Please bring I.D.

#### **Fees**

- Registration Fee: \$25 per family per year (non-refundable)
- Morning program: \$6.00 per day per child
- Evening program: \$8.00 per day per child
- Early Dismissal: \$12 per day per child (6 days during the school year)
- Running Club: \$4.00 per day per child
- Late Payment Fee: \$10 a week
- Late Pick Up Fee: \$10 for 6:00 P.M. to 6:10 P.M.; \$1 per minute after 6:10 P.M.
- Returned Check Fee: \$20 per check
- **Students sent to the Afterschool Program from Parent Pick Up at 3:30 will be charged the daily rate of \$8.00**

#### **Payments**

- **Payments are due on the first day of attendance every week.**
- The Florida Constitution Article VII prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy. Please do not ask for other arrangements.
- **Failure to make a payment on the first day of attendance will result in a \$10.00 late fee.**

- Failure to make payment three times will result in your child being **dismissed** from our program.
- You will only be charged for days your child attends.
- Payments will be accepted from 6:30 to 8:15 A.M. and from 3:10 to 6:00 P.M. in the ASP Office.
- Subsidized fee plans are available to Allen Park families meeting eligibility requirements. Please submit a letter of request to the Director of the ASP/BSP.

#### **Insufficient Funds/Returned checks**

- All returned checks are subject to a \$20 service fee.
- The amount of the returned check plus the \$20 service fee must be paid in cash.
- Upon the return of a second check, the program fees must be paid in cash for the remainder of the school year.
- The bookkeeper will contact the family.

#### **Paying by check**

- Include child's first and last name in the check memo area.
- Make check payable to: **Allen Park Elementary**.

#### **Drop-Off Policy**

- The morning program will begin at 6:30 A.M. in the school cafeteria.
- Children are not to be left unattended prior to this time.
- **Parents must walk students into the ASP Office each morning and sign students in.**
- Please park in a designated parking space not on the sidewalk or in the fire lane.

#### **Pick-up Policy**

- Parents must walk into the office and sign students out.
- A photo ID may be required when picking up students.
- The evening program closes promptly at 6:00 P.M. each day. If you are unable to pick up your child by this time, please make arrangements with persons listed on your registration form.
- Please call 936-6303 if you are going to be late. We do not answer the school number after 3:30 P.M.
- A penalty of \$10.00 will be assessed for the first 10 minutes you are late (6:00-6:10 P.M. according to the Allen Park clock).
- Arriving after 6:10 P.M. will result in an additional fee of \$1.00 per minute.
- If you are late picking up your child 3 times, your child will be dismissed from the program.
- Unauthorized persons will NOT be permitted to remove a child from the facility.
- **For your child's safety, we will ask for photo identification for the first month of their attendance.**
- Anyone picking up your child/children must be at least 18 years old.

#### **Dismissal from the Program**

- Three late payments
- Three late pick-ups after 6:00 P.M.
- Three disciplinary referrals

#### **Discipline Policy**

To reduce discipline problems, the program staff places great emphasis on positive relationships between students, staff, and parents. Inappropriate behavior and destruction of property are not tolerated. Parents will be notified of any misbehavior. Children and parents should be aware of the policy below:

#### **Program Rules for Students**

1. I will follow directions
2. I will take care of my materials and school belongings.
3. I will talk in a quiet tone.
4. I will treat all people with respect.
5. I will keep my hands, feet and objects to myself.

**First Offense:** The child will be reminded of the rule broken (verbal warning).

**Second Offense:** The child will be removed from the group for 15 minutes (time out).

**Third Offense:** The child will be taken to the Program Director. A referral requiring parent signature

will be written.

### **Discipline Policy (Continued)**

#### **The Program Director may take one or more of the actions below:**

- The child will sit in the Program Director's Office.
- A conference with parent and child may be requested.
- Parents will be notified of behavior and it may be necessary to pick up child from the program.
- A suspension from the program will be determined.
- Dismissal from the program will occur if a child earns 3 referrals.
- Lee County Code of Conduct will also be used to determine consequences.

#### **Immediate suspension or permanent dismissal will be enforced for:**

- Stealing
- Destructing school or personal property
- Refusing to follow program policies or directions
- Inflicting harm on another child, causing injury
- Insubordination to counselor

### **Homework**

There will be a 45 minute homework session Monday through Thursday for students in grades one to five. In the event homework is completed early your child is required to have an A.R. book to read at all times. It would be helpful if you could check your child's book bag for the following supplies needed when attending the program throughout the year:

pencils      loose-leaf paper      homework materials      book to read for pleasure

Students may not finish homework in the allotted time. Please communicate with office staff if you want your child to **complete** homework each day.

Kindergarten will have homework time after Winter Break.

### **Internet Permission / PG movies**

As part of our Before and After School Program, students may attend the Technology Lab. Students may use the internet guided by one of our counselors. The search engine is filtered by the Lee County School District. On early dismissal days we may watch PG rated movies. ***When you sign the registration form, you are also giving your child permission to use the internet in the Before and After School Program and also to watch PG movies.***

### **Medications**

Any medications that your child/children need to take during the program hours must be registered with the Program Director and the school clinic. If a child receives medication during the program hours, the parents **MUST** fill-out an authorization form and return it to school.

### **Snacks**

Snack will be provided by the After School Program. You may also send a snack from home but please no soda or candy.

### **Toys, Games and Personal Items**

- Put your child's name on all personal belongings (book bag, lunch box, coats/jackets).
- Toys, games, and electronic devices must be kept at home.



**Allen Park Elementary  
Before and After School  
Program  
2017-2018 School Year**

Please check				
Full – time	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>
Part-time	AM	<input type="checkbox"/>	PM	<input type="checkbox"/>

Child's Name	Birthdate	Sex	Grade	Teacher for 17 - 18

Child/Children's Address: \_\_\_\_\_

Parent/Guardian Name	Employment	Home Phone	Cell Phone	Work Phone

**LIST PERSON(S) WHO MAY REMOVE CHILD FROM PROGRAM:**

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

<b>Custodial Restrictions Yes or No</b>	<b>Parent's Email Address</b>
Medical Problems:	

**Payment Policy:** My signature below indicates that I have read the payment policies and procedures in the Before / After School Program Parent Handbook (BSP/ASP). I understand that my daily rate is **\$6** each morning and **\$8** in the afternoon (**\$12** on early dismissal days). I understand payment must be rendered on first day of services. I understand there will be a **\$10** late fee for non-payment. I understand and agree to pay the registration fee of **\$25** (non-refundable) per family. I understand and agree to pay any additional fees that are stated in the Parent Handbook. I understand and agree that not complying with the contract may lead to the dismissal of my child/children from the program.

**Release Form:** My signature below indicates that I release Allen Park Elementary and any persons connected with Allen Park from blame or responsibility in case of an accident or injury during operation of the Before /After School Program. My signature also indicates I have read the Before / After School Program Parent Handbook and will adhere to the program guidelines. I also give my child permission to use the internet during the BSP/ASP.

Signature:	Relationship to Child:
Date:	<i>Date Received/Enrollment #:</i> <i>Registration Fee:</i>