



*Before and After Care Program
Parent Handbook*

2011-2012



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Mission

To provide an extension of the quality in education that is offered by Hollywood Academy of Arts and Science, where children will discover social, physical and academic learning styles in a safe, caring and supportive environment that promotes self-discipline, motivation and excellence in education.

Vision/Goals

The HAAS Before/After Care program will provide activities that support the following goals:

1. To provide a safe, nurturing, and fun learning environment for children before and after regular school hours.
2. To promote a positive development of self in each child.
3. To provide a quiet, supervised academic session.
4. To provide and encourage a love of literacy and learning.
5. To provide supervised free-choice activities.
6. To provide fine & gross motor skill activities on a daily basis.

Registration

All parents must enroll their child in the Before/After Care program prior to the child attending the program. You may register for the Before Care program, the After Care program, or both.

There is a ***non-refundable one time registration fee*** for full time Before or After Care: **\$30.00 for one child or \$50.00 for family of two or more.**

Please remember that separate payments are made for the registration fee and monthly fee.

Hours of Operation

The Before Care program operates from 7:00-8:00 am and the After Care program operates from 2:30-6:00 pm, during regular school days. Aftercare is provided on early release days for no additional charge for those registered in fulltime After Care. There is no care offered during student holidays.

Before Care Program

Arrival Procedure:

Children enrolled in the Before Care program must enter through the front door of the School Building with their parent. ***All parents are required to sign their child in each morning.*** Students will not be permitted into the school before **7:00 am**. Before Care will be held in "Room 102".

Students will be brought to the cafeteria at 7:50 am for breakfast. If your child will be eating school breakfast, it is your responsibility to make sure there are funds available in the students breakfast/lunch account. Students in grades K-1 are required to have a signed fieldtrip form on file acknowledging that their child may go to the second floor dining room for breakfast.

Before Care Curriculum:

Students enrolled in Before Care are expected to be on their best behavior. Students will have the opportunity to review the previous day's assignment, study, draw, read and play games.

Departure Procedure:

All students in grades K-1 will be dismissed at 8:00 am to their designated classroom by the Before Care counselor. Students in grades 2-8 will be dismissed at 8:00 am and should report to their homeroom class. Students in grades K-1 who eat breakfast will be escorted to their designated homeroom class by their before care counselor at 8:15 am

The HAAS Staff is not responsible to ensure that your child arrives to class on time. It is the student's responsibility to promptly report to class upon dismissal from before care.

After Care Program

Arrival Procedure:

Students in grades 3-8 enrolled in the program will be dismissed by their teachers to report to their assigned aftercare room where they will be met by an After Care staff member. Students in grades K-1 will be walked to their designated aftercare room by classroom teacher.

Departure Procedure:

After Care pick up begins at 3:15 pm after regular dismissal. Children will not be released before this time. If you plan on picking up your child before 3:15 pm please provide your child's teacher with a written note in their agenda to have your child report to parent pick-up instead.

Students must be picked up by **6:00 pm**. Late fees will accrue after 6:00 pm at the rate of **\$1.00 per minute**. Parents must sign their children out at the end of the day indicating the time and their signature. A photo ID will be required, please carry one with you at all times. Children will only be released to those listed on the registration form. ***Parents that are late picking up their child(ren) more than three times during one month may be terminated from the program.***

***Please note that after 7:01 pm, Hollywood Police Department will be notified of child abandonment.**

After Care Curriculum:

The After Care staff will provide their students with 45min-1hour of homework help. However, the After Care counselors are not responsible for the completion of your child's homework. Any homework not finished is to be completed at home. If students do not have homework then they will be asked to do a quiet activity during homework time, such as reading. Students are allowed to bring in books from home that are in regulation with school policy. We ask that each child come prepared to their aftercare class with their necessary supplies, such as paper, pencils, books etc.

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. **If possible please provide us with any information concerning food allergies or special needs that your child may have to the staff in written form.**

All grades will have 30 minutes of recess on the playground or basketball court, weather permitting. Children who misbehave could have their recess time taken away at their counselor's discretion.

Contact Information

Parents may contact the program Director, Ms. James, between 7:00-9:00 am and 1:30-6:00 pm by phone at 954-925-6404 ext. 223, or by email at njames@hollywoodcharter.org to address any concerns or situations that you feel we need to know. A conference will be scheduled if deemed necessary. You may also contact the Business Administrator, Ms. Rueda, via email at jrueda@hollywoodcharter.org.

Student Behavior and Discipline Policy

Students are expected to be respectful and responsible at all times. Behavior deemed disrespectful or hurtful to others will not be tolerated and a parent conference will be scheduled. Any student that injures another person will be suspended from the program. If the behavior continues, the child will be terminated from the program. Such behavior is of serious concern and requires prompt and firm action.

Students are required to follow the following basic school rules:

1. Always demonstrate proper behavior, before, during and after school.
2. Be courteous to others.
3. The following behavior should never be exhibited:
 - A. Any type of fighting.
 - B. Intimidating, harassing, or threatening others.
 - C. The use of profane languages, gestures, or behaviors.
 - D. Damaging and/or destroying property belonging to the school and/or others.
 - E. Leaving the assigned Before/After Care area without permission from the aftercare counselors.

Discipline Policy:

The Before and After Care program disciplinary procedures are as follows:

- First Offense-Director/Student conference (Warning)
- Second Offense-Director/Parent/Student conference
- Third Offense-Suspension from the program
- Fourth Offense-Termination from the program

***Some types of misbehavior may require immediate suspension or termination from the program.**

Tuition Payment Procedures

We accept cash, money orders, or checks. Payments are made to the Before and After Care Director only and you will receive a receipt for payment. When paying for Before or After Care please be sure to write your child's first and last name on the check to ensure accuracy. Checks should be made payable to **HAAS**.

Payment is Due:

Parents are required to send in tuition payments by the due date on the payment schedule. Tuition is due in full for the entire month, regardless of the number of days your child attends.

Late Fees:

Tuition that is not received by the due date will be assessed a \$25.00 late fee. Children will not be permitted to attend before or after care until the payment is received. Late payment will not be accepted without the late fee.

NSF Checks:

If a check is returned for *Non-Sufficient Funds*, we must receive payment within 2 business days. Payment must be made in cash or by money order for the amount on the NSF check plus an additional \$30.00 (bank charge). If we receive more than one NSF check, you will be required to pay all future payments in cash or by money order.

Occasional After Care

Parents may register their child in After Care on an occasional basis only. There will be an occasional After Care charge at a rate of \$15.00 per student, per day. Payment is due on day of service. If payment is not received a late payment fee of \$25.00 will be applied.

Emergency After Care

Parents may notify the school prior to dismissal for emergency aftercare. Only two (2) emergency days will be allowed. If you exceed the number of days allowed you will need to register your child for Occasional After Care and pay the registration fee.

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

If you wish to withdraw your child from the Before & After Care Program during the school year, you must provide a written notice of your intent to withdraw two weeks in advance. If a written 2 week notice is received, a refund will be provided upon withdrawal.

If you have any questions or concerns regarding the Before/After Care program, please contact the Director, Mrs. James, at njames@hollywoodcharter.org.