



Parent Handbook Before and After Care Program 2018-2019

Hollywood Academy of Arts & Science
1705 Van Buren St
Hollywood, FL 33020
954 925-6404 Ext 2007 (Phone)
954 416-4809 (Fax)
njames@hollywoodcharter.org
jrueda@hollywoodcharter.org



Homework Assistance



Sports & Recreational Games



Dear Parents

We welcome you and your family to our Before/After School Program. We are excited that you chose us to be your Before/After School Care provider! Our goals are to provide a safe and enriching environment with fun activities, especially designed to enhance the academic and social development of our students.

The Hollywood Academy of Arts Science Before/After School Program includes:

- Healthy Snacks
- Homework time
- Outdoor Activities, including organized games
- Indoor Games and Enrichment Activities
- Arts and Crafts
- Technology

Registration:

All students must be registered in the Before/After Care program **prior** to attending the program. Parents may register for the Before Care Program, the After Care Program, or both programs together (see rates).

A **one-time Non-Refundable Registration Fee** is required to enter the Before/After Care Program:

- **\$30.00** for one child or
- **\$50.00** for families of two or more.

Please remember that the Registration Fee and the first Monthly Fee must be made as separate payments (2 payments).

Hours of Operation:

- Before Care Program operates from 6:45-7:45 am
- After Care Program operates from 3:30 pm-6:00 pm during regular school days
- Aftercare is also provided to all *registered* students on Early Release Days for no additional charge from 12:30 – 6:00 pm
- No care is offered when school is not in session

Before Care Program

Arrival Procedure:

Children enrolled in the Before Care Program enter through the school's front doors and **must be signed in by an adult**. Students will not be permitted into the school before **6:45 am**.

Students purchasing breakfast will be served at **7:45 am**. It is the parent's responsibility to make sure funds are available in the student's cafeteria account. Students are expected to be on their best behavior. Students K-1 will be dismissed to their designated classrooms accordingly by the Before Care counselor.

After Care Program:

After Care is available from dismissal until 6:00 p.m. Students will have 45-60 minutes of quiet homework time. In addition to homework time. Students will have 2-3 days of Computers time students are also required to read 15 minutes in after care. They are allowed to bring age appropriate books from home that is 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 aftercare program are provided nutritional snacks on a daily basis. Please provide us with information concerning any allergies or special needs your child may have to the staff in a written form.

All grades levels will have 30 minutes of recess along with weekly scheduled creative activities. Children that misbehave may have their recess time taken away upon their counselor's discretion.

Once school has been dismissed, classrooms will be locked and it will not be possible for students returning to class to retrieve homework or another item left behind.

Departure Procedure:

After Care pick up begins at 3:30 pm after regular dismissal is completely over.

Children will not be released before this time. If you plan on picking up your child before 3:30 p.m., you must arrange for them to report for regular dismissal for that day. Notify the office by 1:00 pm of this change, or notify the teacher by note or agenda of the of this dismissal change.

Early Release Days:

After Care pick up on Early Release Days begins at 12:30 pm. Children will not be released before this time. If you plan on picking up your child before 12:30 p.m. You must arrange for them to report for regular dismissal for that day. Notify the office by 10:00 am of this change, or notify the teacher by note or agenda of the of this dismissal change.

Pick-up Procedures:

ALL STUDENTS MUST BE PICK UP BY 6:00 PM

- Aftercare pick begins at 3:30 pm. For early release days it begins at 12:30 pm. If you need to pick up your child during regular dismissal hours, you will need their school placard and be in the dismissal area at the time. It is also crucial that you notified your child and their classroom teacher that they will be going home a different way instead of Aftercare.
- For normal aftercare pick up procedures please be aware that all students to individuals that are listed on the registration form only and those that bring the school placard. When picking up from aftercare parents are to report to the playground in the back of the school with your placard or I.D. NO PLACARD OR I.D. we would not release the student. Please note having your placard at all times will help expedite dismissal. Failure to bring placard will cause delay your child dismissal.
No one under the age of 18 will be permitted to pick up any child.

For safety reasons, students will be called down to the playground. Please wait patiently until child is called down.

- **Please note that after 6:30 pm Hollywood Police will be notified of students who are not picked up by their parents. This could constitute child abandonment by the authorities.**
- Please be advised that our aftercare program is a service provided for our parents who need their children to remain in school until 6:00 pm. Therefore, if you participate a conflict with your schedule, you should consider other means of child care.
- Parents who are continuously late to pick up their child will not be allowed to enroll their child in the program for the following month.

Late Pick-Up:

Students must be picked up by **6:00 pm***. **Late fees will accrue after 6:05 pm** at the rate of **\$5.00 per every 5 minutes late**. Parents must sign their children out at the end of the day indicating the time of pick-up. A photo ID will be required, so please carry one with you always.

Children will only be released to those listed on the registration form. **Parents that are late picking up their child(ren) more than 3 times during a 1-month period may be terminated from the After Care Program.**

***Please note that after 6:30 pm, Hollywood Police Department will be notified of child abandonment.**

Student Behavior and Discipline Policy

In order to promote a safe and stimulating environment for the children, developmentally appropriate rules and expectations will be clearly communicated to parents and children. Parents should review these basic after school care rules with their children.

1. Always demonstrate appropriate student behavior.
2. Be courteous to all adults and peers.
3. The following behaviors should not be exhibited in the before care/aftercare program:
 - Any type of aggressive behavior including but not limited to: hitting, pushing, kicking, biting, bullying, or horseplay
 - Intimidating, harassing, or threatening others
 - The use of profane language or gestures
 - Damaging and/or destroying property belonging to others and/or to the school
 - Leaving the classroom without permission.

Students are expected to be respectful and responsible at all times. In the event a child is disrespectful or inflicts injury on another person, the parents will be contacted to meet with school personnel/administration. Any student that deliberately injures another student will be automatically suspended from school. If the behavior continues, the student will no longer be able to participate in the program. Such behavior is a serious concern and requires prompt and firm action.

Disciplinary Procedures:

The before care/aftercare program disciplinary procedures are as follows:

First Offense - Counselor/Student Conference/Behavior write up

Second Offense - Director/Parent/Student Conference and/or detention

Third Offense - Suspension from the program

Fourth Offense - Expulsion from the program

Movies

Students in grades K-2 will only be allowed to watch rated G movies only. Students in grades 3-8 will be allowed to watch rated G and PG movies and some PG-13 with parent consent. If you are not comfortable allowing your child to watch rated PG movies, please notify the before and aftercare director.

Electronics

Electronic devices are not allowed in before and aftercare, this includes all cell phones, pads and gaming systems. HAAS before and aftercare program will not be held liable for any broken, lost or stolen electronic items.

Program Payment Procedures/Fees

Before Care/Aftercare is paid on a 20 day in school calendar rotation basis. Payments are due on the first of every month. **If payments are not received by the 3rd business day from the due date, a late fee of \$25.00 will be charged.** Late payments will not be accepted without the late fee included. If payment has not been made at the end of the first week of the before/aftercare session, your child/children will be withdrawn from the program.

We accept cash, money orders, and checks. Please submit EXACT payment in full - no change will be provided. Any change owed will be credited to your account. A receipt will be issued for all payments.

When paying for the Before/After Care Program, ALWAYS:

- Make check payable to HAAS.
- **Write your child's first and last name** on the check's memo line to ensure accuracy
- **Checks will not be accepted as a form of payment the last month of school**

Payments: Parents are required make "**monthly**" payments by the due date on the payment schedule. Students attending monthly 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: Program payments not received by the due date will be assessed a \$25.00 late fee. Children will not be permitted to attend Before/After Care until the payment *is* received. **Late payments will not be accepted without the late fees.**

NSF Checks: If a check is returned for **Non-Sufficient Funds** (NSF), your child will be exited from the program until payment is received in full. **Payment must be made in cash or by money order for the amount on the NSF check plus an additional \$30.00 (bank charge).** **Late payment fee of \$ 25.00 may incur if the payment is not made by the end of the business day.**

If more than one NSF check is received, you will be required to make **all** future payments in cash or money order.

Sick Calls

Parents will be called to pick up student if the student exhibits any of the following ailment during aftercare:

- Critical injuries
- Head injuries
- Vomiting/Nausea
- Shortness of Breath, Headache, Fevers

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, please notify the aftercare director at njames@hollywoodcharter.org. A withdrawal confirmation notice needs to be filled out and confirmed before any refunds will be provided upon withdrawal. Notice must be given two weeks prior to withdrawal to receive prorated refund.

If a confirmation notice is **not** provided, an additional Registration Fee is required to re-enter the Program if/when space is available.

If you wish to re-enroll in the program after withdrawal, a re-entry to the before/aftercare program must be submitted. Student will not be allowed back in before/aftercare program without Re-enrollment confirmation form submitted and approved by ASC director.

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

Contact Information

Parents may contact Ms. James, the Before/After Care Director, between 10:30 am and 6:00 pm to address any concerns or situations that you feel we need to know. A conference will be scheduled if deemed necessary.

Ms. Nichelle James, Before/After Director:

- 954-925-6404 ext. 2007
- njames@hollywoodcharter.org

Ms. Jessica Rueda, School Operations Administrator

- 954-925-6404 ext. 2002
- jrueda@hollywoodcharter.org