



Before and After Care Program
Parent Handbook
and
Registration Packet
2014-2015



6250 West Sample Road
Coral Springs, FL 33067
954-369-1179 ext.1012
www.recscoralsprings.org



Before and After Care Program **Parent Handbook**

Mission

To provide an extension of quality in education that is offered by Renaissance Charter School at Coral Springs. Here 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.

Registration and Rates

All children attending the program must be registered at Renaissance Charter School at Coral Springs. Registration forms need to be completed each year for each student, and a registration fee of \$25 is due each year per family.

Applied Rates:

Before Care Daily	-	\$5.00
Before Care not registered daily*	-	\$10.00
After Care Daily	-	\$10.00
After Care not registered daily*	-	\$15.00

*not registered daily is defined by a family that has not paid the \$25 registration fee.

Hours of Operation

- Before Care will begin at 6:30 am and end at 7:20 am.
- K-1st After Care program will operate from 2:30 pm – 6:00 pm.
- 2nd -8th After Care program will operate from 3:00 pm – 6:00 pm.
- On Early Release days, the After Care program will operate from school dismissal until 6:00 pm.

Contact Information

Parents may contact the Director at spierre@recscoralsprings.org or 954-369-1179 ext. 1012 to address any issues or concerns. A parent may request a meeting with the director of the program at anytime to discuss any matter of concern.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the cafeteria door 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 am and must not be dropped off prior to this time as there is no supervision present. Students not enrolled in the Before Care program will not be permitted onto the school grounds until 7:30 am.

After Care Program – Departure Procedure

- After care pick up begins immediately after dismissal is over. **Children will not be released before this time, (no earlier than 3:15pm).** If you plan on picking up your child before dismissal, please provide your child's teacher with a written note or email to have your child report to parent pick-up or sibling holding instead.
- Students must be picked up by 6:00 pm.
- Late fees will accrue after 6:05 pm at \$1.00 for every minute until 6:30pm, at which time the rate will be \$5 per minute.
- Parents or authorized pick-up personnel must sign the child out with a signature and indication of time of pick-up. **Photo ID will be required at all times.** Children will only be released to the Primary and Secondary Parent/Guardian, as well as those listed on the Authorized Pick-up list. **No one under the age of 18 will be permitted to pick up any child.** For safety reasons, students will be called to sign out location. Please wait patiently until your child comes down.
- **Please note that after 6:30pm, Coral Springs Police will be notified of students who are not picked up by their parents. This could constitute child abandonment by the authorities.**
- Parents that are late picking up their children more than three times within a pay period are subject to removal from the After Care Program.

Description of Services

The Daily Aftercare program will include:

- Snacks and Drinks
- Homework Time
- Outdoor Activities, including organized games
- Indoor Games and Activities
- Arts and Crafts and other scheduled activities

Homework

All Students will have approximately 45 minutes each day for structured homework time which includes assistance to the best of the counselor's ability. The program is not liable if the students say they do not have homework or refuse to complete their homework during the allotted time. If you wish for your child to miss an activity in order to complete their homework, please write a formal note/letter to the Before/After Care Director and/or counselor.

Attendance

Attendance is taken daily within the first fifteen minutes of the program's start time. If a child is not going to attend the program for any reason, it is the parent's responsibility to inform the Program Director by calling the school at 954-369-1179 ext 1012. These procedures are in place to ensure the safety of all students attending the program.

Payment Procedures

- Parents/Guardians are still responsible for making full payment regardless if a student is out due to illness, vacation, and/or suspension from program.
- A registration fee of \$25.00 is due for each family upon entry into the program.
- Late fees will automatically be applied in the amount of \$25.00 on the above dates as noted.
- Fees are paid in advance for services and are due on the given due date. Non-payment of scheduled fees will result in the student being withdrawn from the program. Students will have to pay a registration fee upon reentering the program.
- Siblings get a 10% discount on the monthly fee.
- All students that are daily drop offs in the morning and afternoon must remit on a daily basis or late fees will be applied in the amount of \$20.00 for each invoice.

- Pick up **starting at 6:05 pm is billed at the rate of \$1.00 for every minute** past closing time and **\$5.00 per minute starting at 6:30pm**. Payment is due the date of the incident. Please be advised that our after care program is a service for our parents who **need** their children to remain in school until 6:00pm. Therefore, if you anticipate any conflict with our schedule, you should consider other means of care for your child. **There are no exceptions to this policy.**
- **If payment is not made in full within one week following the late fee deadline and no payment arrangements have been made with the director, the student will not be allowed to return to the Before & After Care Program. Failure to pay the outstanding balance will have several repercussions on your student, including but not limited to: inability to recommit for the following school year and inability to participate in school sponsored activities. The debt will follow your student through their academic career.**

Payment Methods

- **We only accept cash or money order.**
- Please print child's name on the bottom of all money orders.
- Make money orders payable to RCSCS. No payment will be accepted after 6pm. Please make all payments before 6pm.

Student Behavior and Discipline Policy

All students enrolled in the Before or After Care programs are to follow the Broward County's Code of Student Conduct, and RCSCS's addendum to the Code of Conduct. Inappropriate behavior will not be tolerated and a parent conference will be scheduled. If the student is 5 minutes late after the final bell has rung ending school, they will be deemed tardy. After three tardies there will be consequences for the student. Any student that injures another child will be suspended from the program. If the behavior continues the student will be terminated from the program.

These actions are considered inappropriate:

- Any type of fighting.
- Intimidating, harassing, or threatening others.
- The use of profane language, gestures, or behaviors.
- Disrespect of adult authority figures on campus.
- Damaging and/or destroying property belonging to the school and/or others.
- Leaving the school grounds without permission from the After Care Program Director.

Discipline Policy/Procedure:

- First Offense – Counselor/ Student conference
- Second Offense - Director/Parent/Student conference and/or detention
- Third Offense - Suspension from the program
- Fourth Offense - Expulsion from the program

Detentions will be served every Tuesday morning from 7:00am to 7:55am.

Withdrawals:

If your child has been enrolled in the program and you wish to withdraw him/her please notify the office and Director in the form of a written letter. Notice must be given a week prior to withdrawal in order to receive a prorated refund.

If you have any questions or concerns regarding the Before/After Care program, please contact the director, Santia Pierre, at spierre@recscoralsprings.org

Sincerely,

S. Pierre

Ms. Santia Pierre
Before/After Care Director
Renaissance Charter School at Coral Springs
spierre@recscoralsprings.org
954-369-1179 ext1012



ONLY SELECT ONE OPTION

- Before Care Only
- Full Time After Care Only
- Before & After Care Full Time

**Before After Care Registration Information
School Year 2014-2015**

Please print clearly!

Student Information (one registration packet per child)

Student Name: Last _____ First _____

Student Address _____

City _____ State _____ Zip Code _____

Grade Level _____ Age _____ DOB _____ Height _____

Weight _____ Sex _____ Hair Color _____ Eye Color _____

List all siblings name and grade attending program at this time:

1. _____
2. _____

Mother's/ Guardian's Name: _____

Address: _____

Work Number: _____ Cell: _____

Email: _____

Father's/ Guardian's Name: _____

Address: _____

Work Number: _____ Cell: _____

Email: _____

Emergency Contact/ Authorized Pick- Up – Must provide 2 additional names other than parents. List in order they are to be contacted. Note: Parents will be contacted first.

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Family Doctor: _____

Phone Number: _____

Special Alerts: What information, medical (such as allergies, asthma, or other conditions) and otherwise, do you want those taking care of your child to know about your child?



Before/After Care Program
Parent Contract

Child's Name _____

I understand the policies and procedures that have been outlined in the Parent Handbook. I also 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.

In addition, I understand some of my responsibilities as a parent/guardian include, but are not limited to:

- Picking my child up by 6:00 pm, or I will be charged a late fee
- Paying scheduled program fees on or before the due date
- Paying late fees prior to the next required payment
- Notifying the Program Director if my child will not be attending the program
- Student & Parent understand the Discipline Policy and Procedures

I hereby acknowledge that I have completed this form to the best of my knowledge. I also give my child permission to participate fully in the Renaissance Charter School at Coral Springs Before & After School Program. I/We agree to comply with all the rules, regulations and policies as set forth in this packet. In addition I/We agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees, possible termination from program. I/We also understand any past due balances may be submitted to a collection agency and subsequent collection agency fees applied to the open balances.

Parent's Initials _____

Photographs – Pictures and photos are taken of activities from time to time for the purposes of art activities, Renaissance Charter School at Coral Springs web page, 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 RCSCS Before & After School Program:

Yes _____ or No _____

Parent's Initials _____

Parent/Guardian Name Printed

Signature

Date