

Country Isles Elementary

# PARENT HANDBOOK



Before and After School  
Child Care  
2011/2012

# BASCC

## Where Everyone is Welcome!

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



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

Country Isles Elementary will provide 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 children with:**

- an inclusive child care program that is safe and nurturing in a comfortable environment;
- a culturally enriching program that promotes the physical, intellectual, emotional and social development of each child; and
- a program that meets the highest quality of child care standards

### Important Program Information



Supervisor is: Randy Rollins

Contact number: 754-323-5280

Supervisor's Email Address is: [randy.rollins@browardschools.com](mailto:randy.rollins@browardschools.com)

### Staffing

All staff members have been cleared by the School Board of Broward County. Staff members also attend ongoing professional development. 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.

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 schedule 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 the 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 Time**

Snack may be provided by the parent, or available for purchase, Talk to the supervisor about the snack provisions for your particular program. If a child forgets his/her snack or snack money, a reminder will be sent home. We promote a healthy life style, and snacks from home should reflect this goal.

### **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.

### **Enrollment Procedures**

All children attending the program **must be** registered at that school. Children 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 \$25.00 registration fee paid for each family. 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.

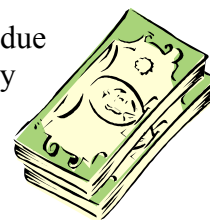
### **Withdrawal Procedures**

If a child is absent for nine days without notification from the parent about the status of the child, the child will be automatically withdrawn and no refund given. If a parent withdraws their child from the program, a refund will be given for any unused days left in the payment period. Registration fee will not be refunded. 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).

### **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 if made at the school location. When paying on line, the payment must be made by 11:30 p.m. of the last day to pay. **Failure to pay by this time will result in the child being automatically withdrawn from the program.**



To re-enter the program, the child must be re-registered by completing a new set of registration forms and paying a new registration fee of \$25.00. All child care fees that are due must be paid in full, including any outstanding late pick-up fees, before a child can continue for the next attendance period. **When a payment has not been made, and a child has been removed from the program, the child will not be allowed to attend the program. The parent will be called to pick the child up, and the child will remain at the designated sign out area until the parent arrives.**

If payment is not paid by the last date to pay three (3) times, the child may not be permitted back into the program. Please refer to the payment schedule for payment due dates.

A **partial fee rate may** be available to families that qualify for free or reduced meals, and meet other qualifications. Scholarships are based on need and are limited. A child must be in attendance for one period before receiving a scholarship. **See the Supervisor for more information.**

A child cannot participate in the program until payment has been made.  
**Parents are responsible for keeping their receipts for payment.**

**Parents who have not paid their childcare fees by the due date, will no longer have childcare services.** Other arrangements will need to be made by parents for their children's care until the children have been re-registered in the program. Children, not picked up at school dismissal time, will have their parents called immediately. If the program cannot contact the parents, the supervisor will follow the procedure established by School Board Policy for abandoned children.

### **Late Pick-Up**

Children are to be picked up by the program's closing time. A late pick-up fee (of \$15.00) will be charged for each 15 minute increment the parent or guardian is late in picking up each of his/her children (i.e. (1-15 minutes; 16-30 minutes; 31-45 minutes, etc.). 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.** Any late pick-up fee not paid by the end of the pay period may become a "student obligation" and applied to the student's permanent record. Three late pick-ups may result in children being withdrawn from the program.



### **Discipline**

All children attending the Program are expected to follow the "Code of Student Conduct" for Broward County Public Schools, (BCPS).

Inappropriate behaviors, including but not limited to, bullying and cyberbullying, are not acceptable. Children 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, suspension, or being exited from the program. **If a child's behavior endangers or injures another individual, the child may be immediately exited from the program.**

The following italicized section is taken directly from the Code of Student Conduct, 2011-2012.

***"Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or*

*physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:*

- 1. Unwanted teasing*
- 2. Threatening*
- 3. Intimidating*
- 4. Stalking*
- 5. Cyberbullying*
- 6. Physical violence*
- 7. Theft*
- 8. Sexual, religious, or racial harassment*
- 9. Public humiliation*
- 10. Destruction of school or personal property*
- 11. Social exclusion, including incitement and/or coercion*
- 12. Rumor or spreading of falsehoods*

**“Sexting”** *is using any electronic device, including cell texts, pictures, videos, or other materials. This includes video voyeurism as specified in F.S. 810.145.*

**“Harassment”** *means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:*

- 1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;*
- 2. Has the effect of substantially interfering with a student's educational performance, an employee's work performance, or either's opportunities, or benefits;*
- 3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or*
- 4. Has the effect of substantially disrupting the orderly operation of a school.*

**“Cyberstalking”** *as defined in F.S. 784.048(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.*

**“Cyberbullying”** *is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.*

*Note: Per F.S. 810.145, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.*

**“Bullying,” “Cyberbullying,” and/or “Harassment”** *also encompasses:*

- 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.*
- 2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.*

3. *Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:*
  - a. *Incitement or coercion;*
  - b. *Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or*
  - c. *Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.*

**“Bullying,” “Cyberbullying,” “Harassment,” and “Discrimination”** also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, parent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored activities or events, on school buses, and at training facilities or training programs sponsored by the District.

*In addition, though an incident of alleged bullying (cyberbullying or other) may occur off campus and may not entail threats or acts to occur during school hours, if a student’s ability to receive an education or a school’s ability to provide an education is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.*

*Note: Suspected acts of persistent bullying encompassing “Discrimination” relating to any “Protected Category” by any student, Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored activities or events, on school buses, and at training facilities or training programs sponsored by the District (refer to the School Board of Broward County (SBBC) Policy 4001.1, Nondiscrimination Policy Statement) shall be reported to the school based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator, 754-321-2150.*

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

### **Student Cell Phone Usage**

Before and After School Child Care is an extension of the normal school day. Before and After School Child Care children are to follow the same guidelines that are reflected in the School Board of Broward County “Code of Student Conduct”. When children are in the program, **cell phones may not be used, and must be off and out-of-sight.**

Children may have a cell phone in their possession, but it may only be used with permission in a **designated area**, as specified by the Supervisor.

## **Video Games, I-pods**

The use of these and other personal technology items from home are restricted in accordance with the SBBC Code of Student Conduct.

## **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.

### **Emergency Information**

Children's allergy or medical information noted on the registration form will be shared with the Staff, if necessary. HIPPA procedures will be followed to keep this information private.

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

## **Medication**

Dispensing of medication follows 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 kept locked in a secure location with the Supervisor.

## **Children's Dress Code**

Children are to follow the dress code set by the School Board of Broward County. Appropriate footwear should be worn daily for outdoor play. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

## **Attendance**

Attendance is taken daily within the first twenty minutes of the program's 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 the program for any reason, it is the parent's responsibility to inform the Supervisor by calling the program or school's telephone 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.

It is your responsibility to notify the Supervisor, as well as your child's teacher, if the child will not be attending the program. To ensure that the Supervisor is notified in a timely manner, please do not ask the teacher to take on the responsibility of notifying the Supervisor that your child will not be attending the program. Consistently failing to personally notify the Supervisor of your child's absence may result in the child being dismissed from the program.

A student who is not present for the school day may come to the program if they were not absent from the day due to illness. The registering parent, or any other adult designated on the registration form (with permission to pick-up the student) signs in the child. When arriving at the program, an adult must accompany the student. However, students can only enter the program within the first 30 minutes of program time.

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 (such as tutoring, sports camps, gymnastics, cheerleading, PAL, chorus, Girl Scouts, classroom teacher helpers, etc.).



## **Dismissal/Sign Out Procedures**

Children may only be signed out and dismissed from the designated sign out area.

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 a photo ID for verification. The registering parent(s) is the only one that may 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 Supervisor. The parent will identify himself or herself on the phone to the Supervisor by using the password system.

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 privilege will only be allowed 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 legibly and note the time on the sign out log. **NOTE: For the safety of the child, the minimum age for signing out a child is 11 years of age. Once a child has been signed out they are no longer the responsibility of the program and must leave the campus.**

**Every effort will be made by the after care staff to make the pick-up process timely. Please DO NOT call ahead for your child, for safety reasons children cannot wait in the sign out area for parent's arrivals.**

## **Special Programs**

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

## **Program Concerns**

Each complaint or concern is taken seriously. They will be addressed in an appropriate manner, which maintains positive relationships. Please try to resolve all matters at the site with the 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's Administrator, please feel free to contact Dr. 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 Supervisor know when you would like to visit. A staff member will accompany all adults visiting the program to ensure safety.

Parents or guardians are responsible for:

- picking up their child on time
- notifying the Supervisor, if their child is going to be absent
- following payment procedures
- keeping the Supervisor informed of a change in emergency contact information

- keeping their payment receipts for tax purposes
- notifying the Supervisor, if their child is going to be withdrawn from the program
- notifying the Supervisor of any change in child's health, if participation is limited

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

**Toys** or other personal play items from home may not be brought to the Program. They are not the Program's responsibility, if lost.

### **Family Matters**

As always, our main concern for all children is their safety and comfort. It is important for the Program to be able to maintain good relationships with all the significant adults in the child's life. The 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.**

**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 Supervisor.**

As adults, we serve as role models for the children in the Program. 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 with the Supervisor. Should a situation occur within the Program 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. 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 school's child care program. We appreciate your trust.

2011-2012



**BASCC**

**Where Everyone Is Welcome!**

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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 Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine TTY (754) 321-2158.

The Before and After School Child Care program will protect the confidentiality of students according to Federal and State of Florida privacy laws as well as School Board of Broward County, Florida, policies 4019 and 5100.1.

Child's Name: \_\_\_\_\_

School's Name: \_\_\_\_\_

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

In addition, I understand some of my responsibilities include, but are not limited to:

- bringing my Photo ID for pick-up verification.
- picking my child up by 6:00 p.m. or I will be charged a late fee
- paying Period Fees on or before the last day to pay
- paying late fees prior to the next Period Payment
- notifying the Supervisor **directly**, if my child will not be attending the program
- Keeping my own financial records for income tax purposes

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Guardian Copy

Child's Name: \_\_\_\_\_

School's Name: \_\_\_\_\_

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

