



**NORTH BROWARD
ACADEMY OF EXCELLENCE**

Before and After Care Program
Parent Handbook
2009-2010



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www.northbrowardcharter.org



Homework Assistance

Artistic Activities!



Sports & Recreational Games



Before and After Care Program **Parent Handbook**

Mission

To provide an extension of quality in education that is offered by North Broward Academy of Excellence, 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.

Registration

All Parents/Guardians must register their child in the Before/After Care program prior to the child attending the program. There is a \$25 registration fee for each child, which is due at the time of registration. Emergency drop-ins are allowed and parents will be charged \$10 for After Care and \$5 for Before Care. These fees must be paid the day of service or the child will not be allowed back.

Hours of Operation

Before Care will begin at 7:00am - 8:00am. The Elementary After Care program will operate from 2:45pm – 6:00pm during regular school days. The Middle School After Care program will operate from 3:00pm – 6:00pm. On Early Release days, the After Care program will begin at 12:15pm for Elementary and 12:30pm for Middle School.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the schools front doors with their parents. All parents are required to sign their child in each morning at the front desk. Students enrolled in the Before Care program will not be permitted into the school until 7:00am 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 8:00am.

After Care Program – Departure Procedure

Students must be picked up by 6:00pm. Late fees will accumulate \$1 for every minute after 6:00pm. Parents or authorized pick-up personnel must sign the child out with a signature and indication of time of pick-up. Photo ID may be required. Children will only be released to the Primary and Secondary Parent/Guardian as well as those listed on the

Authorized Pick-up list. **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.**

Student Behavior and Discipline Policy

All students enrolled in the Before or After Care programs are to follow the school district's Code of Student Conduct, and NBAE's disciplinary plan. Inappropriate behavior will not be tolerated and a parent conference will be scheduled. If the child 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 child. 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.
- 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:

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

Description of Services

The Daily Aftercare program will include:

- Healthy Snacks and Drinks
- Homework Assistance
- Outdoor Activities, including organized games
- Indoor Games and Enrichment Activities
- Access to the Technology Center, Library and Media Center
- Arts and Crafts and other scheduled activities such as drama, science, etc.

Homework

All Children will be scheduled for a structured homework time which includes assistance. Not all children will complete their homework during this time. If you wish for your child to miss an activity to complete their homework, please discuss this with Mr. Lupton.

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’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.

Payment Procedures and Schedule

NBAE Before/After Care Payment Schedule 2008-2009							
Monthly Charges							\$25.00 late fees applied after
Period	Program Dates	DUE DATE	# of Days in Month	After Care	Before Care	Both	
1	08/24/09-09/18/09	08/24/09	19	\$160.00	\$50.00	\$200.00	08/28/09
2	09/21/09-10/16/09	09/21/09	19	\$160.00	\$50.00	\$200.00	09/25/09
3	10/19/09-11/17/09	10/19/09	20	\$160.00	\$50.00	\$200.00	10/23/09
4	11/18/09-12/18/09	11/18/09	21	\$160.00	\$50.00	\$200.00	11/24/09
5	01/04/10-02/03/10	01/04/10	21	\$160.00	\$50.00	\$200.00	01/08/10
6	02/04/10-03/05/10	02/04/10	21	\$160.00	\$50.00	\$200.00	02/10/10
7	03/08/10-04/14/10	03/08/10	21	\$160.00	\$50.00	\$200.00	03/12/10
8	04/15/10-05/12/10	04/15/10	20	\$160.00	\$50.00	\$200.00	04/21/10
9	05/13/10-06/09/10	05/13/10	18	\$160.00	\$50.00	\$200.00	05/19/10
			180				

- A registration fee of \$25.00 is due for EACH student upon entry into the program and upon re-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.
- We accept cash, check or money order. Credit Cards will be accepted in the future, we will keep you posted.

- All returned check items will be charged back to the students account with an additional NSF fee of \$50.00. All returned checks will result in account coding of cash only. Non payment of any NSF check will result in the student being withdrawn from the program.
- 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 after 6:00PM is billed at the rate of \$1.00 per minute and must be paid at time of pick up or late fees will be applied in the amount of \$25.00.
- Students not registered for the Before Care program will be charged \$10.00 a day.
- Students not registered for the After Care program will be charged \$15.00 a day.

After Care Monthly	-	\$160.00
Before Care Monthly	-	\$50.00
Before and After Care Monthly	-	\$200.00
Before Care Daily	-	\$5.00
Before Care <u>NOT</u> registered daily	-	\$10.00
After Care Daily	-	\$10.00
After Care <u>NOT</u> registered daily	-	\$15.00

Contact Information

Parents may contact the main office between 8:00AM – 4:00PM at 954-718-2211 to address any issues or concerns. You can also email Mr. Lupton at mlupton@northbrowardcharter.org. A meeting may be scheduled if deemed necessary.



Before/After Care Program
Parent Contract

Attending: (check all that apply)

_____ **After Care Program**

_____ **Before Care Program**

_____ **Daily Usage of Before/After Care Program**

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 6:00pm, or I will be charged a late fee
- Paying Period fees on or before the due date
- Paying Late fees prior to the next Pay Period
- Notifying the Program Director if my child will not be attending the program

Parent/Guardian Signature

Date

PARENT/GUARDIAN COPY



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Parent Contract

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Parent/Guardian Signature

Date

NBAE COPY