

Before and After Care Program
Parent Handbook
2010-2011



8200 SW 17th Street
North Lauderdale, FL 33068
954-718-2211 (office)
954-718-2215 (fax)
mlupton@northbrowardcharter.org
www.northbrowardcharter.org



Homework Assistance

Artistic Activities!



NORTH BROWARD
ACADEMY OF EXCELLENCE

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

\$25 registration fee for each child, which is due at the time of registration.

Hours of Operation

- Before Care will begin at 7:00am and end at 8:00am.
- Elementary After Care program will operate from 2:45pm – 6:00pm.
- 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 and operate to 6:00pm

Contact Information

Parents may contact the main office between 8:00AM – 6:00PM at 954-718-2211 to address any issues or concerns. A parent can request a meeting with the director of the program at anytime to discuss any matter of concern. You can also email Mr. Lupton at mlupton@northbrowardcharter.org.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the front door 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 accrue after 6:00pm at \$10.00 for every 15 minutes.
- 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.**

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 Students will be scheduled for a structured homework time which includes assistance. If you wish for your child to miss an activity in order 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 at 954-718-2211. These procedures are in place to ensure the safety of all students attending the program.

Payment Procedures and Schedule

| | |
|---|-----------------|
| NBAE Before/After Care Payment Schedule | |
| 2010-2011 | |
| | Monthly Charges |

| Period | Program Dates | DUE DATE | # of Days in Month | After Care | Before Care | Both | \$25.00 late fees applied after |
|--------|-------------------|----------|--------------------|------------|-------------|----------|---------------------------------|
| 1 | 08/23/10-09/21/10 | 08/23/10 | 20 | \$160.00 | \$50.00 | \$200.00 | 08/27/10 |
| 2 | 09/22/10-10/19/10 | 09/22/10 | 20 | \$160.00 | \$50.00 | \$200.00 | 09/28/10 |
| 3 | 10/20/10-11/19/10 | 10/20/10 | 20 | \$160.00 | \$50.00 | \$200.00 | 10/26/10 |
| 4 | 11/22/10-12/17/10 | 11/22/10 | 17 | \$160.00 | \$50.00 | \$200.00 | 12/01/10 |
| 5 | 01/03/11-02/02/11 | 01/03/11 | 21 | \$160.00 | \$50.00 | \$200.00 | 01/07/11 |
| 6 | 02/03/11-03/04/11 | 02/03/11 | 21 | \$160.00 | \$50.00 | \$200.00 | 02/08/11 |
| 7 | 03/07/11-04/13/11 | 03/07/11 | 22 | \$160.00 | \$50.00 | \$200.00 | 03/11/11 |
| 8 | 04/14/11-05/13/11 | 04/14/11 | 21 | \$160.00 | \$50.00 | \$200.00 | 04/20/11 |
| 9 | 05/16/11-06/09/11 | 05/16/11 | 18 | \$160.00 | \$50.00 | \$200.00 | 05/16/11 |
| 180 | | | | | | | |

- A registration fee of \$25.00 is due for EACH student 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.
- We accept cash, check or money order.
- All returned check items will be charged back to the student/parent 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 \$10.00 in 15 minute increments and must be paid at time of pick up or late fees will be applied to the account in the amount of \$25.00. There are no exceptions to this policy.
- 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 **NON**-registered; pick-up within **25 minutes** of 3:20pm is \$5.00 for the first 3 occurrences. After 3 occurrences you will be charged the daily non-registration fee of \$15.00.

| | | |
|---|---|---------|
| 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 |

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 NBAE’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:

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



Before/After Care Program
Parent Contract

Attending: (check all that apply)

_____ **After Care Program**

_____ **Before Care Program**

_____ **Periodic Usage of the Before and 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 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

Parent/Guardian Signature

Date

PARENT/GUARDIAN COPY



Before/After Care Program
Parent Contract

Attending: (check all that apply)

_____ **After Care Program**

_____ **Before Care Program**

_____ **Periodic 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

NBAE COPY