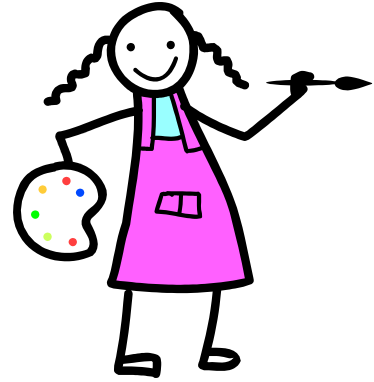




# Charting The Course

Dedicated to providing a high quality education to a diverse community where all students are expected to succeed as life-long learners.

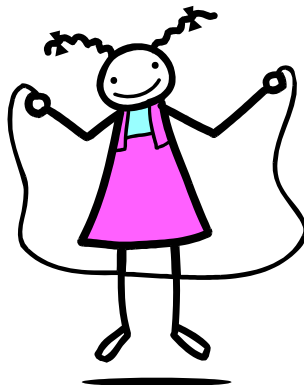
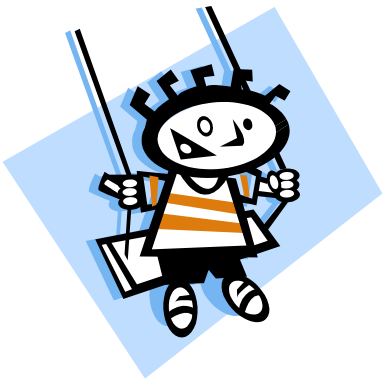


PEMBROKE PINES CHARTER  
ELEMENTARY/MIDDLE SCHOOL

CENTRAL & WEST

AFTER SCHOOL CARE PROGRAM

2016/2017



## PHILOSOPHY

Working parents are faced with the often difficult task of making arrangements for their school-age children during the after school hours. Pembroke Pines Charter Elementary/Middle Schools provide children with a secure, supervised, and constructive learning and play experience.

The philosophy of the After School Program is based on the belief that the hours that the child is away from home should provide for many of the child's needs for academic, physical, social, emotional, and intellectual growth and development. The After School Program is designed to facilitate opportunities to grow in these areas.

## DESCRIPTION OF SERVICE

The After School Program provides childcare from **3:15 – 6:00 p.m.** for kindergarten through eighth grade students who are currently enrolled at Pembroke Pines Charter Schools. The curriculum is presented through a planned schedule, including homework help, indoor and outdoor recreational activities, computer time, arts & crafts, and games.

## PERSONNEL

Great care is placed into the selection of the personnel for the After School Program. The strength and skills necessary for implementing the program's goals and philosophy are considered in the staffing process. All prospective employees are fingerprinted and must pass a background check and drug test before being hired.

Our on-site coordinators are on campus each day from 3:15-6:00 p.m. to address any needs or concerns.

## SNACKS

Please provide your child with a snack. Do not pack any glass containers, as they pose a danger to students and staff.

## HOURS AND DAYS OF OPERATION

The After School Program operates from the hours of 3:15 until 6:00 p.m. The days of operation includes all days that school is in session. There are no provisions for holidays or non-school days.

## ENROLLMENT POLICY

All children must be registered before they attend the program. An enrollment form and medical permission form must be completed for each child. Services will not be provided until all records are completed and fees are paid.

## RELEASE OF CHILDREN

Children must be signed out in person by the parent or designee (as stated on the enrollment form) each afternoon. Children will not be released to a waiting car. The staff is responsible for verifying the authorized name/s prior to releasing the child. Until After School personnel gets to know the parents, they will be asked for identification. We ask your cooperation as it is only for the safety of your child that these procedures must be followed.

It is the parent's responsibility to notify the After School care personnel if someone other than the parent/s or the person/s listed on the emergency release form will be picking up their child by calling.

## ATTENDANCE PROCEDURES

All elementary students will be escorted to a designated area each day. Middle school students **MUST** report to their designated area 10 minutes after dismissal. All elementary and middle school students **MUST** remain in their designated areas at all time. Failure to comply with this policy may result in disciplinary actions. When a child will not attend the After School Program on a scheduled day, please notify the child's teacher or the office so the On-Site Coordinator is aware. If a parent signs out a child during regular school hours, written notice should also be left for the On-Site Coordinator in the school office.

## FEE POLICIES

The cost is \$130.00 for one child, \$242.60 for two children and \$355.20 for three children. Fees are due monthly. If a child qualifies for the Reduced Lunch Program, they are eligible to receive a 25% discount. If they qualify for a Free Lunch Program, they are eligible to receive a 50% discount. There is an annual registration fee of \$25.00 per child. No bills for tuition will be sent; payments are due on the 1<sup>st</sup> day of each period. There will be a \$20.00 late fee assessed for payments not received on the due date.

**\*\*\*NOTE: Failure to pay tuition two times will result in termination from the After School Program.**

Checks are a preferred method of payment and should be made payable to: **THE CITY OF PEMBROKE PINES**. Please make sure to include your child's name on the bottom left hand corner of the check. Payments may be dropped inside the gray box located in the front office marked After School Payment. There will be a **service charge** for all returned checks. If a check is returned for any reason, **cash or money orders** will be the only payment methods accepted by the school for the rest of the school year. Parents may also pay by credit/debit card. We accept MasterCard, American Express, & Discover. Please be advised that there is a 2.6% convenience fee added on to the total cost of the aftercare payment by PPCS. It will be a 2.6% of the total amount charged to the credit/debit card.

**\*\*\*LAST PERIOD CASH/MONEY ORDER ONLY – NO EXCEPTIONS.**

**\*\*\*There will be no refunds, credit, or reduction of tuition for absences due to illness or vacation, since expenses for staff continue during the child's absences.**

## LATE PICK-UP POLICY

The After School Program ends promptly at 6:00 p.m. Parents **must** pick up their child(ren) by that time. A late fee of \$10.00 **per child**, per 15 minute increments, starting at 6:01 (**according to the clock in the front office**), will be charged to parents whose child(ren) remain past the 6:00 p.m. closing time. **We recommend to all parents to synchronize your watch to the school clock to prevent any discrepancies.** The fee must be paid at the time of pick-up or it will be added to the next month tuition payment.

### EXAMPLE

6:01-6:15	\$10.00 per child
6:16-6:30	\$20.00 per child
6:31-6:45	\$30.00 per child

**\*\*\*NOTE: Failure to pick up child(ren) twice will result in termination from the After School Program.**

The following procedure will be in effect at 6:30 p.m. if a child is left at the program and if the After School office personnel were not contacted by the parents:

1. The After School office personnel will try to reach the parents/guardians at home and/or at work.
2. If parent/guardian cannot be reached, office personnel will call the emergency numbers on the enrollment form.
3. If no authorized person can be reached, the On-Site Coordinator will notify the police.

## PARENT COMMUNICATION

Parents will be contacted immediately under the following conditions:

1. A child has received an injury, which could require medical attention.
2. A child exhibits a medical condition, which could be contagious or threatening to others in the program.

Parents will be informed at the time of pick-up of non-emergency events such as but not limited to:

1. A child receives a minor injury that does not require the service of a professional in the medical field.
2. A child complains of a non-emergency condition or symptom.
3. A child exhibits disruptive or unusual behavior.
4. A child accomplished something worth sharing.

## PARENT COMPLAINTS AND GRIEVANCES

Each complaint and problem should be addressed appropriately and in a manner that maintains positive relationships. Conflicts should be resolved by scheduling a conference with the On-Site Coordinator, available Monday through Friday 3:15 – 6:00 p.m. Through cooperation and by working together, we feel that all problems can be resolved.

## DISCIPLINE

In order to achieve the goal of providing quality school-age childcare in an environment of cooperation and respect, all staff members of the After School Program utilize positive discipline practices. Guiding and redirecting of behavior, positive reinforcement, and time-out will be some of the techniques used to manage the behavior of the children.

After each referral the on-site coordinator will conference with the parent/guardian in an attempt to rectify the behavior:

1<sup>st</sup> referral parent conference – phone/personal

2<sup>nd</sup> referral parent conference – phone/personal

A third referral constitutes grounds for possible suspension or removal from the After School Program.

## SUSPENSION AND REMOVAL FROM AFTER SCHOOL PROGRAM

If in the judgment of the On Site Coordinator a child presents a health or safety risk to other children in the program, she/he may be suspended or removed from the After School Care Program. Continued disruptions that hinder the quality of the program will also be cause for suspension or removal.

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2016-2017**

**AFTER CARE:**

Fees: (subject to change for 2016-2017)

\$130.00/Month	One Child
\$242.60/Month	Two Children
\$355.20/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.  
Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 1**

**19 days in payment cycle – payable by Monday, August 22, 2016.**

August 22nd – August 26 <sup>th</sup>	
August 29 <sup>th</sup> – September 2 <sup>nd</sup>	
September 5 <sup>th</sup> – September 9 <sup>th</sup>	No school - Sept. 5 <sup>th</sup>
September 12 <sup>th</sup> – September 16 <sup>th</sup>	Early Release Day – Sept. 15 <sup>th</sup>

**PERIOD 2**

**18 days in payment cycle – payable by Monday, September 19, 2016**

September 19 <sup>th</sup> – September 23 <sup>rd</sup>	
September 26 <sup>th</sup> – September 30 <sup>th</sup>	
October 3 <sup>rd</sup> – October 7 <sup>th</sup>	No school – October 3 <sup>rd</sup>
October 10 <sup>th</sup> – October 14 <sup>th</sup>	No school – October 12 <sup>th</sup>

**PERIOD 3**

**22 days in payment cycle – payable by Monday, October 17, 2016**

October 17 <sup>th</sup> – October 21 <sup>st</sup>	
October 24 <sup>th</sup> – October 28 <sup>th</sup>	Early Release Day – Oct. 27 <sup>th</sup> , No school – Oct. 28 <sup>th</sup>
October 31 <sup>st</sup> – November 4 <sup>th</sup>	
November 7 <sup>th</sup> – November 11 <sup>th</sup>	No school – Nov. 11 <sup>th</sup>
November 14 <sup>th</sup> – November 18 <sup>th</sup>	

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2016-2017**

**AFTER CARE:**

Fees: (subject to change for 2016-2017)

\$130.00/Month	One Child
\$242.60/Month	Two Children
\$355.20/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.**

**Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 4**

**22 days in payment cycle – payable by Monday, November 21, 2016**

November 21st – November 25 <sup>th</sup>	No school (Thanksgiving Break) Nov. 23 <sup>rd</sup> , 24 <sup>th</sup> , 25 <sup>th</sup>
November 28 <sup>th</sup> – December 2 <sup>nd</sup>	
December 5 <sup>th</sup> – December 9 <sup>th</sup>	
December 12 <sup>th</sup> – December 16 <sup>th</sup>	
December 19 <sup>th</sup> – December 23 <sup>rd</sup>	
December 26 <sup>th</sup> – December 30 <sup>th</sup>	No school - Dec. 26 <sup>th</sup> - 30 <sup>th</sup> (Winter Break)
January 2 <sup>nd</sup> – January 6 <sup>th</sup>	No school – Jan 2 <sup>nd</sup> – Jan. 6 <sup>th</sup> (Winter Break)

**PERIOD 5**

**18 days in payment cycle – payable by Monday, January 9, 2017**

January 9 <sup>th</sup> - January 13 <sup>th</sup>	No school - Jan. 13 <sup>th</sup>
January 16 <sup>th</sup> – January 20 <sup>th</sup>	No school - Jan. 16 <sup>th</sup>
January 23 <sup>rd</sup> – January 27 <sup>th</sup>	
January 30 <sup>th</sup> – February 3 <sup>rd</sup>	

**PERIOD 6**

**19 days in payment cycle – payable by Monday, February 6, 2017**

February 6 <sup>th</sup> – February 10 <sup>th</sup>	
February 13 <sup>th</sup> – February 17 <sup>th</sup>	
February 20 <sup>th</sup> – February 24 <sup>th</sup>	No school – Feb. 20 <sup>th</sup> , Early Release Day – Feb. 23 <sup>rd</sup>
February 27 <sup>th</sup> – March 3 <sup>rd</sup>	

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2016-2017**

**AFTER CARE:**

Fees: (subject to change for 2016-2017)

\$130.00/Month	One Child
\$242.60/Month	Two Children
\$355.20/Month	Three Children

**\*\*\*REMINDER\*\*\***

**A \$20.00 late fee will be assessed for payments not received on time.  
Two late payments will result in termination from the Before/After School Care Program.**

**PERIOD 7**

**24 days in payment cycle – payable by Monday, March 6, 2017**

March 6 <sup>th</sup> – March 10 <sup>th</sup>	
March 13 <sup>th</sup> – March 17 <sup>th</sup>	
March 20 <sup>th</sup> – March 24 <sup>th</sup>	Early Release Day – March 23rd, No school - March 24 <sup>th</sup>
March 27 <sup>th</sup> – March 31 <sup>st</sup>	
April 3 <sup>rd</sup> – April 7 <sup>th</sup>	

**PERIOD 8**

**20 days in payment cycle – payable by Monday, April 17, 2017**

April 10 <sup>th</sup> – April 14 <sup>th</sup>	No school – April 10 <sup>th</sup> – 14 <sup>th</sup> (Spring Break)
April 17 <sup>th</sup> – April 21 <sup>st</sup>	
April 24 <sup>th</sup> – April 28 <sup>th</sup>	
May 1 <sup>st</sup> – May 5 <sup>th</sup>	
May 8 <sup>th</sup> - May 12 <sup>th</sup>	

**PERIOD 9 – CASH OR MONEY ORDER ONLY**

**18 days in payment cycle – payable by Monday May 15, 2017**

May 15 <sup>th</sup> – May 19 <sup>th</sup>	
May 22 <sup>nd</sup> – May 26 <sup>th</sup>	
May 29 <sup>th</sup> – June 2 <sup>nd</sup>	No school – May 29 <sup>th</sup>
June 5 <sup>th</sup> – June 8 <sup>th</sup>	Early Release/Last Day of school - June 8 <sup>th</sup>



PEMBROKE PINES CHARTER ELEMENTARY/MIDDLE SCHOOL  
**AFTER SCHOOL CARE PROGRAM**  
EMERGENCY CONTACT  
2016-2017

PASSWORD: \_\_\_\_\_

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_ START DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ CIRCLE: MALE or FEMALE  
(LAST) (FIRST)

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE 1 (MOM): (\_\_\_\_\_) \_\_\_\_\_

CELL PHONE 2 (DAD): (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE 3 (OTHER): (\_\_\_\_\_) \_\_\_\_\_

MOTHER/GUARDIAN: \_\_\_\_\_  
(LAST) (FIRST)

MOTHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_ BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_

FATHER/GUARDIAN: \_\_\_\_\_  
(LAST) (FIRST)

FATHER'S PLACE OF EMPLOYMENT: \_\_\_\_\_ BUSINESS PHONE: (\_\_\_\_\_) \_\_\_\_\_

CHILD LIVES WITH: BOTH PARENTS \_\_\_\_ MOTHER \_\_\_\_ FATHER \_\_\_\_ GUARDIAN \_\_\_\_

PLEASE INDICATE ANY PHYSICAL OF HEALTH PROBLEMS: \_\_\_\_\_ Allergies \_\_\_\_\_ Diabetes \_\_\_\_\_ Asthma \_\_\_\_\_ Seizures  
\_\_\_\_\_ Heart Condition \_\_\_\_\_ Other: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

EMERGENCY CONTACT  
AND  
RELEASE FROM SCHOOL INFORMATION

PLEASE NOTE: Emergency rescue will be called in the event of an illness/accident requiring immediate attention. The legal responsibility of medical and transportation expense incurred on behalf of the child is a parental one.

LIST THE NAMES OF THOSE INDIVIDUALS WHO HAVE PERMISSION TO SIGN YOUR CHILD OUT OF SCHOOL. YOUR CHILD WILL NOT BE RELEASED TO ANYONE NOT LISTED BELOW WITHOUT YOUR PERMISSION. PLEASE KEEP THIS INFORMATION UP-TO-DATE.

1. \_\_\_\_\_ Relation to student: \_\_\_\_\_  
(Name)

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Telephone Number (\_\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_ Relation to student: \_\_\_\_\_  
(Name)

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Telephone Number (\_\_\_\_\_) \_\_\_\_\_

3. \_\_\_\_\_ Relation to student: \_\_\_\_\_  
(Name)

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Telephone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**PEMBROKE PINES CHARTER ELEMENTARY/MIDDLE SCHOOL  
AFTER SCHOOL CARE PROGRAM  
RELEASE OF LIABILITY**

2016-2017

I, the undersigned, hereby grant my son/daughter/ward \_\_\_\_\_, permission to participate in the Pembroke Pines Charter Elementary/Middle School after school care program. By my signature, I hereby release and hold harmless the above named school, their off campus facilities and the individual sponsors, including teachers, aides, administrators and principals from all liability for mishap or injury to my child while engaged in the activities of this program. It is understood that extensive precautionary measures will be taken during the program operation.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

All children participating in the after school care program should carry accident insurance and must have the Release of Liability form on file.

**HEALTH/ACCIDENT INSURANCE**

My child is covered by twenty-four (24) hour accident insurance or family insurance:

Insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_/or I've attached a photocopy of my family insurance identification card.

\_\_\_\_\_ I do not have insurance; however, I will pay any and all medical bills for emergency care of my child.

My child is allergic to: \_\_\_\_\_

**PARENT/STUDENT ACKNOWLEDGEMENT**

The policies and procedures outlined in this packet are for all elementary and middle school students enrolled in the Pembroke Pines Charter School After School Care Program. Your signature below indicates that you have read this packet with your child and discussed the contents.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date