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[www.universitycharter.org](http://www.universitycharter.org)

*A Member of the Charter Schools USA Family of Schools.*

# **Before and Aftercare Program Parent Handbook 2018-2019**



# Before and Aftercare Program Parent Handbook

## Mission

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

A \$25 registration fee per family is due at the time of registration, with first month payment.

### Applied Rates:

- Before care: \$50.00 a month
- Aftercare: \$160.00 a month
- Before and Aftercare: \$200.00 a month

1 child: \$160.00 a month

2 children: \$304.00 a month

3 children: \$448.00 a month

4 children: \$592.00 a month

## Hours of Operation

- Before Care will begin at 6:30am and end at 7:30 am.
- Aftercare program will operate from 2:30pm – 6:00pm.
- On Early Release days, the Aftercare program will operate from school dismissal until 6:00 pm.

## Contact Information

Parents may contact the main office between 8:00am – 6:00pm to address any issues or concerns. A parent may request a meeting with the director of the program at any time to discuss any matter of concern.

Sandra Vargas

Before/Aftercare Director

954-414-0996 ext. 1167

## Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the assigned 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 6:30am 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 6:30 am.

## Aftercare Program – Departure Procedure

- Aftercare pick up begins immediately after dismissal is over. **Children will not be released before this time.** 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 \$5.00 for every 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.** 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, Tamarac Police will be notified of students who are not picked up by their parents. This may 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 Aftercare Program.

## 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 954-414-0996 ext.1167. These procedures are in place to ensure the safety of all students attending the program.

## Description of Services

The Aftercare program will include:

- Healthy Snacks and Drinks
- Homework Time
- Outdoor Activities, including organized games
- Indoor Games and Enrichment Activities

- 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. **However, please be advised that it is your child's responsibility to ensure that he/she has their homework prior to leaving the school day classroom.** Once school has been dismissed, **classrooms will be locked** and **it will not be possible for students to return to class** to retrieve homework or other left items.

If you wish for your child to miss an activity in order to complete their homework, please discuss this with the before/Aftercare Director.

## **Student Behavior and Discipline Policy**

All students enrolled in the Before or Aftercare programs are to follow the Broward County's Code of Student Conduct, and Renaissance Charter School at University'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 3 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:**

- Fighting.
- Theft.
- 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 Aftercare 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 and Thursday.

## 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/Aftercare program, please contact the director.

## Payment Procedures

- A registration fee of \$25.00 is due for each family upon entry into the program including first month payment
- Late fees will automatically be applied in the amount of \$25.00 after five day grace period.
- 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.**
- 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 after 6:05 pm is billed at the rate of \$5.00 for every minute past closing time. Payment is due the date of the incident.** Please be advised that our Aftercare 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.

## Payment Methods

We accept cash, cashier checks/money orders and credit card payments.

**Credit Card payments can be made online or in the front office.**

- Please print child's name on the bottom of all cashier checks and money orders.
- Make cashier checks and money orders payable to Renaissance Charter School at University

# RENAISSANCE CHARTER SCHOOL AT UNIVERSITY BEFORE/ AFTER CARE 2018-2019 PAYMENT SCHEDULE

**ALL PAYMENTS ARE DUE ON THE FIRST OF EVERY MONTH**

**Before School Care Only : 6:30 a.m. – 7:30a.m.**

<b>Due Week of:</b>	<b>Service Period Month of :</b>	<b>BEFORE CARE</b>	<b>AFTERCARE</b>	<b>BEFORE CARE AND AFTER CARE</b>	<b>\$25 LATE FEE APPLIED AFTER</b>
<b>Aug. 21</b>	Aug/ Sept	\$50	\$160	\$200	<b>08/27/17</b>
<b>Oct. 02</b>	October	\$50	\$160	\$200	<b>10/8/17</b>
<b>Nov. 01</b>	November	\$50	\$160	\$200	<b>11/5/17</b>
<b>Dec. 01</b>	December	\$50	\$160	\$200	<b>12/10/17</b>
<b>Jan. 01</b>	January	\$50	\$160	\$200	<b>01/8/18</b>
<b>Feb. 01</b>	February	\$50	\$160	\$200	<b>02/8/18</b>
<b>Mar. 01</b>	March	\$50	\$160	\$200	<b>03/8/18</b>
<b>Apr. 02</b>	April	\$50	\$160	\$200	<b>04/8/18</b>

<b>May. 01</b>	May/June	\$50	\$160	\$200	<b>05/6/18</b>
9 Payments		\$450 yr.	\$1,440 yr	\$1,800 yr	

**After School Care Only : 2:30 p.m. – 6:00 p.m (snack included)**

**Payment Schedule**

# Before Aftercare Registration Information

## School Year 2018-2019

<p style="text-align: center;"><b>Office Use Only</b></p> <p>Registration Packet</p> <p>Registration Fee</p> <p>Parent Contract</p>
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Please print clearly!

### Student Information

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_

Student Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Grade Level \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_ Sex \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

List all siblings attending program at this time:

1.
2.
3.
4.

Mother's/ Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell: \_\_\_\_\_



Email: \_\_\_\_\_

Father's/ Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact – 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: \_\_\_\_\_

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?

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Pick-Up Other Than Parents**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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 University 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 Name Printed** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Before/Aftercare Program Parent Contract

Attending: (check all that apply)

\_\_\_\_\_ **Aftercare Program**

\_\_\_\_\_ **Before Care Program**

\_\_\_\_\_ **Before and Aftercare 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 6:00 pm, or I will be charged a late fee of \$5.00 per a minute.
- 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

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

Date \_\_\_\_\_