



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 SCHOOLS BEFORE/AFTER SCHOOL CARE PROGRAM 2025/2026



2025–2026 School Year

PHILOSOPHY

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

The philosophy of the Before/After School Care 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 Before/After School Care Program is designed to facilitate opportunities to grow in these areas.

NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF PPCS BEFORE/AFTERCARE USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM PPCS BEFORE/AFTERCARE IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND PPCS BEFORE/AFTERCARE HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

*I acknowledge receipt of the Before/Aftercare package and understand the terms, obligations, due date, and late fee policies.

Childs Name

Grade

Parent/Guardian Signature

Date

DESCRIPTION OF SERVICE

The *Before School Care Program* provides childcare from 6:45-8:15 a.m. for kindergarten through fifth grade students who are currently enrolled at Pembroke Pines Charter Schools. The program provides students with the opportunity to review prior night's homework, to practice their reading skills and interact with fellow students.

The *After School Care Program* provides childcare from 3:15-6:00 p.m. for kindergarten through fifth 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.

****Students are not eligible to enroll if they have outstanding balances ****

PERSONNEL

Great care is placed into the selection of the personnel for the Before/After School Care 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 *before care coordinator* is on campus each day from 6:45-8:15 a.m., and our on-site *after care coordinator* is on campus each day from 3:15-6:00 p.m. to address any needs or concerns.

SNACKS

Before care students: Breakfast is provided starting at 8:00 a.m. Menus are posted monthly on the school website - www.pinescharter.net under the Chartwells tab.

After care students: Please provide your child with a snack and water(s). Do not pack any glass containers, as they pose a danger to students and staff.

HOURS AND DAYS OF OPERATION

The Before School Care Program operates from the hours of 6:45 a.m. until 8:15 a.m. all days that school is in session. There are no provisions for holidays or non-school days.

The After School Care Program operates from the hours of 3:15 p.m. until 6:00 p.m. all days that school is in session. On early release days the after school care program operates from 12:30-6:00pm (Broward) and 12:00-6:00pm (Charter). There are no provisions for holidays or non-school days. **We do not pro-rate our fees.**

ENROLLMENT POLICY

All children must be registered, and the **\$40 registration fee per child** must be paid before they attend either program. An enrollment form and medical permission form must be completed for each child and dropped off during registration. Services will not be provided until all records are completed and fees are paid. **If your child is going to be withdrawn from Before/Aftercare, please put in writing to the Before/Aftercare Supervisor** (there is a form that can be emailed to you).

*** FSU CAMPUS DOES NOT USE FOCUS FOR BEFORE/AFTER CARE ***

DROP OFF PROCEDURE

BEFORE CARE:

All children must be signed in by the parent or designee (as stated on the enrollment form) each morning. Children will not be permitted to enter Before Care without a parent or designee. The staff is responsible for verifying the authorized name/s prior to allowing the child to enter the program.

*****Children will not be permitted to be dropped off without being properly signed in by the parent or designee. Failure to follow this procedure will result in termination of the Before Care Program.**

RELEASE OF CHILDREN

AFTER CARE:

Children must be signed out in person by the parent or designee (as stated on the enrollment form) each afternoon. The person signing the child out must be 18 years or older. Children will not be released to a waiting car, nor can you call ahead to have your child waiting. 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 for 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 as soon as possible via email for your designated campus

ATTENDANCE PROCEDURES

AFTER CARE:

All elementary students will be escorted to a designated area each day. All elementary school students **MUST** remain in their designated area at all times. Failure to comply with this policy may result in disciplinary actions. When a child will not attend the After School Care 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

BEFORE CARE:

The cost is \$178.00 per child. Fees are due monthly. There will be an annual registration fee of \$40.00 per child. No bills for tuition will be sent; payments are due on the 1st day of each period. Please make sure to provide the bookkeeper with a copy of the qualification. There will be a \$32.00 late fee assessed for payments not received on the due date. (***)

AFTER CARE:

The cost is \$270.00 for one child, \$502.00 for two children, and \$736.00 for three children. If a child qualifies for the Reduced Lunch Program, they are eligible to receive a 25% discount. If a child qualifies for the Free Lunch Program, they are eligible to receive a 50% discount. There will be an annual registration fee of \$40.00 per child. No bills for tuition will be sent; payments are due on the 1st day of each period. Please make sure to provide the bookkeeper with a copy of the qualification. There will be a \$32.00 late fee assessed for payments not received on the due date. (***)

*****NOTE: Failure to pay tuition on time twice will result in termination from the Before/After Care School Program.*****

Daily Students: For those families who need aftercare occasionally, or students who are late car riders (picked up after 3:30pm), there is a daily fee of \$28.00 per day, and the fee is incurred beginning at 3:46pm.

If you are not at school by the times below to pick up your child, you will incur a fee:

Regular Dismissal Days: 3:46 pm
Charter Study Day: 12:36 pm
Early Release Day: 1:16 pm

If the student is not picked up during the above late pickup timeframes, the student will be sent to aftercare 15 minutes after the above times. The one-time \$40 registration fee and the appropriate aftercare fees will be charged. Please refer to the aftercare section above. Please be advised that after *Friday, May 1, 2026* you may only pay with Money Order, Credit Card, Cash or Online. No checks will be accepted

In addition, daily fees must be paid upon pickup.

Payments may be made in cash, check, money order or online for both Before Care and Aftercare. All payments made online can be done through your child's My Payment Plus account <https://www.mypaymentsplus.com/welcome>.

*****LAST PERIOD ONLINE/CASH/CREDIT CARD/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. We do not pro-rate for Before or Aftercare.**

LATE PICK-UP POLICY

AFTER CARE:

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 \$16.00 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 \$16.00 per child
6:16-6:30 \$32.00 per child
6:31-6:45 \$47.00 per child

*****NOTE: Failure to pick up child(ren) on time twice will result in termination from the After School Care 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

BEFORE/AFTER CARE:

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.

AFTER CARE:

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:

- Before care 6:45-8:15 am - Monday-Friday
- After care 3:30-6:00 pm - Monday-Friday

Through cooperation and by working together, we feel that all problems can be resolved.

DISCIPLINE

BEFORE/AFTER CARE:

In order to achieve the goal of providing quality school-age childcare in an environment of cooperation and respect, all staff members of the Before/After School Care Program utilize positive discipline practices. Guiding and redirecting of behavior, positive reinforcement, and timeout 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:

1st referral parent conference - phone/personal

2nd referral parent conference - phone/personal

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

SUSPENSION AND REMOVAL

If in the judgment of the Before/After School Care On-Site Coordinator that a child presents a health or safety risk to other children in the program, she/he may be suspended or removed from the Before/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
BEFORE/AFTER SCHOOL PROGRAM
PAYMENT SCHEDULE
2025-2026**

BEFORE CARE:

Fees: (subject to change for 2026-2027)

\$178.00 PER CHILD

AFTER CARE:

Fees: (subject to change for 2026-2027)

\$270.00/Month

One Child

\$502.00/Month

Two Children

\$736.00/Month

Three Children

*****REMINDER*****

A \$32.00 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 11, 2025

August 11 - August 15	First day of school 8/11
August 18 - August 22	
August 25 - August 29	
September 1 - September 5	No school -Mon. 9/1

PERIOD 2

19 days in payment cycle - payable by Monday, September 8, 2025

September 8 - September 12	
September 15- September 19	Early Release 9/18, 12:00pm
September 22 - September 26	
September 29 - October 3	No school -Thur. 10/2

PERIOD 3

23 days in payment cycle - payable by Monday, October 6, 2025

October 6 - October 10	Early Release 10/10, 12:45pm
October 13 - October 17	No School Thur. 10/13
October 20 - October 24	No School Mon. 10/20
October 27 - October 31	
November 3 - November 7	

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL
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2025-2026**

BEFORE CARE:

Fees: (subject to change for 2026-2027)

\$178.00 PER CHILD

AFTER CARE:

Fees: (subject to change for 2026-2027)

\$270.00/Month

One Child

\$502.00/Month

Two Children

\$736.00/Month

Three Children

*****REMINDER*****

A \$32.00 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

19 days in payment cycle - payable by Monday, November 10, 2025

November 10 - November 14 No school Tues. 11/11

November 17 - November 21 Early Release 9/18, 12:00pm

November 24 - November 28 Schools closed 11/24-11/28

December 1 - December 5

December 8 - December 12

PERIOD 5

18 days in payment cycle - payable by Monday, December 15, 2025

December 15 - December 19 Early Release 12/19, 12:45pm

December 22 - January 5 No school (Winter Break) 12/22/25-1/5/26

January 6 - January 9 No school - Mon. 1/5

January 12 - January 16

January 19 - January 23 No school - Mon 1/19

PERIOD 6

19 days in payment cycle - payable by Monday, January 26, 2026

January 26 - January 30

February 2 - February 6

February 9 - February 13 Early Release 2/13, 12:45pm

February 16 - February 20 No School - Mon. 2/16

**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL
BEFORE/AFTER SCHOOL PROGRAM
PAYMENT SCHEDULE
2025-2026**

BEFORE CARE:

Fees: (subject to change for 2026-2027)

\$178.00 PER CHILD

AFTER CARE:

Fees: (subject to change for 2026-2027)

\$270.00/Month

One Child

\$502.00/Month

Two Children

\$736.00/Month

Three Children

*****REMINDER*****

A \$32.00 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

23 days in payment cycle - payable by Monday, February 23, 2026

February 23 - February 27 Early Release 2/26, 12:00pm

March 2 - March 6

March 9 - March 13 Early Release 3/12, 12:45pm

No school - Fri. 3/13

March 16 - March 20 No school - Spring Break (3/16-3/20)

March 23- March 27

March 30 - April 3 No school Fri 4/3

PERIOD 8

20 days in payment cycle - payable by Monday, April 6, 2026

April 6 - April 10 No School Mon. 4/6

April 13 - April 17

April 20 - April 24

April 27 - May 1

PERIOD 9 - ONLINE, CASH, CREDIT CARD OR MONEY ORDER ONLY (NO CHECKS)

21 days in payment cycle - payable by Monday May 4, 2026

May 4 - May 8

May 11 - May 15

May 18 - May 22 Early Release 12:45pm 5/22

May 25 - May 29 No school - Mon. 5/25

June 1 - June 2 **No Aftercare Services on Last day of school 6/3**