



# 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.

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## PEMBROKE PINES CHARTER ELEMENTARY SCHOOLS

### BEFORE/AFTER SCHOOL CARE PROGRAM

2022/2023



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.

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Parent/Guardian Signature

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Date

**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.

**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.

## 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](http://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 **\$31 registration fee per child** paid before they attend either program. An enrollment form and medical permission form must be printed and completed for each child. Registration forms can be found on each campus' website. 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).

## 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 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 \$138.00 per child. 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. Please make sure to provide the bookkeeper with a copy of the qualification. There will be an annual registration fee of \$31.00 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 \$24.00 late fee assessed for payments not received on the due date. (\*\*\*)

### AFTER CARE:

The cost is \$210.00 for one child, \$390.00 for two children and \$572.00 for three children. 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. Please make sure to provide the bookkeeper with a copy of the qualification. There is an annual registration fee of \$31.00 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 \$24.00 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 3:15pm), there is a daily fee of \$21.00 per day. The one-time \$31 registration fee must be paid in order to utilize Aftercare on a daily basis. 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 FOCUS account

### **\*\*\*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. 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 \$12.00 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 \$12.00 per child**  
**6:16-6:30 \$24.00 per child**  
**6:31-6:45 \$36.00 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. 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:

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 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  
2022-2023**

**BEFORE CARE:**

Fees: (subject to change for 2022-2023)

**\$138.00 PER CHILD**

**AFTER CARE:**

Fees: (subject to change for 2022-2023)

**\$210.00/Month**

**One Child**

**\$390.00/Month**

**Two Children**

**\$572.00/Month**

**Three Children**

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

**A \$24.00 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**

**23 days in payment cycle - payable by Tuesday, August 16, 2022**

August 16<sup>th</sup> - August 19<sup>th</sup>

August 22<sup>nd</sup> - 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 - Mon. 9/5

September 12<sup>th</sup> - September 16<sup>th</sup>

**PERIOD 2**

**18 days in payment cycle - payable by Monday, September 19, 2022**

September 19<sup>th</sup> - September 23<sup>rd</sup>

September 26<sup>th</sup> - September 30<sup>th</sup>    No school - Mon. 9/26

October 3<sup>rd</sup> - October 7<sup>th</sup>    No school - Wed. 10/5

October 10<sup>th</sup> - October 14<sup>th</sup>

**PERIOD 3**

**17 days in payment cycle - payable by Monday, October 18, 2022**

October 17<sup>th</sup> - October 21<sup>st</sup>    Early Release Thur. 10/20, Emp. Planning Fri. 10/21

October 24<sup>th</sup> - October 28<sup>th</sup>

October 31<sup>st</sup> - November 4<sup>th</sup>

November 7<sup>th</sup> - November 11<sup>th</sup>    Emp. Planning Tues. 11/8, No school - Fri. 11/8



**PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
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PAYMENT SCHEDULE  
2022-2023**

**BEFORE CARE:**

Fees: (subject to change for 2022-2023)

**\$138.00 PER CHILD**

**AFTER CARE:**

Fees: (subject to change for 2022-2023)

**\$210.00/Month**

**One Child**

**\$390.00/Month**

**Two Children**

**\$572.00/Month**

**Three Children**

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

**A \$24.00 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**

**25 days in payment cycle - payable by Monday, November 14<sup>th</sup>, 2022**

November 14<sup>th</sup> - November 18<sup>th</sup>

November 28<sup>th</sup> - December 2<sup>nd</sup>      Schools Closed 11/21/-11/25

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>      No School (Winter Break) 12/26/22-1/6/23

**PERIOD 5**

**18 days in payment cycle - payable by Monday, January 9, 2023**

January 9<sup>th</sup> - January 13<sup>th</sup>      Early Release, Thur. 1/12, No school - Fri. 1/13

January 16<sup>th</sup> - January 20<sup>th</sup>      No school - Mon. 1/16

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, 2023**

February 6<sup>th</sup> - February 10<sup>th</sup>

February 13<sup>th</sup> - February 17<sup>th</sup>      Early Release Day - Tues. 2/14

February 20<sup>th</sup> - February 24<sup>th</sup>      No school - Mon. 2/20

February 27<sup>th</sup> - March 3<sup>rd</sup>

PEMBROKE PINES CHARTER ELEMENTARY SCHOOL  
BEFORE/AFTER SCHOOL PROGRAM  
PAYMENT SCHEDULE  
2022-2023

**BEFORE CARE:**

Fees: (subject to change for 2022-2023)

**\$138.00 PER CHILD**

**AFTER CARE:**

Fees: (subject to change for 2022-2023)

**\$210.00/Month**

**One Child**

**\$390.00/Month**

**Two Children**

**\$572.00/Month**

**Three Children**

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

**A \$24.00 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**

**18 days in payment cycle - payable by Monday, March 6, 2023**

March 6<sup>th</sup> - March 10<sup>th</sup>

March 13<sup>th</sup> - March 17<sup>th</sup>    Early Release - Thur. 3/16, No school - Fri. 3/17

March 20<sup>th</sup> - March 24<sup>th</sup>    No school - Spring Break

March 27<sup>th</sup> - March 31<sup>st</sup>

April 3<sup>rd</sup> - April 7<sup>th</sup>        No school - Fri. 4/7

**PERIOD 8**

**19 days in payment cycle - payable by Monday, April 11, 2023**

April 10<sup>th</sup> - April 14<sup>th</sup>

April 17<sup>th</sup> - April 21<sup>st</sup>    Early Release - Thur. 4/20, No school - Fri. 4/21

April 24<sup>th</sup> - April 28<sup>th</sup>

May 1<sup>st</sup> - May 5<sup>th</sup>

**PERIOD 9 - ONLINE, CASH OR MONEY ORDER ONLY (no checks)**

**23 days in payment cycle - payable by Monday May 8, 2023**

May 8<sup>th</sup> - May 12<sup>th</sup>

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 - Mon. 5/29

June 5<sup>th</sup> - June 8<sup>th</sup>        Last Day (Early Release) Thur. 6/8