



Dear Families:

At After School Programs, our mission is: to be a company that implements genuine care, respect and courtesy for children, parents and each other, to be the premiere provider of school age child care in Florida while meeting the needs of the children, parents and communities we serve, and to enrich and enhance the lives of children as they become young adults, while working as a team toward common goals.

After School Programs, Inc. is a not-for-profit corporation that began operating its first on-site after school program in 1993. Currently, we operate after school programs in elementary schools throughout Broward, Collier, and Orange counties, serving over 7,000 children and their families.

The goal of After School Programs is to provide a quality program that is safe, fun and affordable. Our programs offer age-appropriate activities under the supervision of a competent, trustworthy, caring and qualified staff that understands and meets the needs of the children in their care.

To meet the physical, intellectual, social, emotional and recreational needs of children, our program will:

- Offer fun, enriching, academically oriented and recreational activities that help promote confidence, self-esteem and responsibility
- Provide children a safe and secure environment staffed by warm, friendly child care professionals
- Provide a relaxed atmosphere where children can socialize and make new friends
- Provide a nutritional snack
- Provide time for and homework assistance

At After School Programs, we believe that during the hours that the children are away from home they should be provided with a quality program of well supervised activities that stimulates new interests, encourages creativity and builds self confidence, while providing their parents with “peace of mind”

This Parent Handbook outlines what you may expect from After School Programs and outlines our policies and procedures. We hope it will be helpful and look forward to providing you and your child with a quality after school program

Important Phone Numbers:

Broward County- Corporate Office
(954) 596-9000

Collier County – Main Office
(239) 436-3960

Orange County – Main Office
(407) 253-3963

Enrollment:

- *All children attending this elementary school are eligible to enroll in the after-school program
- *Registration forms are available on our website www.aspkids.com. You may also call our main office to request further information and /or Registration Forms.
- *The following information is required on all Registration forms:

- Child's Full Name
- Child's Date of Birth
- School Name & Grade
- Student number
- Emergency Contact/Pick-Up Information
- Password (*a word known only by A.S.P. and the parent and/or guardian*)
- Home & Work Numbers for Parents/Guardians and emergency contacts
- Medical or special concerns
- Complete Home Address
- Alternate Phone Numbers (e.g. cellular, beepers, etc)
- Names of Persons Permitted to Remove Child

- *Please make sure you fill out your Registration Forms completely and update your information, when necessary, with the Site Director
- *There is a non-refundable Registration Fee.
- *After School Programs does not discriminate on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation.

Fee Information/Schedule of Payments:

- *There are 12 payment periods during the school year. A copy of the current Payment Schedule is available from the Site Director.
- *Please note that the payment period does not include the days the children are off from school and Winter and Spring Break.
- *Payment is due on the date indicated on the payment schedule and should be paid at the site or on our website www.aspkids.com

As per School Board Policy 3411, all payments must be made in advance prior to the start of the attendance period

- *If payment is made late, your child may be dropped from our enrollment.
If a child is dropped from our enrollment, they must be re-registered in the program and an additional registration fee paid, if space is still available.
- *No child may attend the after-school program if payment has not been made for the upcoming payment period
- *Payments may be made in check, money order or our website and should be made payable to After School Programs, Inc.
- *Please make sure your child's full name and school appear on the check
- *There is a charge of \$35.00 on all returned checks or online insufficient funds.
- *If a check is returned, payment must be made immediately in the form of a money order, including the return check fee, or your child may be dropped from our enrollment.
- *If one check is returned, all future payments must be made in the form of a money order.
- *Children are required to be enrolled for payment period.
- *Children enrolled in the program who are not in attendance and miss days during the month due to illness or other reasons must still pay for the entire payment period.
- *There are no refunds unless a child is withdrawn or dismissed due to disciplinary reasons from the program

Financial Assistance (Scholarship/Grant) Programs:

Scholarships are available at each school for those families in need of financial assistance and who are eligible to receive free or reduced lunch according to the school district guidelines. There are a limited number of scholarships available at each site and scholarships are granted on a first come, first served basis. If a scholarship is not available upon enrollment, you may choose to have your child's name placed on a waiting list, and you will be called if space becomes available.

A parent requesting a scholarship from After School Programs, Inc. must complete a Scholarship Application form, which is available from the Site Director. On this form you must indicate whether your child is eligible to receive free or reduced lunch and certify that adult supervision is not available after school. You will be asked to provide a pay stub from your current employer and/or a 1040 Form if you are self employed.

After School Programs, Inc. Also applies for additional funding for families in need of financial assistance through various grants throughout the year.

Further questions regarding our scholarship/grant process may be directed to our Site Director.

Attendance Procedures:

Attendance is taken daily of all children attending the after-school program. Parents/guardians are responsible for notifying the program staff if their child will be absent from the after-school program, if they have attended school during the day. For your convenience, each program has its own telephone number in the school cafeteria which may be called after 1:30 P.M. if your child will not be attending after care. You may also choose to call our main office at between the hours of 9:00 A.M. and 1:30 P.M. to report your child's absence from the program.

If a child is registered to attend the after-school program and does not report to the program and is not on the official school absentee list or early release sign out sheet, the parent, guardian or emergency contact will be notified to verify the child's absence. This helps ensure the safety of all the children attending our program.

Sign Out Procedures

Your child must be signed out, when picked up each day, with your initials or full signature. Only persons authorized in writing by you, the parent(s) and/or guardian(s), may remove your child from the program. Staff members will request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our programs. Your child will not be released to anyone without prior written notice and/or a telephone call. The Site Director may ask you to identify yourself using your social security number or password. Per School Board policy, once in attendance, no child will be permitted to walk or ride their bicycle home from the after-school program.

School Clubs/Tutoring/Helping School Staff:

All children attending school clubs during after school hours must report to the school cafeteria first and check in with their counselor prior to attending the club. The parent/guardian must also provide the after-school program staff with written permission for their child to attend any club or tutoring program after school. Children who attend the after-school program are not permitted to stay late or help any teacher in their classroom, without a parent/guardian's written permission. The teacher's name must appear on the parent's permitted to remove list. To ensure the children's safety, the teacher or school staff member must come to the after-school program to sign the child out and then bring them back to the program and sign them back in.

Late Pick Up Policy

The after-school program closes promptly each evening. All parents and/or guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the Site Director that you will be late or are sending an alternate to pick up your child. If the alternate is not on your permitted to remove list, the Site Director may ask you for your social security number or password. In addition, please advise the individual picking up to bring photo identification with them. After the site closes, a staff member will attempt to contact either the parent, guardian or emergency contact person by telephone. If a child remains at the after-school program an hour after closing time and neither parents, guardians nor emergency contacts can be reached and there has been no communication from the parents or guardians, the local police department will be contacted and the child released into the custody of the appropriate law enforcement official.

A \$15.00 late fee will be charged for each child for each 15 minutes or portion thereof after closing, if the parent/guardian is late picking up their child. This fee is due upon picking up your child or the next day.

Three Late Pick-Ups may result in your child being dismissed from the program.

Health/Safety/Medications

Every site is equipped with a first aid kit. There are at least 2 staff members at each site that are CPR/First Aid Certified. The Site Director will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the Registration Form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Director will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well.

If your child must take a prescription medication of any kind, you must notify the Site Director and complete a Medical Authorization Form. Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with School Board and Broward County Child Care & Licensing policies and procedures.

Personnel:

After School Programs strives to maintain a staff to child ratio of 1 staff member for every 20 children. This ratio is lower than required by law. It is based on our philosophy that A.S.P. can provide safer supervision and our staff members can be more responsive and nurturing to the children in their care.

All staff members must meet educational and experience requirements for the position that they hold. All child care personnel function under the direct supervision of the Site Director, an experienced child care professional who works on site to supervise the daily activities and safe operation of the program.

Child care staff may include both School Board of Broward County and non-school board employees. Each staff member must be fingerprinted and background screened and meet the medical requirements set forth by law. All staff also receive a mandatory 6-hour orientation prior to beginning their position that focuses on methods and guidelines for working with children. They are then placed at a program to work with an experienced staff trainer for a period of 3 to 5 days. In addition, all staff are required to take the Child Care Training course mandated by law, be certified in Pediatric CPR and First Aid and take 10 hours of in-service training yearly.

Daily Activities

Upon dismissal from school, all children report to the cafeteria. Children in the primary grades may be picked up at their classrooms and escorted to the cafeteria by an After School Programs staff member, depending upon school procedures. Children are grouped according to their current grade, and are provided with a nutritious snack. Programs may vary, but children are then dismissed for organized outdoor games, sports and playground. At After School Programs, our staff understands the importance of homework. Parents may choose whether they wish their child to do their homework while in after care. A quiet environment is created and homework supplies are also provided.

Our schedule blends educational and recreational activities between the hours of 3:00 P.M. and 5:00 P.M. that may include: reading, writing and math programs, language, computers, science, drama, cooking, art, music, clubs and physical education programs. An activities schedule is available and posted at each program

Free Choice is offered in many of our programs to children remaining at the program after 5:00 P.M. At that time, children are brought to the cafeteria and may choose from a wide variety of fun activities including a Chat and Relax area, board games, blocks, arts and crafts and/or age-appropriate organized sports and games.

Discipline:

The professional child care staff of After School Programs is trained in behavior techniques that include positive reinforcement, redirection, conflict resolution and rewards. A child with a consistent behavioral problem who is not responding to his or her counselor or who exhibits extreme or dangerous behavior will be sent to the Site Director, who will notify the child's parents and/or guardians with a Behavior Report. In extreme cases of behavior such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent and/or guardian may be called to pick up their child immediately and the child may be immediately suspended or dismissed from the after-school program.

If the problem persists, a parent/guardian conference will be scheduled at which the areas of concern will be discussed and the steps which will be taken to help improve your child's behavior. If the situation does not improve, the child may be suspended. Four Behavior Reports will result in dismissal from our program. A refund will be issued for any unused weeks of the payment period.

Roles & Responsibilities of the Parents:

Parents and guardians are responsible for:

- * Picking up their child(ren) by the close of the program. HRS may be called if children remain at the program one hour after closing time
- *Conforming to the payment schedule of the program
- *Notifying the After School Program if:
 - Any information on the Registration Form changes (Telephone Numbers, Addresses, Pick up information)
 - Their child attended school, but will not be attending the after-school program on any given day or period of time
 - There is a change in the daily departure routine or the person picking up
 - Their child is being withdrawn from the after-school program
 - Their child's participation in the program is limited due to health or other impairments
 - Their child is on any medication which must be dispensed while their child is at the after-school program, or if their child has any allergies

A child may be exited from the program if a parent does not meet the above responsibilities on a consistent basis.

School Holidays/Early Release Day

All after school programs will be closed on the following holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas, New Years Day, Memorial Day and July 4th. In the event of a hurricane or any other unforeseen school closings, A.S.P. will follow the School Board policy and procedures.

Selected schools will be open for school holidays, winter and spring breaks. Parents/guardians will receive information regarding field trips or special holiday schedules in advance. Sign up for these activities will take place at the front desk of the after school program. There is an additional charge for field trips and holidays. Space may be limited and registration is on a first come, first served basis. Since activities, transportation and staff for these trips are planned in advance, we regret that we are unable to issue refunds or credits. After School Programs may also feature summer programs at your school or at a nearby location. The Site Director will be able to furnish you with additional information regarding summer programs.

After School Programs, Inc. is open early on all Early Release days at no additional cost.

Exceptional Student Registration:

Exceptional Students may enroll and participate in the after-school program. However, A.S.P.'s staff may not be trained in special education. To ensure that there is adequate and safe supervision for all children in the program, the following procedures will be followed before a child may enroll:

1. The parent or guardian must contact After School Programs, Inc. to set up a pre-enrollment conference, within 10 school days from the date of application. The purpose of this pre-enrollment meeting is to determine proper staffing, special training needs and other student needs.
2. At the conference, a discussion between After School Programs, the parent and/or guardian and school personnel will help determine if the after school staff requires special training. If training needs exceed the expertise of the provider or school staff, every effort will be made to hire appropriately trained staff.
3. If the after-school program staff requires no additional training, and the proper ratios are being maintained; the child may begin attending the after school program, the following day.

Students will be included to the fullest extent possible. Lower student/staff ratios will be provided on a case-by-case basis. When reasonable efforts have been made to accommodate a student and those efforts have been unsuccessful, the student may be dismissed from the after-school program.

Cellphone and Electronic Devices:

Children may bring a cell phone to school and wear a smart watch. For safety and security, students are strongly encouraged to secure phones in a purse, book bag, etc. upon arrival on campus. It must be turned off and not used at all during ASP hours. The phone must be kept completely out of sight and not be allowed to ring or make any sound on school grounds. Parents who need to reach their child (or vis versa) should communicate via ASP front desk. If the cell phone is out and in use, it will be held with the ASP director until parent/guardian picks it up.

Additional Information

All personal belongings, including jackets, lunch boxes, backpacks, electronics etc. should be clearly labeled to help avoid loss. Lost and finds are available at each site, in case your child does lose something. Please note that children are not permitted to bring any items to after care (such as Game Boys, trading cards, etc) that they are not allowed to bring during the regular school day. After School Programs, Inc. cannot be responsible for any lost, damaged or stolen property.

Notification of Changes:

It is extremely important that you notify the Site Director immediately of any changes in home address, employment phone numbers, and pick up procedures.

Income Tax Information:

Tax statements indicating the payments made to After School Programs, Inc. will be prepared upon request. They may be requested from the Site Director. Please allow two weeks for processing, especially during tax season. Please note that it is the responsibility of each parent and/or guardian to retain their receipts.

Grievance Procedures:

After School Programs, Inc. takes seriously all concerns expressed by their clients. Should an individual have a grievance, the following procedure should be followed:

- *Any concerns regarding your child's after school care should be brought to the attention of the Site Director at your program.
- *If after discussing the matter with the Site Director, you are not satisfied with their decision, please contact the Area Coordinator (their name and telephone number will be furnished to you by the Site Director).
- *If after speaking to the Area Coordinator, the problem cannot be resolved, the Area Coordinator will provide you with the name of the District Coordinator.
- *If the grievance still exists after the first three steps, one of the Executive Directors or the Director of Operations will be consulted and make the final determination.



CHILD'S NAME _____

I understand that After School Program, Inc.'s policies have been developed to ensure the safety and well being of all children attending our program. I have read the Parent Handbook and understand the program policies and procedures. I have discussed the rules of the program with my child.

I understand that failure to return this acknowledgment will not relieve me from knowing and following the policies of After School Programs, Inc.

PARENT/GUARDIAN SIGNATURE

PRINT NAME

DATE

*****PLEASE SIGN AND RETURN WITHIN 5 DAYS*****