



**BEFORE & AFTER SCHOOL ENRICHMENT
PROGRAM HANDBOOK
2022 - 2023**

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WELCOME!

Dear Parents or Guardians,

Treasure Coast Classical Academy (TCCA) is pleased to offer before and after school enrichment for your child(ren). This fee-based program is designed for the benefit and convenience of our school families. It is fully funded from the fees paid by parents of the children enrolled. Our program is recreational and as such it is a privilege, not a right, to attend.

Hours

Before school enrichment: 6:30 am – 7:30 am

After school enrichment: 3:00 pm – 6:00 pm

Our purpose is to support TCCA families by providing a caring, stimulating and safe before and after school environment. Our goal is to enhance the overall educational experience of our scholars using developmentally appropriate environments, quality enrichment opportunities and a caring staff.

Our schedule will include:

- Daily homework time
- Afternoon snack
- Indoor and outdoor recreation
- Enrichment activities

Thank you for choosing the Treasure Coast Classical Academy before and after school enrichment program. We look forward to meeting you and your child(ren). This is going to be a great school year!

Sincerely,

Treasure Coast Classical Academy
Before & After School Enrichment Program Staff

PROGRAM OVERVIEW

Our before and after school enrichment program is offered each school year. We provide a safe, supportive environment that is specifically designed to meet the age-appropriate needs of the children enrolled. Children are divided into age-appropriate groups for many daily activities.

Weekly and daily activities are designed to enhance your child's educational experience by providing opportunities to engage in enrichment activities, recreational programming, learning and play stations, socialization with peers and designated homework time.

To enroll, please complete the online registration form for before and after school enrichment by clicking [here](#). If the link does not work, please log into your MySchoolBucks account and follow the links in the school store.

Parents of children with special needs should contact the before and after school enrichment program coordinator, before their child attends the program, to develop a care plan that will meet their child's needs.

REGISTRATION

A non-refundable registration fee of \$32.00 per child or \$50.00 per family and online registration are required before the application process will be considered complete. Registration fee is valid only for the current school year. Each year a new application and registration fee are required for admission to the before and after school enrichment program. An annual registration form and fee are required for emergency drop-ins as well.

A deposit equal to the fee for one week (based on the participant's schedule) and the registration fee will be due at registration. Upon registration, you must choose a full time or emergency drop-in/part time slot (billing method).

For online registration to be considered complete emergency contacts must be completed and the registration fee plus the deposit must be received.

RATES

Before School - Full Time:

- \$55.00/month*
- Hours: 6:30 AM to 8:00 AM (Monday - Friday)
- Program available all school days.

After School - Full Time:

- \$120.00/month*
- Hours: 3:00 PM – 6:00 PM (Monday - Friday)
- Program available all school days.
- Clubs & Sports:
 - Scholars signed up for Clubs and/or Sports will attend those sessions and then return to After School. If not signed up for After School, they will go to the designated area for pick-up.

Both Before & After School Programs:

- \$175.00/month*
- All school days for both AM & PM.

Sibling Discount

Sibling discounts are available when you enroll more than one child in the before and after school enrichment program.

- First sibling = full price
- Additional siblings = 50% discount

Full Time care includes full days, excluding winter break, spring break and summer.

To use the program as an emergency drop-in, parents or guardians must have money on their account prior to attendance or pay on the same day of attendance. If payment is not made in advance or on the same day, a late payment fee will be charged.

Program Schedule Change

If a change to your child's program schedule is required, a change form must be submitted. Please submit completed form to the Before & After School Coordinator at least one week before the effective date.

Program Cancellation

To withdraw from the Before and After School Program, a cancellation form must be submitted. Please submit completed form to the Before & After School Coordinator at least 1 week (5 full days) in advance of effective date. If advance notice is not given, your deposit may be forfeited. Forms can be picked up on site or downloaded from the school website.

Custody

If there are custody concerns, please notify the Before and After School Coordinator. A court order must be on file with the school office in any case that would prevent a biological parent from contact with their child.

FINANCIAL & PAYMENT POLICIES

Payment must be made in advance on a weekly basis. Payment is due by Friday at noon before scholars can attend on Monday. **NO CHILD WILL BE ACCEPTED FOR CARE IF PAYMENT HAS NOT BEEN RECEIVED IN ADVANCE.** Payment may be made online through the parent portal - [CLICK HERE](#). A late payment fee of \$5.00 will be charged every Friday to any account not paid in full.

Extra fees may be charged for special events or enrichment services provided by outside vendors. These will be optional.

Insufficient Payments and Refunds

A \$25.00 fee will be charged for all insufficient payments and declined transactions. Child(ren) will not be allowed to attend the Before and After School Program unless payment has been received and corrected. Refunds are issued upon student's withdrawal from the school if excess payment has been made. One-week notice is required when withdrawing a student.

Absences

There will be no credit for days absent. Absences due to illness, vacation, custody or emergency closings will not be credited.

Late Pick-up Fee

- 1 - 15 minutes late \$15.00
- 16 - 30 minutes late \$30.00
- 31 - 45 minutes late \$45.00
- 46 - 60 minutes late \$60.00
- 60 minutes late \$60.00 +\$1 for every minute greater than 60

Sibling discounts will not apply to late fees.

Children consistently picked up late may be removed from the program. We reserve the right to notify the proper authorities if a child is being picked up excessively late. JXC will contact the county sheriff's office regarding any scholar not picked up by 7:00 pm unless prior arrangements have been made with the program director or school administration.

Emergency Drop-In

To use the program as an emergency drop-in, parents or guardians must have money on their account prior to attendance or pay on the same day of attendance. If payment is not made in advance or on the same day, a late payment fee will be charged.

Drop-In (Part-Time) Rates*

- Before School: \$5.00 per day
- After School: \$12.00 per day
- Program available all school days.
- In case of an emergency that would necessitate your scholar to attend the before and/or after-school days program in addition to your chosen program, the daily rate for each program will be invoiced to your account.

*Availability depends on capacity limits.

Scholarships

Needs-based scholarships for Before & After School may be available to families that qualify for the Free and Reduced Lunch program. If you feel you would qualify for a scholarship, please complete the FRL application at <https://www.myschoolapps.com/>. If scholarships are available, they will start on Sept 1st.

HOURS OF OPERATION

Before School

- Monday – Friday
 - 6:30 am – 7:30 am
- Students are sent directly to their classroom.

After School

- Monday – Friday
- 3:00 pm – 6:00 pm

Full Day School Enrichment

7:30 a.m. – 5:30 p.m.

No additional fee for full time students

Additional fee for part time (\$15.00) and drop-in (\$20.00)

Calendar

Please refer to the Before & After School calendar, posted on the school website, for more specific information.

Holiday Closings

Labor Day	September 2
Thanksgiving Holiday	November 25 – 29
Winter Break	December 23 – January 3
Martin Luther King, Jr. Day	January 20
President's Day	February 17
Good Friday	April 10
Memorial Day	May 25

HEALTH, SAFETY & NUTRITION

Required Forms

As a condition of enrollment, each child must have a current physical form as well as updated shot record from a physician. Documentation must be from the State of Florida. These forms must be on file with Treasure Coast Classical Academy.

Medication

Should your child require prescription medication to be administered during the Before or After School program, a Medication Authorization form must be submitted. The medication must be in its original prescription container with correct dosage clearly indicated on the label. A Medical Authorization Form must be filled out for each individual prescription to be given.

Before and After school leaders are not permitted to administer, nor are children allowed to bring, over-the-counter drugs sent from home. All medication will be administered by the Program Coordinator or their designee. We will not be able to administer any medication that needs to be administered by a school nurse or clinic designee.

The first dosage of any medication will not be administered during Before or After School hours due to the possibility of an allergic reaction.

Illness & Injury

In the event of an accident or illness, you will be notified as soon as possible. If parent or guardian cannot be reached, emergency contacts will be called. If the accident is minor, a form explaining the accident and care given will be left for parent's signature at pick up time. This form will be kept with the child's records. The program will contact 911, if necessary, for the safety of a child.

Emergency Closings

In the event the school closes for an emergency, the Before and After School program will be closed. If an emergency closing occurs during program hours, parents will be notified to pick up their child. If parents cannot be reached, emergency contacts will be called. Stay tuned to local radio and tv stations for announcements of school closings during inclement weather.

Dismissal Changes

To ensure the safety of your child(ren), any change to the prearranged schedule must be made in writing. Please notify your child's teacher by means of a written note, signed by a parent. You must also notify the Before & After School Coordinator by phone call or by leaving a message with the school office. Email may not be used when changing schedules.

Change of Information

Parents are responsible to keep their registration information current. This includes their own phone numbers as well as those of emergency contacts.

Sign-In and Sign Out Procedure

Before School

Sign-in: Children must be accompanied by parent to Before School and signed in. Students are not to walk in alone.

Sign out: Children will be signed out by their Before School Leader and taken to their classroom prior to the first bell.

After School

Sign-in: All participants will be signed in by their After School Leader. Attendance will be taken daily and if a child is absent from the program, parents will be contacted.

Sign out: Parents or authorized pick-ups are required to sign out, with full signature and time, at departure. Students will be released ONLY to those who have been authorized in writing by

the parent or guardian. Only the people listed on a child's registration form are considered authorized. Photo ID's will be checked.

To ensure the safety of all children, parents may pick up their children any time after 3:45 pm.

There will be a late pick-up charge for failure to pick up a child by 6:00 pm (see late fee schedule above).

Staff is not able to remain on site after program closure. If you would like information about your child's progress or activity updates, please contact the Before and After School Coordinator to set up a time to meet.

Breakfast

Breakfast will be provided for those enrolled in Before School Enrichment if requested by parent and if their child(ren) is signed up through the MySchoolBucks account. The cost of breakfast is \$1.25 for each child per day.

Snack

A healthy afternoon snack and drink will be provided daily. Snacks are provided through our food service vendor and a snack menu will be posted. If your child has any food allergies, please inform the Before and After School Coordinator. Parents may pack a drink or alternative, healthy snack. Drinking water is always available.

When children are on site for a non-school day, parents are asked to pack a morning snack and drink as well as their child's lunch. We will provide an afternoon snack and drink. Breakfast will not be provided.

Parents, guardians, visitors, staff, and students may not bring food into the Program to share with students.

Personal Belongings

Backpacks, lunchboxes, jackets and other items left at the end of the day will be placed in the school Lost and Found.

Please note that the before and after school school program follows school policy regarding technology and cell phones. Children are asked not to bring personal items to the before and after school school program. Staff is not responsible for lost or stolen items.

DISCIPLINE POLICY

Discipline policies and procedures for the Before and After School program will be consistent with the standards and practices of Treasure Coast Classical Academy as stated in the TCCA Code of Conduct and Honor Code.

Students are expected to adhere to the school's high expectations for behavior and core virtues. Minor infractions or disruptions will be handled in a way suitable to the age of the student. Rough conduct, bullying, disrespect to leaders, destruction of property or equipment, use of profanity, running away from staff, or any other undesirable act will result in disciplinary action. Depending on the seriousness or repetition of infractions, consequences may include immediate next day suspension or removal from the program.

Discipline that is in any way frightening or humiliating will never be applied under any circumstance. This also includes corporal punishment, implied threats, derogatory remarks and harsh language. Children will never be denied food, toileting or physical activity as a form of discipline.

If a child's behavior is deemed to be a risk to the welfare and safety of themselves, other children or staff, a parent or guardian will be called and asked to remove the child for the rest day. In that event, a meeting with the Before and After School Coordinator must be scheduled.

We will exercise reasonable care and judgment in all matters related to the welfare of your child. We request that you let us know when any problems arise at home that might affect your child at school such as separation, divorce, death in family, etc.

Parents and/or legal guardians assume all responsibility for the actions of their child while he or she is under the care of the Before & After School Program.

GENERAL INFORMATION

Staff

All Before & After school staff have been screened according to school guidelines and are at least 18 years old. Our Before and After School Program voluntarily complies with state licensing regulations for daycare centers. We require employees to complete the State of Florida 45- hour childcare training. We also provide training, throughout the school year, that meets or exceeds the required 10 hours of continuing education for childcare professionals.

Communication

We maintain an open-door policy. If you have any questions or concerns related to any part of the program, contact the Before & After school Coordinator. This includes tuition, policies, activities, staffing or your child's participation in the Program.

Please remember to inform us of any changes to your child's record. This includes phone number, address, emergency and authorized pick up information, or changes to other important information.

We will keep you informed of upcoming events, special activities or important dates via monthly newsletter.

We look forward to getting to know your child and providing a safe, supportive and enriching after school care environment.