

Before and After School Child Care School Board Program

Summer Parent Handbook

Broward County Public Schools

Revised 03/2026

Welcome to another summer of fun-filled camp experiences. The goal of this program is to offer a wide variety of activities in a safe and nurturing environment. It is designed for the ages of the children who attend the school and will provide parents/guardians with a secure, supervised, constructive learning and play environment for their child(ren). Activities will be age appropriate and supervised by competent, caring, qualified staff members. The daily schedule will include a variety of activities.

The Before and After School Child Care (BASCC) Department's mission is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A culturally enriching program that promotes the physical, intellectual, emotional, and social development of each student
- A program that meets the highest quality of child care standards

Personnel/Staff

In compliance with the state of Florida, Broward County Public Schools (BCPS) requires that all program staff are fingerprinted, cleared, and wear identification badges. Additionally, all staff are mandated to attend a minimum of ten hours of ongoing professional development per year.

Ratios for BASCC programs remain the same as during the regular school year and will not exceed 1 to 10 for PreK, 1 to 20 for grades K-5, and 1 to 25 for grades 6 to 8. Modified ratios may occur for students with special needs.

Special Activities/Field Trips/Activity Fee

The cost of special activities and field trips will be included as part of the Activity Fee. This fee is charged during the regular payment period according to the schedule.

Recreational/Outdoor Play

Each day your child will be scheduled for at least 30 minutes of outdoor play. There may be organized games, free play, and time to socialize.

Student Dress Code

Students are to follow BCPS dress code during program hours. Footwear, appropriate for outdoor play, should be worn daily. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

Breakfast/Snack/Dinner

Speak with the summer camp program's supervisor about the breakfast/snack/dinner provisions available. Food may be offered by the program or may need to be provided by the parent/guardian. If the student forgets his/her snack or snack money, a reminder will be sent home. We promote a healthy lifestyle. Snack from home should reflect this goal. Please refrain from sending items that contain nuts, as many of our students have allergies.

Enrollment Procedures

Priority is given to students who are registered at this school location. Summer programs accept incoming kindergarteners through outgoing 5th graders. Students from other Broward County Public Schools, charter school students and private school students may attend this camp based upon space availability and approval by this school's administrator. Parent(s)/guardian(s) must complete the application online at www.basccbroward.com.

Requirements

- Parent/Guardian Password: All applications must include a Parent/Guardian Password. Parent(s)/guardian(s) must use the password to identify themselves over the phone, when dismissal changes are made.
- Authorized Adult Release/Contact: All applications must include the first and last name of at least one adult who is authorized for release of your child(ren). In the event of an emergency or if none are listed, and a parent/guardian cannot be reached, local police will be contacted.

The Summer Camp Registration Fee and the first payment are due for each student before attending the program.

Please note, an application does not guarantee enrollment. Enrollment is based on space availability. If the program has reached capacity, your child(ren) will be added to the program's waitlist. Next steps in the enrollment process, including waitlist information if applicable, will be communicated to the parent/guardian via email.

When the enrollment process is complete, a confirmation email is sent to the registering parent/guardian.

All students begin a trial period consisting of ten scheduled program days. If the program cannot meet the student's needs, the student may be removed from the program.

Withdrawal Procedures/Refunds

If parents/guardians decide to withdraw their child(ren) from the program, written notification must be given stating the date of withdrawal. Refunds will not be given for dates prior to written notification. Refunds will result in the forfeiture of full summer tuition discount, if applicable, and will be issued for any unused days after notification. The Registration Fee will not be refunded.

Financial Information

Payments made at the school location are due by the program's closing time on the scheduled payment date. Online payments must be made by 11:00 PM of the scheduled payment date. Failure to pay tuition by this time will result in the student being withdrawn from the program. Students cannot participate in the program until payment and any unpaid late pickup fees have been paid. If payment is not made by the last day to pay three times, the student may be removed from the program.

Any unpaid fees will be made a "student obligation". Student obligations must be paid before the parent/guardian will be able to use Broward Schools online payments for any future school payment purposes.

The program cannot accept cash, money orders, cashier's checks, or personal/business checks. We highly encourage payments through the Broward Schools online payments eStore., The site

supervisor may accept credit or debit cards. Parents/guardians are responsible for keeping their receipts.

The Broward County Public Schools Tax ID# is 59-6000530.

If payment has not been made, and a student has been removed from the program, the student will not be allowed to attend the program. Parents/guardians must make other arrangements for their child(ren's) care until all fees have been paid. If a payment has not been made and the student attends the program, the parent/guardian will be called to pick the student up. The student will remain at the designated sign out area until the parent/guardian arrives.

Discounts

Discounts offered may only be applied to full fee payments and are limited to one per family.

Scholarships

Scholarships may be available to families experiencing financial hardship. The applicant must meet additional qualifications. Scholarships are based on need and are limited. Speak with your program's supervisor for more information.

Scholarships do not continue from the previous year. Families must apply each summer.
In the event of high scholarship demand, scholarships may be limited to one per family.
All summer camp fees must be paid in advance of service. Failure to make the payment by the last day to pay will result in the loss of the scholarship with no guarantee of reinstatement.

Late Pick-Up

Students must be picked up by the program's closing time. A Late Pick-Up fee of $15 will be charged for each 15 minute-increment that the parent/guardian is late to pick up their child(ren). For example: 1-15 minutes, 16-30 minutes, 31-45 minutes, 46-60 minutes. The clock found at the designated pick-up area will be used to measure time. Late Pick-Up fees are charged per family, not per student.

All outstanding late pick-up fees must be paid before the next payment period begins. Outstanding late pick-up fees may become a "student obligation". Excessive late pick-ups may result in a student's exit from the program.

The program will make every attempt to reach a parent/guardian, if necessary, at the end of the programming day or during an emergency. If the program is unable to reach a parent/guardian, or an alternative contact designated on the student's registration form, the local police will be called.

Student Cell Phones/Handheld Devices

Students may have cell phones in their possession during program time, but they may only be used with permission, in a designated area, as specified by the program's supervisor. The use of personal technology items from home is restricted.

Neither the School Board of Broward County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated; or for wireless communication devices or other personal technology that are lost, stolen, or confiscated.

Discipline

All students attending the program are expected to follow BCPS "The Code Book for Student Conduct", which includes Anti-Bullying Policy 5900.

Inappropriate behaviors, including but not limited to, verbal or physical bullying and cyberbullying are not acceptable. Students who cannot follow daily acceptable behaviors will be placed on a behavior plan. The consequences for misbehaviors will vary from timeout, missing an activity, suspension, or removal from the program. If a student's behavior endangers or injures another individual, the student may be immediately removed from the program.

Students who have been suspended from the program, due to behavior, may not attend until the supervisor has had a conference with the student and a parent/guardian.

After three documented incidents, of which the parent/guardian has been notified, a student may be removed from the program.

Students who have been suspended from school may not attend the program during their suspension period.

Fees will not be refunded for absences due to suspension.

Health Information

Allergy and/or medical information should be noted on students' registration forms. This information will be shared with appropriate staff. To keep this information private, the program will follow all HIPPA and FERPA requirements.

Injuries such as minor cuts and scrapes will be treated at the program. If medical attention is needed, or if the injury is questionable, parents/guardians will be notified immediately. If the injury is serious, 911 will be called first, and then the parent/guardian will be contacted.

Medication

Per School Board of Broward County Policy, medication, including aspirin/Tylenol, cannot be administered unless a medical authorization form has been completed. Prescribed medications may only be administered when both the physician and the parent/guardian have signed the form.

Students with special health conditions, regardless of the grade, may carry medication on self if approved by their physician and noted on the Medication/Treatment Authorization form.

Sunblock and Insect Repellent

The use of sunblock or insect repellent in a cream or wipe form is permitted but must be self-applied by the campers. Aerosols and sprays will not be permitted. Please see the supervisor for the required Authorization for Over-the-Counter Topical Product with Parent Approval form.

Therapy During Program Hours

Therapy may be provided at the school location with required documentation in place and approval from the principal or his/her designee. To provide service, the therapist must be approved by BCPS and wear a vendor badge. During therapy, the program will not provide any support staff to stay with the student. Therapists will be permitted to work with students individually and may not observe the student in a group setting.

Release of Liability/Permission

Students may be released to a person not employed by the program for special activities such as tutoring, sports camp, gymnastics, cheerleading, etc. Please see the program's supervisor for more information and to obtain a copy of the "Release of Liability" form.

Safety Drills

Safety drills are conducted throughout the summer following BCPS procedures. These include fire, and lockdown drills. If you arrive to pick up your child(ren) during a safety drill, you will be asked to wait until the drill has concluded. Please be patient, these drills are conducted with the safety and security of your child(ren) in mind.

Actual Incident or Emergency

In the event of an actual incident or emergency, our focus will be on the immediate safety of the students. Parents/guardians will be asked to wait off campus until the "All Clear" has been issued. In some instances, students may be moved to an off-campus location.

Once the students have been secured and the incident is under control, the program or SBBC will attempt to contact parents/guardians by text, email, or phone.

Program Concerns

All concerns are taken seriously. To maintain positive relationships, they will be addressed in an appropriate manner. Please try to resolve all matters at the site with the supervisor. With all parties listening to each other, problems can often be resolved. If you have a serious concern that cannot be resolved at the school site with the supervisor and/or school administration, please feel free to contact the Before and After School Child Care Department's Director or designee at 754-321-3330.

Summer Camp Sign-In/Arrival Procedures

When a student arrives at the program, Parents/guardians must bring the child(ren) inside to the program's designated receiving area to sign them in before leaving the school.

Dismissal/Sign-Out Procedures

Every effort will be made by the summer camp staff to make the pick-up process timely. Please do not call ahead for your child. For safety reasons, students cannot wait in the sign out area for parents/guardian arrivals.

Parents/guardians must wait in the program's designated area for their child(ren) and directly supervise their exit from school grounds. Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Students may only be signed out and dismissed from the designated area. Only persons indicated on the registration form as having authorization, and producing photo identification for verification, will be permitted to sign the student out. Program staff are not permitted to sign students out of the program.

Parents/guardians may call to authorize persons not listed on the registration form to pick up their child(ren). The parent/guardian will provide the password listed on the registration form as a method of identification over the phone. The program will check photo identification prior to releasing the child.

For the safety of students, people authorized for pick-up must be at least 12 years of age. To authorize persons under the age of 18 for pick-up, parent/guardian must complete a "Pick-up Authorization" form. Please see the program's supervisor for more information and to obtain a form.

Students under the age of 12 may not sign themselves out and walk or ride a bike home. Middle school students 12 years and older may sign themselves out with a completed and signed acknowledgment on file. Parents/guardians, please remember there are no crossing guards available during the summer.

Under special circumstances such as a doctor's appointment, the Parent/Guardian may sign their student(s) out of the program for a specific period of time and return the student(s) to the program later. This privilege should not be abused and may be discontinued at the program's discretion.

Family Matters

Parents/guardians should communicate any family matters that may impact their child(ren)'s summer camp experience with the program's supervisor. The program will not intervene in conflicts between parents/guardians.

Both parents/guardians have equal rights to pick the student up from school, to access student records, and to other pertinent information except where a certified copy of a currently effective court order specifically revoking or restricting those parental rights is submitted to the school. A non-registering parent/guardian may not delete or change the information provided to the program by the registering parent/guardian.

Students whose parents/guardians do not provide accurate/current registration information, including phone numbers and addresses, may be removed from the program.

Parents/guardians are expected to direct questions about incidents that involve their child(ren) to the supervisor. Because of student records confidentiality, information regarding other students will not be provided by the program. It is strictly prohibited for parents/guardians to question or reprimand other students in the program.

Inappropriate parent/guardian actions may result in a student being removed from the program.

Parent/Guardian Roles and Responsibilities

Parents/guardians are responsible for:

- Picking up their child(ren) on time
- Notifying the supervisor if their child(ren) will be absent
- Following payment procedures and timelines
- Keeping the supervisor informed of changes in emergency contact information
- Retaining payment receipts for tax purposes
- Notifying the supervisor if their child(ren) is going to be withdrawn from the program
- Notifying the supervisor of any change in their child(ren)'s health if it limits participation in activities or otherwise would require the program to be aware of to monitor and/or assist their child

If a parent/guardian does not meet the above responsibilities on a consistent basis, their child(ren) may be exited from the program.

Personal items are not the program's responsibility if lost, stolen, or damaged. It is good practice to put your child's name on their items such as jackets, lunch boxes, water bottles, and backpacks.

Thank you for choosing your school's summer camp program. We appreciate your trust.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-32 1-2150 or Teletype Machine (TTY) 754-321-2158.