Before and After School Child Care
School Board Operated Program

Parent Handbook

Established 1915
BROWARD
County Public Schools

Welcome to before and/or after school childcare. We understand that parents/guardians are faced with the difficult task of finding quality childcare. The goal of this program is to offer a wide variety of activities in a safe and nurturing environment.

This program will provide parents/guardians with a secure, supervised, constructive learning and play environment for their child(ren). The program is designed for the ages of the children who attend the school. Activities will be age appropriate and supervised by qualified staff members. The daily program 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 nurturing 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

As required by BCPS, all program staff are fingerprinted and cleared through local, state, and federal law enforcement agencies.

Staff are mandated to attend a minimum of ten hours of ongoing professional development per year.

Ratios for BASCC programs are 1 to 10 for PreK, 1 to 20 for grades K through 5, and 1 to 25 for grades 6 through 8. Modified ratios may be utilized for students with special needs.

Homework

Most students will have scheduled homework time. Please note, some students may not be able to complete their homework during the allotted time.

Please see the program's supervisor for more details.

Recreational/Outdoor Play

Students attending a program that operates for longer than 2 hours are scheduled for a minimum of 30 minutes of outdoor/active play, each day. Organized games, free play, and time to socialize may be offered.

Programs that operate for 2 hours or less will include outdoor/active play in the schedule when time allows.

Breakfast/Snack/Dinner

We promote a healthy lifestyle. Snacks from home should reflect this goal. Please refrain from sending items that contain nuts, as students may have allergies.

Students are scheduled time for a meal or snack daily. Some programs offer snacks and/or supper while other programs require parents/guardians to supply snacks or snack money. For more information, refer to the program's activity schedule or speak with the supervisor.

Enrollment

Parent(s)/guardian(s) must complete an application online at www.basccbroward.com.

Requirements

- Parent/Guardian Password: All applications/registrations 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. Parents/guardians are responsible for remembering the passwords they create.
- Authorized Adult Release/Contact: All applications/registrations must include at least one adult who is authorized to pick up your child(ren). In the event of an emergency, if parent(s)/guardian(s) and authorized contacts cannot be reached, the local police department will be contacted.

Please note, an application does not guarantee enrollment. Enrollment is based on 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.

The annual registration fee and the first payment are due for each student before attending the program.

All students attending a before/after school program must be enrolled at that school. Students from other BCPS schools may not attend unless approved by the school administrator.
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

If a parent/guardian withdraws their child(ren) from the program, written notification must be given stating the date of withdrawal. A refund will be issued, from the date of notice, for the remaining unused days left in the payment period. Registration fees and activity fees are non-refundable.

If students move from one school to another during the school year and need before and/or aftercare, the parent/guardian should check with the new school's program to see if there is space available. If space is available, the parent/guardian must register at the new location and pay a new registration fee. Registration fees do not transfer from one school to another.

Financial Information

All payments are due before students begin the program.

Payments made at the school location are due by the program's closing time on the scheduled payment due date. Online payments must be made by 11:00 PM of the scheduled payment due date. Failure to pay by this time will result in the student being withdrawn from the program. Students cannot participate in the program until payment, including the required re-registration fee and any unpaid late pickup fees, have been paid. The re-registration fee is charged per student.

To re-enter the program, the parent/guardian must re-register the student by completing a registration form and paying a re-registration fee. All fees due, including any late pickup fees must be paid in full before a student can continue.

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

If payment is not made by the last day to pay three times, the student may be removed from the program.

For reference, parents/guardians will be issued a payment magnet listing all payment due dates.

The program cannot accept personal or business checks. We highly encourage payments through the Broward Schools online payments eStore. In some circumstances, the site supervisor may accept cash, money order, cashier's checks, credit card, or debit cards. Parents/guardians are responsible for keeping their receipts for tax or other purposes.

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

Refunds/credits due to weather and/or other school related closures will be determined on a case-by-case basis.

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 removal 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.

Scholarships

Need-based scholarships may be available to families experiencing financial hardship. Families must apply for scholarships annually as they do not carry over from the previous school year.

Speak with your program's supervisor for more information about the online application process.

Failure to make payments by the last day to pay will result in the loss of the scholarship with no guarantee of reinstatement.

The scholarship process may take up to eight weeks to complete.

Discipline

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

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.

Students who are placed on "internal suspension" during the school day may attend the program.

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.

Student 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 an Authorization for Medication/Treatment Form has been completed. Prescribed or over-the-counter medications may only be administered when both their 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 Authorization for Medication/Treatment Form.

Safety Drills

Safety drills are conducted throughout the year following BCPS procedures. These include fire, tornado, and lockdown. If you arrive to pick up your child(ren) during an active 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 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 under control, the program will attempt to contact parents/guardians by text, email, or phone.

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.

Before Care Arrival and Sign-in Procedure

Parents/guardians must sign their child(ren) in to the before care program.

Middle school students, over the age of 12, with written permission from the registering adult, may sign themselves in to the program.

Aftercare Attendance

To ensure the safety of our students, attendance must be taken at the start of the program day.

In the event of a planned absence from the program, it is the responsibility of the parent/guardian to inform the supervisor prior to the program's start time. Please refrain from asking your child(ren)'s teacher(s) to notify the program. Consistently failing to personally notify the supervisor of your child(ren)'s absence may result in dismissal from the program.

Students who are absent from the school day may attend the program if that absence was not due to illness or suspension. The student must be signed in by an adult within 30 minutes of the program's start time.

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.

After School Dismissal and Sign-Out Procedure

Students may only be signed out and dismissed from the designated area. Parents/guardians must wait in the program's designated area for their child(ren) and directly supervise their exit from school grounds.

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.

If unforeseen circumstances arise, 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 to the temporarily authorized adult.

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, the parent/guardian must complete a "Pick-up Authorization" form. Please see the program's supervisor for more information and to obtain a form.

Once a student has been signed out, they are no longer the responsibility of the program, and must leave the campus. Please remember that crossing guards are only in place for a limited time.

Every effort will be made to ensure the pick-up process is timely. Please do not call ahead for your child(ren). For safety reasons, students cannot wait in the sign-out area for parents/guardians to arrive.

Student sign-out will be documented using the program's iPads.

Therapy during Program Hours

Therapy may be provided at the school location with required documentation in place. 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.

Family Matters

Parents/guardians should communicate any family matters that may impact their child(ren)'s before/after care experience with the program's supervisor.

The program cannot intervene in conflicts between parents/guardians.

Both parents/guardians have equal rights to contact the student at school, 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.

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

Program Concerns

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

If you have a concern that cannot be resolved at the school site with the supervisor and school administration, please feel free to contact the Before and After School Child Care Department at 754-321-3330.

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
- 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

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

Personal items are not the program's responsibility if lost or damaged.

Thank you for choosing Before and After School Child Care.

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 754-321-2150 or Teletype Machine (TTY) 754-321-2158.