



BEFORE AND AFTER CARE

2018-2019

Philosophy/Mission:

The philosophy of the Renaissance Charter School at Hunter's Creek BEFORE & AFTER CARE PROGRAM is to provide an extension of the excellent standards of Hunter's Creek Charter. We will provide a safe, caring and fun learning environment while encouraging your child's social, physical, and academic development.

Vision/Goals:

The BEFORE & AFTER CARE PROGRAM will provide activities that support the following goals:

1. To provide a safe, nurturing, and fun learning environment for children, before and after regular school hours.
2. To promote a positive development of self in each child.
3. To provide a quiet and supervised academic session.
4. To provide supervised free choice activities.

Registration:

All parents must enroll their child(ren) in the Before & After Care Program prior to the child(ren) attending the program. There is a non-refundable \$25.00 per family Registration Fee as well as a \$10.00 per family Service Fee in order to participate in the Before & After Care Program.

FEES MUST BE PAID IN CASH ONLY!

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A REGISTRATION FORM AND PAYMENT.

Program:

You may register for Before Only Care, After Only Care or both Before & After Care. We do offer Occasional Care at a fixed Rate of \$15.00 per day. The Registration Fee and payment for the 1st month Enrollment Period (per the pay schedule attached) are due at the time of registration.

Hours of Operation:

The Before Care Program operates from 6:45-8:00am and the After Care Program operates from 2:45-6:00pm during regular school days. There is no student care offered during scheduled student holidays. Student holidays are listed on the school calendar.

Before Care Program Arrival Procedure:

Children enrolled in the Before Care Program must enter the designated area door with their parents. All parents are required to sign in their child each morning. Students will not be permitted into school before 6:45A.M.

After Care Program-Departure Procedure:

Parents must enter through the designated area door and sign their children out at the end of each day indicating the time the child(ren) was/were picked up. ALL students **MUST** be signed in & out by someone 18 years of age or older and photo **ID** is required at the time of pick up so please carry one with you at all times. Children will be released **ONLY** to those listed on the registration form. Our program ends at 6:00PM **SHARP**, any student picked up after that time will be charged a **\$1.00 per minute late pick-up fee**. The late fee must be paid before the next day of Before & After Care. Your child may not return to the program until the late fee is paid. Parents that are late picking up their child(ren) more than three (3) times during any given month may be **terminated** from the program.

NOTE: NO EXCEPTIONS WILL BE MADE FOR TRAFFIC OR WEATHER!

After Care Curriculum:

The After Care staff will provide their students with an hour of quiet time for homework; however, the After Care counselors are not responsible for the completion of your child's homework. Any homework unfinished should be completed at home. If student do not have homework, they will be asked to quietly work on an activity or read a book. We ask that each child come prepared to their aftercare class with necessary supplies, such as paper, pencils, books, etc. Students in the After Care Program are provided with one snack on a daily basis and will have 30 minutes of recess time weather permitting. Recess time may be forfeited if a child misbehaves.

Contact Information:

Parents may contact the After Care Director, Ms. Tatiana Buritica, between the hours of 10a.m. and 6:00p.m. At the main school's number **(321) 206- 3103 Ext. 1013** to address any concerns or to report any situations that we may not be aware of.

Student Behavior and Discipline Policy:

Students are expected to be respectful and responsible at all times. Behavior deemed disrespectful or hurtful to others will not be **tolerated** and a parent conference will be scheduled to help all parties involved in the resolution of behavioral issues. Any student that injures another person will be suspended from the program, if after investigation shows that such injury was of a willful nature and if such behavior is of serious concern, it will result in immediate remedial action.

Students are required to follow the following basic school rules:

1. Always demonstrate proper behavior before, during and after school.
2. Be courteous to others.
3. The following behavior should never be exhibited: fighting, intimidating, harassing or threatening others, the use of profane language, gestures, or behaviors, damaging and/or leaving the assigned Before & After Care area, without permission from a counselors.
4. OCPS (Orange County Public Schools) code of conduct remains in full force and effect during the Before & After Care Program

Discipline Policy: Some of these behaviors may require suspension or termination from the program.

First Offense: Director/Student Conference

Second Offense: Director/Parent/Student Conference

Third Offense: Suspension from the program

Fourth Offense: Termination from the program

Tuition Payment Procedures:

Parents are required to send in tuition payments prior to start of the month in which care is provided. The monthly care dates are listed on the attached fee schedule. Tuition is due in full on the payment dates. Our fee schedule is based on the daily care rate multiplied by the number of days in the care block. When paying the Before or After Care by money order please be sure to write your child's first and last name on the check to ensure accuracy. Money order should be made payable to Hunter's Creek Charter School. Payments may be turned into the office from 7:30am to 3:30pm or can be paid to the program Director from 3:30pm to 6:00pm. Occasional Care Only \$15:00 per Day. **Failure to pay MONTHLY payments in a timely manner will result in termination from the Before & After Care Program.**

Late Fees: If payment is not paid in full the day after the due date, the student will be suspended from the program until payment has been received.

Payments:

Online payments through e-funds, money orders, credit cards or cash are the only forms of payments accepted for Before & After Care Program.

Withdrawals:

If you wish to withdrawal your child from the Before & After Care Program during the school year, you must provide a written notice of your intent to withdrawal and turn in your letter of intent to the program Director.

Switching Classes:

Once a student is placed in an After Care class they cannot be switched to another class. All classes are made up by student-teacher ratio and must adhere to the guidelines.

Lost or Stolen Items:

The Hunter's Creek Before & After Care program is not responsible for any misplaced or broken items and/or clothing. Once the classrooms are locked for the day, they cannot be re-opened by any staff member. We kindly ask that students do not bring any toys to school. We provide all materials for students' enrichment activities.

I have read all of the above and understand the policies and procedures of the Hunter's Creek Before & After School Care Program.

Parent/Guardian Signature: _____ Date: _____

Student Name: _____ Grade: _____

