



Timber Trace Elementary Afterschool Program

Parent Handbook

2017-18 School Year

Welcome to the Timber Trace Elementary Afterschool Program! Afterschool is based on the belief that programs, during the long hours that the child is away from home, should provide for many of his or her needs. Opportunities for physical, social, emotional, and intellectual growth are provided in a safe, nurturing environment.

The program is designed to meet the individual needs of children in grades K through five through a wide variety of activities. Qualified and caring staff strive to serve families by providing a safe and enriching environment and facilitating developmentally appropriate activities for children of all ages and abilities.

The Department of Afterschool Programming at the School District operates under the Division of Safety and Learning Environment. The purpose of the Department of Afterschool Programming is to facilitate opportunities for quality afterschool programs which meet the fundamental needs common to all students during afterschool hours. It is important that the students have access to the best possible opportunities to develop into healthy, well-adjusted and responsible adults.

REGISTRATION

All registration forms must be completed prior to admission and include a \$25/child registration fee. Enrollment limits are based on group sizes prescribed by the School District. Spaces will be filled on a first-come, first-served basis. Children will not be denied the opportunity to attend the afterschool program based on a disability, however, enrollment limits apply to all students. This policy also applies to teachers/staff of the School District.

Evidence of individual medical insurance is requested at the time of registration. Please ensure that your emergency contact information is current at all times. Insufficient contact information or information that is outdated creates an unsafe situation for your child in an emergency. This will not be tolerated.

HOURS OF OPERATION

School Days: Half Time 2:00 p.m. – 4:00 p.m.
 Full Time 2:00 p.m. – 6:00 p.m.

LATE PICK UP POLICY AND FEES

It is very important for children to be picked up within their program time. A late pick-up fee will be charged at a rate of \$1.00/minute the child is picked up after their program ends. After three late pickups, students can be removed from the program. The late pickup fee will be based on the official clock in the school's sign out room.

FEES

Current fee schedules are distributed in conjunction with this Parent Handbook, are available on Edline throughout the year, and are posted at the Family Information Board. Fees are due on the first Friday of the month. Payments not made on time will result in a late payment fee. Students will be withdrawn for nonpayment of fees. Students may not reenter the program until past due balances (from any school) are cleared.

All afterschool payments must be paid at the afterschool office. Fees are payable in advance and are collected monthly. No adjustments will be made for absences as fees are calculated on a monthly basis. Each student has a reserved space in the program, and fees must be paid to maintain the student's slot in the program whether the student is present or not. Please notify the Afterschool office in writing in the event your child will no longer participate in the program. Failure to notify the Afterschool office that your child will be withdrawn will result in fees being payable and due.

Timber Trace Elementary is a contracted provider with The Early Learning Coalition. If you need more information about financial assistance for afterschool fees, please check in the office for details.

SNACK

Students are served a healthy snack each day that includes 100% fruit juice or bottled water and a choice of food items. In addition, cooking is a popular component of our schedule. Multicultural experiences, hands-on fun, kitchen safety, and healthy eating are incorporated in the cooking classes.

Cook-outs, pizza parties, and ice cream fun are regularly scheduled to reward good behavior, academic achievement, civic activities, or as special events. **Please let the staff know if your child has any food allergies so that we can accommodate his/her needs**

DISMISSAL

The safety of our students is a priority of our program. **Children are released only to those listed as authorized to pick up on the Afterschool registration form.** Adults must provide a photo ID prior to children being released. Authorized persons must sign the child out, using a complete signature, each day. In the event your child is going home a way that is different from normal procedure, you must notify the Afterschool office **in writing**.

Specific and current custody orders must be on file **in the Afterschool office**. Children may be released to the non-custodial parent if that adult can demonstrate they are the child's parent and current court documentation is not on file. **It is important to provide both the afterschool office and the main office all legal Florida court orders that pertain to your child.**

For the safety of our students, District policy prohibits children from dismissing themselves from Afterschool.

EMERGENCY PROCEDURES

First Aide/CPR trained adults are on staff at all times. In the event of injury or illness, parents/guardians will be contacted. If parents are normally not at home during the day, it is wise to establish emergency arrangements in advance. Please keep all emergency information updated at all times.

Afterschool's Crisis Response Plan is available in the office. In the event of hazardous weather conditions, please stay tuned to local radio and television stations for information. Program closing information will be announced via radio and television.

AFTERSCHOOL CAMPUS ACCESS FOR VISITORS

Parents are considered partners of our program, but at TTES safety is always first. Keeping our afterschoolers and staff safe and secure can only be accomplished on a secure campus. If you need to speak with your child's teacher or another staff member, please contact them to schedule a conference. We are not able to allow adults beyond the office without a scheduled meeting. **Students/parents are not allowed to go into classrooms for any reason without the classroom teacher being present.** Forgotten homework or lunchboxes must wait until the next day.

MEDICATION

Afterschool personnel cannot administer any type of medication unless a medical authorization form signed by a parent and physician is on file in the office. No over-the-counter or non-prescription drugs may be used by a student in school. Medications are stored in a locked box and located in the afterschool office.

PLEASE REMEMBER--CHILDREN ARE NOT ALLOWED TO POSSESS MEDICATION OF ANY KIND (including cough drops, Tylenol, etc.) AT ANY TIME with the exception of prescribed asthma inhalers.

AFTERSCHOOL BEHAVIOR GUIDELINES

In order to ensure a safe and cooperative atmosphere, our behavior plan emphasizes the consistent reinforcement of expectations and rules. The students play a key role in achieving a positive environment. To this end, students will take part in the formulation of group rules. Students will be encouraged to make responsible choices and be rewarded for appropriate behavior. Likewise, children will receive consequences when their decisions have been inappropriate.

Children will be provided opportunities to settle conflicts peacefully, using problem solving methods. It is hoped, therefore, that this will produce children who take responsibility for their own decisions and who have the power to choose the best behavior.

Please note that three Afterschool Discipline Referrals within the school year will result in dismissal from the program. Extreme circumstances resulting in injury to others may result in immediate dismissal from the program.

As adults lead by example, harsh words and inappropriate language from parents or parent designees can result in parents having to make other arrangements for student pickup or their student's termination from the afterschool program.

RECORDS REQUEST

Any request for afterschool student records must be made in writing. Please note that any records requested will be generated for both parents on record.

PERSONAL ITEMS FROM HOME

Toys, personal items, cell phones, electronic games, balls and other items from home must stay at home. The program reserves the right to seize a student's personal electronic device if there is reason to believe the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

FAMILY INVOLVEMENT & RESOURCES

As we strive to serve families, please remember that our door is always open! Resources that are available to Afterschool families include:

- ✓ Parent Resource Materials
- ✓ Parent Education Opportunities
- ✓ Community Event Information
- ✓ Notary Services

We consider parents as partners in our program! If you have a talent you would like to share with our program, please feel free to contact our Director!