



# **Before and After Care Program Handbook 2009-2010**

## **Philosophy/Mission**

The philosophy of the GCS Before/After Care program is to provide an extension of the excellence in education standard of Gateway Charter School. We will provide a safe, caring, and fun learning environment while encouraging your child's social, physical, and academic development.

## **Vision/Goals**

The GCS 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, supervised academic session.
4. To provide and encourage a love of literacy.
5. To provide supervised free-choice activities.
6. To provide fine and gross motor activities on a daily basis.

## **Registration**

All parents must enroll their child in the Before/After Care program prior to the child attending the program. There is a non-refundable \$15 Registration Fee per child and is due at the time of registration. You may enroll in the Before Care program, After Care program, or both. **Walk-ins are accepted on an emergency basis and parents will be charged \$3 for Emergency Before Care and \$9 for Emergency After Care. These fees must be paid the day of service.**



### Tuition and Payment Schedule Procedures

The Before and After School Care Program Tuition is based on a 180 day care calendar. Account payments are due on the 1<sup>st</sup> of each month. NO EXCEPTIONS. Tuition is due for the entire month regardless of the number of days your child attends. Enrollment to the Before and After School care program is as follows: If enrolling between the 1<sup>st</sup> and 14<sup>th</sup> of the month, full payment is due for the month. If enrolling between the 15<sup>th</sup> and the 31<sup>st</sup> of the month, the month will be pro-rated by half. Additional children enrolled in the B/A Care program will receive a 10% discount off the monthly tuition. The Gateway Charter School Before and After School Care schedule is as follows:

Before Care	\$50.00 Monthly
Before Care Sibling Discount	\$45.00 Monthly
After Care	\$150.00 Monthly
After Care Sibling Discount	\$135.00 Monthly
Before and After Care	\$190.00 Monthly
Before And After Care Sibling Discount	\$171.00 Monthly
Emergency/Daily Before Care	\$3.00 Daily
Emergency/Daily After Care	\$9.00 Daily

If your child receives subsidized funds from a local government/organization such as Child Care of South West Florida (CSWFL), please bring in the appropriate paperwork. You must be pre-approved by the school prior to receiving a discounted rate. Parent/guardian's are responsible for the difference between what CSWFL remits and the actual GCS program fees.



## Hours of Operation

The Before Care program operates from 7:00-7:30 AM and the After Care program operates from 3:00-6:00 PM, during regular school days.

## Before Care Program-Arrival Procedure

All parents will follow the parent drop off lanes behind the school and drop their students off in the back of the cafeteria. Students will not be permitted into the school before 7:00 AM.

## After Care Program

### **Arrival Procedure:**

Children will be escorted to their grade appropriate After Care program by a teacher or program counselor as soon as school is dismissed. They will then follow their appropriate After Care schedule.

### **Departure Procedure:**

Parents will park in the lot located in the front or sides of the building (**Do not park in front of the school in the bus lane**) and escort their child(ren) out of the front lobby after signing them out with the front office personnel in the afternoon. Parents must sign their children out at the end of the day indicating the time and their signature. Students will be called by radio to the front lobby for dismissal with their parent. A dismissal tag or photo ID will be required at all times by the front lobby personnel for student dismissal. Please carry either one with you at all times. Students must be picked up by 6:00 PM. Late fees will accrue after 6:00 PM (**\$5 per 15 minutes**). Children will only be released to those individuals with a dismissal tag or are listed on the emergency cards and/or authorization list. **Parents that are late picking up their child(ren) more than three times during one month may be terminated from our program.**



### **Contact Information**

Parents may contact the Main Office between 8:00 AM - 4:30 PM at 239-768-5048 to address any concerns or situations needing attention. A conference will be scheduled if deemed necessary.

### **Emergency Contact**

The After Care Program can be reached for EMERGENCIES ONLY, at 239-849-0888. The main office accepts telephone calls daily until 4:30 pm.

### **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. Any student that injures another person will be suspended from the program. If the behavior continues, the child will be terminated from the program and no tuition refund will be given. Such behavior is of serious concern and requires prompt and firm 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:
  - A. Any type of fighting.
  - B. Intimidating, harassing, or threatening others.
  - C. The use of profane language, gestures, or behaviors.
  - D. Damaging and/or destroying property belonging to the school and/or others.
  - E. Leaving the school grounds without permission of the Before and After Care program.

### **Discipline Policy:**

First Offense- Director/Student conference

Second Offense- Director/Parent/Student conference

Third Offense-Suspension from the program

Fourth Offense-Termination from the program



### **Absences**

Credit for absences will only be given in extreme situations where a lengthy absence period (10 days minimum) has occurred due to illness. To receive a credit, a doctor's note must be provided covering the dates of the absences and permission to return to school.

### **Withdrawals**

A two week WRITTEN NOTICE must be given to the director in order to withdraw your child from the Before/After Care Program. No refund will be given.



## Parent Agreement

### PLEASE COMPLETE AND RETURN

Gateway Charter School Before and After Care Program has my permission to administer basic first aid to my child. If my child requires Emergency treatment, GCS has my permission to take my child to the hospital. The school also has my permission to permit my child to leave the school with one of the Emergency Contacts listed below if I am unable to be located.

#### Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If my child is a disciplinary concern, GCS will call me to come and get my child.

If my child becomes ill, the After Care staff will notify me or emergency contacts and my child will have to be picked up within one hour.

My child may have snack provided by GCS.

I have read the Before/After Handbook and have discussed it with my child.

Signature Primary Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Secondary Parent: \_\_\_\_\_ Date: \_\_\_\_\_