



Before and After Care Program Handbook 2018 - 2019

Philosophy/Mission

The philosophy of the GCS Before/After Care program is to provide an extension of the excellence in education standards 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/Aftercare 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 \$25 Registration Fee per child and is due at the time of registration. The registration fee will include one Parent Pick-up Tag. 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 \$10 for Emergency Before Care and \$15 for Emergency After Care. Parents MUST fill out an emergency contact card at time of registration.**

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 1st of each month. If tuition is NOT received by the 15th of each month, your child will automatically be withdrawn for the Before and After Care program.

NO EXCEPTIONS.

1. If your child is attending on a "daily basis" payment must be made that day or at the end of the week if he/she is attending more than one day.
2. If payment is not made, then your child will be terminated from the program.
3. 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

1. If enrolling between the 1st and 14th of the month, full payment is due for the month.
2. If enrolling between the 15th and the 31st of the month, the month will be pro-rated by half.
3. Additional children enrolled in the B/A Care program will receive a 10% discount off the monthly tuition.

Before and After School Care Payment Schedule

Before Care \$60.00 Monthly

Before Care Sibling Discount \$54.00 Monthly

After Care \$170.00 Monthly

After Care Sibling Discount \$153.00 Monthly

Before and After Care \$210.00 Monthly

Before And After Care Sibling Discount \$189.00 Monthly

Emergency Before Care \$10.00 Daily

Emergency After Care \$15.00 Daily

Students will not be able to participate in clubs, organizations or school trips if there is an outstanding balance due.

Payments

Before/After care works on a **pre-pay** basis. **Payment is due prior to participation***. All accounts must be paid in full by the last Friday of the previous month. Payment for before/aftercare must be made on the 1st of the month.

Daily Rate status will also need to maintain a \$75 credit balance prior to the days of participation. All credit balances carry forward.

* According to Florida Constitution Article VII. Section 10. Pledging Credit.
“Neither the state nor any county, school district, municipality, special district or agency of them, shall become a joint owner with, or stockholder of, or give, lend or use its taxing power or credit to aid any corporation, association, partnership or person.”

Children will NOT be accepted into Before/After care with an unpaid balance. It is very important to maintain a zero balance every week. Please be aware if your account becomes past due, you will be called to pick up your child.

If your child receives subsidized funds from a local government/organization such as Child Care of South West Florida (CSWFL) or Early Learning Coalition (ELC), please bring in the



appropriate paperwork. You must be pre-approved by the school prior to receiving a discounted rate.

Students must be fully registered for Before and/or After Care to receive a statement of account.

Hours of Operation

The Before Care program operates from 6:30-7:15 a.m. and the After Care program operates from 3:00-6:00 p.m., during regular school days. No care will be offered during school in-service/teacher work days, half days or holidays. **After Care pick up will begin at 3:15 p.m. All students must be picked up no later than 6:00 p.m.** GCS has an open door before/aftercare policy. Parents are welcome to come and observe our program during before/aftercare operating hours, after they have been properly screened by the front office staff.

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. The drop off line closest to the building is reserved for drop off. At 7:15 a.m. that line will be closed to traffic for regular Parent Drop-off.

Students will not be permitted into the school before 6:30 a.m. The front doors of the building are locked and no entry will be available through the front doors.

As a reminder, grades 6 – 8 DO NOT have Before Care. Students cannot be dropped off before 6:45 AM in the Middle/High School building. The drop off line is open on the cafeteria side of the GCHS building at 6:45 a.m. Cars will enter a single line on the north side of the building where staff will be waiting to direct the unloading of your child. There are no left hand turns into parent pick up line from Northbound of Gateway Blvd. At 7:30am the drop off line will close and all students will enter through the front of the building.

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. After school care is offered from 3:00 – 6:00 PM. Students are provided a snack directly after school and participate in activities such as outside play, in class play, or computer lab time. Students will be provided time to complete homework and our staff will assist them. Parents are responsible for reviewing their child's homework for completion and understanding.

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 p.m. Late fees will accrue after 6:00 PM. Children will only be released to those individuals with a dismissal tag or are listed on the emergency cards. Parents that are late picking up their child (ren) more than three times during one month may be terminated from our program.

If your child is “left” at the school past 6:30 p.m. and the school has not been notified of proper arrangements for pick up, we are authorized to call the Lee County Sheriff’s Department to escort your child home.

Late Fees and other Charges

Students who are picked up after hours will be charged a late fee. The fee is \$15.00 from 6:05 PM to 6:15 PM, \$30 from 6:16 PM to 6:30 PM, and \$45.00 from 6:31 to 6:45 PM for each child an is due the next business day. Students picked up late frequently will be subject to the District Revocation Policy.

Enrollment and Revocation Procedures

Before/ After care is a fee-based program for students who are enrolled at Gateway Charter School. Students must be able to function in a group with a supervision ratio of 25:1 and be self-sufficient in bathroom procedures. Registration is required yearly and is offered on a first-come, first-serve basis.

In accordance with the District Policy for Fee Based Programs, the Principal or Director has the authority to revoke the enrollment of a student in a fee-based program if the following situations occur:

1. The student becomes a behavior problem as defined in the program discipline policy.
2. Non-payment of regular weekly fees.
3. The student is picked up late in the evening on a regular basis.

Contact Information

Parents may contact the Main Office between 7:30 a.m. – 4:00 p.m. 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 by calling the main school number at 768-5048 and dialing ext. 144. This phone is available during the hours of aftercare only and does not have voicemail. Gateway Charter School Before and After Care Program will administer **basic first aid** to children in need. If the child requires Emergency treatment, GCS will notify the parent (or emergency contact if parent cannot be reached) to take the child to the hospital. The school also has permission to permit the child to leave the school with one of the Emergency Contacts listed on the emergency card if I am unable to be located.



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 Gateway Charter School, 12850 Commonwealth Dr. Fort Myers, Florida 33913 Phone 239-768-5048 * Fax 239-768-5710 scheduled.

1. Any student that injures another person will be suspended from the program.
2. If the behavior continues, the child will be terminated from the program and no tuition
3. 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:

Always demonstrate proper behavior, before, during, and after school.

1. Be courteous to others.
2. 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.
 - F. GCS' Before/After Care program has zero tolerance for hitting, biting and theft. First offense will result in a one day suspension.

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.