



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

**EXTENDED LEARNING PHILOSOPHY**

The purpose of the Department of Extended Learning is to facilitate opportunities for quality afterschool programs which meet the fundamental needs common to all students during afterschool hours. It is important that students have access to the best possible opportunities to develop into healthy, well-adjusted and responsible adults.

**REGISTRATION**

*Upon acceptance* into the afterschool program, a completed registration form and \$25.00 registration fee is due and secures a student's place in the program. The \$25.00 registration fee is non-refundable after the first day of school. Students CANNOT register in any afterschool program if they have outstanding afterschool fee balances within the District.

Applicants are registered on a first-come, first-serve basis, based on space availability and staffing. A wait list is established when the program is at capacity. As students apply throughout the year their names are added to the wait list until additional staff can be hired to reduce the wait list.

**AFTERSCHOOL HOURS**

Afterschool is a quality enrichment program, located in a safe setting, offering scheduled academic and special activities and cannot accommodate occasional drop-in service. Students must be enrolled and tuition must be paid in accordance to the fee payment schedule for any of the below programs:

- Full-time program, Monday - Friday (2:20pm to 6:00pm)
- Part-time program, Monday – Friday (2:20pm to 4:20pm)

\*Refer to school calendar for student attendance days

**PAYMENT POLICIES**

Fees are calculated based on contracted attendance and are prorated throughout the year. Tuition must be paid in full for the entire month; it cannot be paid for by the hour. To support families in budget planning, payments may be made in one payment for the complete month OR in two installments per month. Payments must be made prior to services rendered. If your student(s) enroll after the first installment due date, the total monthly tuition OR the first installment must be paid upon registration. All afterschool fees must be paid in the afterschool office to the afterschool director or designee. Afterschool fees may not be paid at the school front office or given to teachers. For any payments made in cash or money order, a receipt must be issued immediately.



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

#### LATE PAYMENT FEES

Payments not made on or before due date are subject to a **late payment charge**. Late payment charges are assessed after each installment due date (twice monthly).

#### LATE PICK-UP FEES

For every minute that a parent/guardian is late in picking up his/her child/children, a late pick-up fee of \$1.00 is charged. **Multiple late pick-ups can lead to a student being removed from the program.** Listed below is a sample of the late pick-up fee charges of \$1.00 per minute:

Part-time	2:20 - 4:20 pm, student being picked up at 4:30 will incur a \$10.00 late charge
Full-time	2:20 - 6:00 pm, student being picked up at 6:15 will incur a \$15.00 late charge

#### REFUND POLICY

To withdraw a student from the afterschool program, parent must notify the director in writing two weeks prior to withdrawal in order to receive a refund payment. Other requests for refunds will not be granted. If the student transfers within the first month of enrollment, registration fees can be transferred to the new school the student is attending.

#### DISMISSAL/SIGN-OUT PROCEDURES

All students must report to afterschool directly after school dismissal. Within the first 15 minutes, attendance is taken and submitted to the afterschool office. Students absent during the school day may still attend the afterschool program, provided they are healthy and a parent/guardian has signed them into the program. Only authorized persons as designated on the registration form can pick up the child. For safety reasons calls from parents/guardians are not adequate for dismissal. Authorized persons must be 18 years of age or older and have a photo I.D. card to show daily to afterschool personnel upon release of student. The *Under Age Pick Up Permission Slip* (PBSD 2502) must be completed if a parent/guardian requests a minor under the age of eighteen pick up their child. These minors must show valid photo identification to pick up a student.

**Unless there is a specific State of Florida (any other state is not valid) custody order on file with afterschool, a student may be released to the non-custodial parent/guardian if listed on the student's registration form. Parents/guardians are responsible for keeping information regarding authorized persons and custody orders current.** Custody issues must be resolved outside of the school center. Inappropriate behavior from persons picking up a student, including threatening, hostile language will result in parents/guardians having to make other arrangements for student pick-up, or termination of afterschool services for their child. Parent/Guardian/Authorized Person must come to the school to sign his/her complete legal name (initials are not permitted), date and time on a sign-out sheet. Signature cards may be used to help illegible signatures.



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

### **BEHAVIOR POLICIES**

Students take part in formulating group rules. Students are encouraged to make responsible choices and are rewarded for appropriate behavior. Inappropriate decisions by students result in logical consequences. The goal is to shape responsible students who have the power to choose the best behavior. Serious offenses may result in an Afterschool Behavior Report. Three afterschool behavior reports during the school year may result in dismissal of a student from the program. If involved in any physical confrontation, and deemed dangerous to him/herself or others, immediate termination of a student from the program will be imposed. All child discipline practices are age-appropriate and consistent with School Board Policies 2.035 and 5.1812.

### **SNACK**

Afterschool Programming's healthy snack program consists of a drink (milk, water or 100% juice) and at least two (2) healthy food choices. Please see the parent/guardian information book for a full snack menu to address any food allergies with the director.

### **HEALTH PROCEDURES**

Students unable to stay with their groups due to injury or illness are held at the afterschool office or sign-out location. This program follows school day guidelines in dealing with emergencies. If necessary, minor first aid is administered by qualified staff and parents/guardians are notified at sign-out. For serious illness or injury, the afterschool office contacts parents/guardians immediately and immediate pick-up is necessary. In order to avoid injury, students are expected to follow the school day dress code and to wear close-toed shoes at all times for safety.

Afterschool personnel cannot administer any type of medication unless a medical authorization form signed by a parent/guardian and the physician is on file in the afterschool office. **Students are not allowed to possess any medication at any time**, with the exception of prescribed asthma inhalers.

### **OPEN DOOR POLICY & RESOURCES**

In striving to best serve families, please remember that the door to the afterschool program is always open. Authorized parents/guardians will be allowed access to the program in accordance with appropriate safety procedures, to include checking in to the front office and being escorted by a staff to designated location. Parent/guardian resources are available on the Parent/Guardian Information board located in the afterschool office. Families are considered partners in this afterschool program. Parents wishing to share their talents with afterschool students should contact the afterschool site director. Should a parent's schedule allow them to participate during afterschool hours or special events, they should check with the director to join the fun! **For any questions, please contact the afterschool site director at 561-366-6430.**

### **IN CASE OF EVACUATION**

In the event the need for an off-campus evacuation occurs, the parent pick-up site will be located at the Abacoa Club House or Dwyer High School and the emergency contact phone number is 561-723-3019.



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

January 31, 2018

Dear Parents:

**The Florida Department of Health (the Department) reports that influenza, or “flu,” activity levels have increased sharply over the last several weeks.** Flu is a contagious respiratory disease caused by influenza viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as young children, the elderly, and people with certain health conditions are at high risk for serious complications from flu. The Department is encouraging families to get vaccinated for flu now.

**Vaccination is the best way to protect against the flu and severe complications from the flu.**

Vaccination is most crucial for children with underlying health conditions such as asthma, diabetes, heart disease, and neurological and neurodevelopmental conditions. The flu vaccine is offered in many locations including pharmacies, clinics, employers, and schools. Contact your health care provider, county health department, or visit <http://www.floridahealth.gov/findaflushot> to find a flu vaccine center near you.

**The flu vaccine is safe.** The national Advisory Committee on Immunization Practices (ACIP) recommends that all individuals six months of age and older receive the flu vaccine **each year**. Since infants under six months of age are too young to get vaccinated against influenza, it is important that family members (including pregnant or breastfeeding mothers) and other caregivers for these children be vaccinated to help protect them from the disease.

It is especially important that parents **keep sick children at home** to prevent spreading the flu virus to others. Additional flu prevention steps include staying away from people who are sick, covering sneezes or coughs with a tissue or your elbow, avoid touching your eyes, nose and mouth, and frequent handwashing.

**If your child becomes sick with flu-like illness, contact your health care provider as soon after symptoms begin as possible. Symptoms of the flu often include fever, cough, sore throat, runny nose, body aches, headaches, or fatigue.** Antiviral medication for flu has been shown to reduce severity and length of disease, decrease the risk of complications from influenza, and reduce the risk of death among hospitalized patients, particularly in those that start treatment early in their illness. Health care providers can prescribe antiviral treatment if appropriate. Treatment is most effective when started within 48 hours, so contacting your health care provider as soon as your child becomes ill is important, especially if your child has underlying health conditions.

**The best way to keep yourself and your family safe and healthy during flu season is to:**

- **Get vaccinated;**
- **Keep sick family members home;**
- **Contact your health care provider if you or your child are experiencing flu-like symptoms;**  
**and**
- **Follow your doctor’s guidance on treatment.**

For more information, please visit <http://www.cdc.gov/flu/parents/index.htm>.

Sincerely



Department of Extended Learning  
 Beacon Cove Intermediate  
 Parent/Guardian Handbook

**SAMPLE SCHEDULE/DESCRIPTION OF ACTIVITIES\***

*(Schedule is for informational purposes and may not reflect actual activities of this program)*

<b>Group 1</b>	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>FUN Friday</b>
	2:00 - 2:25	Snack (café)	Snack (café)	Snack (café)	Snack (café)	Snack (café)
<b>PART TIME</b>	2:25 - 3:00	Organized Outdoor Activity  <b>Pavilion</b>	Organized Outdoor Activity  <b>Grassy Area</b>	Organized Outdoor Activity  <b>Kickball Field</b>	Organized Outdoor Activity  <b>Playground</b>	Organized Outdoor Activity  <b>Basketball Court</b>
	3:00 - 3:30	Homework w/Assistance	Homework w/Assistance	Homework w/Assistance	Homework w/Assistance	Computers
	3:30 - 4:00	Table games  <b>Classroom</b>	Academic Initiatives <b>Assigned classrooms</b>			
<b>Group 2</b>	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>FUN Friday</b>
<b>FULL TIME</b>	2:00 - 2:25	Organized Outdoor Activity  <b>Pavilion</b>	Organized Outdoor Activity  <b>Grassy Area</b>	Organized Outdoor Activity  <b>Kickball Field</b>	Organized Outdoor Activity  <b>Playground</b>	Organized Outdoor Activity  <b>Basketball Court</b>
	2:30 - 3:00	Snack (café)	Snack (café)	Snack (café)	Snack (café)	Snack (café)
	3:00 - 3:30	Homework w/Assistance	Homework w/Assistance	Homework w/Assistance	Homework w/Assistance	Computers
	3:30 - 4:00	Table games  <b>Classroom</b>	Hands on Activities <b>Classroom</b>	Computers  <b>Computer lab</b>	Table Games  <b>Classroom</b>	Hands on Activities <b>Classroom</b>
	4:00 - 5:00	Computers <b>Computer lab</b>	Academic Initiatives <b>Assigned classrooms</b>			
	5:00 - 6:00	<b>CLUBS</b>	<b>CLUBS</b>	<b>CLUBS</b>	<b>CLUBS</b>	<b>CLUBS</b>
Organized Outdoor Activities/*Homework with assistance						

**\*Students are offered another homework time after 5:00pm in designated classrooms\***



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

**\*\*\*Please read and sign where indicated and return to the afterschool director to complete your student's registration.**

**PAYMENT POLICY**

Tuition must be paid in full for the entire month. To support families in budget planning, payments may be made in one payment for the entire month OR in two installments per month. Payments must be made prior to services rendered. If student(s) enroll after the first installment due date, the total monthly tuition OR the first installment must be paid upon registration. Payments not made on or before due date are subject to a **late payment charge**.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**WITHDRAWAL/LATE PAYMENT FEE/LATE PICK-UP FEE POLICY**

I understand and agree to abide by the policy that there is a two-week written notice for withdrawal of any student from the afterschool program. In addition, I understand no refunds or credits will be given for vacations, illness, withdrawals or disruptive behavior releases. I further understand that if fees are not paid by the due date that a late payment fee will be assessed and that my student will be automatically withdrawn from the program. I further understand there is no guarantee space will be available at a future date should I wish to reenroll my student. I also understand that if my student is picked up late, there is a late pick-up fee. If picked up late more than three times, my student is subject to dismissal from the program with no refunds or credits given.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**NON SUFFICIENT FUNDS POLICY**

Please see the attached informational handout on Envision Payment Solutions, a third party collection service for returned checks.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**DISMISSAL/SIGN-OUT PROCEDURES**

I understand that for the safety of my student(s), any person I assign to pick up my student(s) is required to produce photo ID upon request at sign-out on a daily basis. I further understand that I, or any person I assign, am/is required to use official *full* signatures on any and all afterschool documents, including registration forms, sign-out sheets, parent/guardian notes etc. Furthermore, every sign-out sheet must include the time of pick-up. I also understand that my student's information will need to be updated regularly. Inappropriate behavior including hostile, threatening language from parents/guardians can result in parents/guardians having to make other arrangements for student pick-up. Failure to follow these policies will result in *immediate* dismissal of the student from the program.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



Department of Extended Learning  
Beacon Cove Intermediate  
Parent/Guardian Handbook

**TEACHER/STAFF SIGN-OUT**

I give permission for my student(s) to be signed out by teachers/staff of Beacon Cove in order to receive extra help. I understand that my child will be under the supervision of school staff during the time they are signed out of afterschool.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**BEHAVIOR GUIDELINES**

Behavior reports indicate ongoing problems needing to be resolved. Behavior plans and parent/guardian/teacher support will be sought and age-appropriate consequences will be assigned as necessary. Students receiving three behavior reports during the school year may be dismissed from the afterschool program without refund. Reasons for behavior reports include but are not limited to, any violence, failure to follow directions or safety rules, inappropriate language, disrespectful behavior towards the afterschool staff and/or others, etc. Should it be determined that a student's behavior proves harmful to him/herself or others, immediate dismissal from the program will result.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**SPORTS/ACTIVITY PERMISSION**

I hereby give permission for my student(s) to participate in sports and activities through the Beacon Cove Afterschool Program. I release the program and staff from any responsibility due to injury.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**INFLUENZA (flu) VACCINE NOTIFICATION LETTER**

I have read and understood the influenza letter to parents in regards to the importance of the flu vaccine.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT STATEMENT OF UNDERSTANDING**

I have read, understood, and accepted all afterschool rules, policies, and procedures.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for sharing your child with us!**