



KEYS GATE CHARTER SCHOOL

BEFORE CARE / AFTER CARE

PARENT HANDBOOK

2011-2012

Mission

The Keys Gate Charter School Before Care / After Care School Program will provide students with the necessary tools and skills needed to develop superior levels of achievement. We will strive for continued academic, social and physical excellence by providing a quality and challenging curriculum. We will promote positive moral and extending the day with engaging activities.

Focus

We believe that

- Learning is a life-long process.
- Environment affects learning.
- Every person can learn and achieve success.
- Self-esteem is fundamental to individual fulfillment.
- Education is both a privilege and a responsibility.
- Every individual is entitled to equal opportunity.
- Literacy and knowledge are fundamental to a free society.
- Public education is a team effort including the home, school and community.
- Every child is unique.
- Children are the future.

Education can influence change to achieve progress.

Dear Parents:

We welcome you and your family to our before care / after care program. Our goal is to provide a safe and enriching environment with fun activities, especially designed to enhance the academic and social development of our students.

The Keys Gate Charter School Before Care and After Care Program Includes:

- Homework assistance
- Snack and juice
- Games and play time
- Story telling
- Extracurricular activities

CURRICULUM

Before Care

Parents will be allowed to drop their children off at the front door of the school and proceed to the cafeteria when our doors open at 6:30 a.m. No students will be permitted to enter the building prior to 6:30 a.m.

Students enrolled in before care are expected to be on their best behavior. Students will have the opportunity to review the previous day's assignment, study, draw, read and play games. All students will be able to have breakfast at according to the times listed below. Students can bring their own breakfast or can preorder their breakfast through the cafeteria at additional costs. All students in Before Care will be dismissed to their designated classroom accordingly by the Before Care counselor.

The ASC staff is not responsible to ensure that your child arrives to class on time. It is the student's responsibility to promptly report to class upon dismissal from before care.

Breakfast Begins (Primary K-2)	7:50am
(Elementary & Middle school 3-7)	7:20am

After Care

After care is available from dismissal until 6:00 p.m. Students will have 45 minutes of quiet time for homework. However, the after care counselors are not responsible for the completion of your child's homework. Any homework not finished should be completed at home. In addition to homework time, students are required to read for 15 minutes in after care. They are allowed to bring in age appropriate books from home that is in regulation with school policy. We ask that each child come prepared to their after care class with their necessary supplies, such as paper, pencils, books etc.

Students enrolled in the after care program are provided nutritional snacks on a daily basis. Please provide us with information concerning any food allergies or special needs that your child may have to the staff in written form.

All grade levels have 30 minutes of recess on the playground along with weekly scheduled creative activities. Children that misbehave may have their recess time taken away upon their counselor's discretion.

DISMISSAL PROCEDURES

After care counselors will report to each kindergarten, first and second grade classroom at the start of dismissal to gather all after care students. Students in grades 3-7 will report directly to their after care classroom at the start of dismissal. The classroom teachers will have a roster identifying after care students.

PROGRAM HOURS

Before Care-

Primary Learning Center (Grades K-2) Before Care 6:30-8:15 am

Elementary/Middle School (Grades 3-7) Before Care 6:30- 7:45 am

After Care –

Dismissal to 6:00 p.m. (snack provided)

On Early Release Days, after school care will begin as follows:

Primary Learning Center (K-2) 1:00pm

Elementary & Middle School (3-7) 12:30pm

PICK-UP PROCEDURES

ALL STUDENTS MUST BE PICKED UP BY 6:00 P.M.

- After care pick up begins immediately after dismissal is over. **Children will not be released before this time.** If you plan on picking up your child before dismissal, please provide your child's teacher with a written note in their agenda to have your child report to parent pick-up or sibling holding instead. In the interest of safety, please be aware that all students will be released to individuals listed on the registration card only. If an individual that is not on the authorization list is picking up your child, please fax in a copy of your driver's license with proper authorization. Students must be signed out on the dismissal sheet provided in the front office. Please have your identification ready when you sign out your child. **No one under the age of 18 will be permitted to pick up any child.** For safety reasons, students will be called down to you in the office. Please wait patiently until your child comes down.
- **Please note that after 6:30 p.m., Homestead Police will be notified of students who are not picked up by their parents. This could constitute child abandonment by the authorities.**

- Please be advised that our after care program is a service provided for our parents who need their children to remain in school until 6:00 p.m. Therefore, if you anticipate a conflict with your schedule, you should consider other means of child care.
- Parents who are continuously late to pick up their child will not be allowed to enroll their child in the program the following month.

STUDENT BEHAVIOR

In order to promote a safe and stimulating environment for the children, developmentally appropriate rules and expectations will be clearly communicated to parents and children. Parents should review these basic after school care rules with their children.

1. Always demonstrate appropriate student behavior.
2. Be courteous to all adults and peers.
3. The following behaviors should not be exhibited in the before care / after care program:-
 - Any type of aggressive behavior including but not limited to: hitting, pushing, kicking, biting, horseplay.
 - Intimidating, harassing, or threatening others.
 - The use of profane language or gestures.
 - Damaging and/or destroying property belonging to others and/or to the school.
 - Leaving the classroom without permission.

Students are expected to be respectful and responsible at all times. In the event a child is disrespectful or inflicts injury on another person, the parents will be contacted to meet with school personnel/administration. Any student that deliberately injures another student will be automatically suspended from school. If the behavior continues, the student will no longer be able to participate in the program. Such behavior is of serious concern and requires prompt and firm action.

DISCIPLINARY PROCEDURES

The before care / after care program disciplinary procedures are as follows:-

First offense	-	Counselor/student conference
Second offense	-	Director/Parent/Student conference and/or detention
Third offense	-	Suspension from the program.
Fourth offense	-	Expulsion from the program.

Detentions will be served every Thursday.

PAYMENT PROCEDURES/FEES

Before care / after care is paid on a monthly basis. Payments are due the last week before the new month begins, on Friday. **If payments are not received by the third business day of the month, a late fee of \$5.00 will be charged per day.** Late payments will not be accepted without the late fee included. If payment has not been made at the end of the first week of the month, your child/children will be withdrawn from the program.

There is a late fee for children that are not picked up on time. The late pick-up fee is \$10 for every 15 minutes past closing time of 6:00 p.m. and \$1.00 per minute after 6:30 p.m. Payment is due date of incident. Please be advised that our after care program is a service provided for our parents who need their children to remain in school until 6:00 p.m. Therefore, if you anticipate any conflict with our schedule, you should consider other means of care for your child.

Siblings get a 10% discount on the monthly fee.

PAYMENT METHODS

To pay by check

- Please write your child's name on the bottom of the check.
- Make check payable to KGCS. No payments will be accepted after 3:30 p.m. Please make payments before 3:30.
- If a check is returned for non-sufficient funds, we must receive payment within 2 days. Payments must be made in cash or by money order for the amount of the NSF check plus an additional \$25.00 (bank charge).
If we receive more than one NSF check, you will be required to pay all future payments in cash or by money order.
- A NSF ***check not paid within 48 hours of notification*** will result in your child not being allowed to participate in After School Care **until** the payment is made.

EMERGENCY AFTER CARE

Parent may register their child in after care on an emergency basis by notifying the school prior to dismissal. There will be an emergency after care charge at a rate of \$12.00 per student, per day. Only three (3) emergencies will be allowed a month. If you need an extension on the number of days, you may call the After Care Director at 305-230-1616.

ABSENCES/WITHDRAWALS

Absences

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

Withdrawals

If your child has been enrolled in the program and you wish to withdraw him/her, please notify the office. Notice must be given a week prior to withdrawal in order to receive a prorated refund.

If you have any questions or concerns regarding the Before/After Care program, please contact the director, Sady Mirabal, at smirabal@keyscharter.org.

Sincerely,

Mrs. Sady Mirabal
Before Care / After Care Director