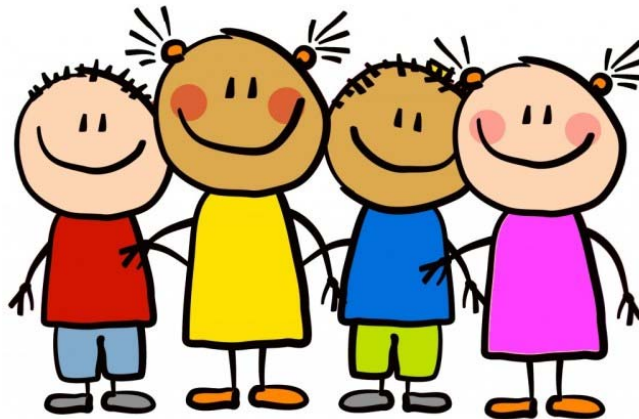




**BEFORE/AFTER SCHOOL CARE  
PARENT & STUDENT HANDBOOK**

**2019 – 2020**



## **Mission**

The Keys Gate Charter School Before/After 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 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/After School Care Program. We are excited that you chose us to be your child's After School Care provider. Our goal is to provide a safe, enriching environment with fun activities, especially designed to enhance the academic and social development of our students. Students are required to adhere to the KGCS Student/Parent Handbook. Before/After School Care is a service and can be terminated at any time at the discretion of the principal.

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

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

### ***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 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 BSC staff does not 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	8:00am
Grades 3-6	7:30am
Grades 7-8	7:05am

### **EMERGENCY BEFORE CARE**

Walk-ins are accepted on an emergency basis and parents will be charged **\$10.00 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 Before Care Director at 305-230-1616.

## ***After School Care***

After School Care is available from dismissal until 6:00 p.m. Students will have 45 minutes of quiet time for homework. However, the After School 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 School Care. They are allowed to bring in age appropriate books from home that are within school policy. We ask that each child come prepared to After School Care class with necessary supplies, such as paper, pencils, books etc.

Students enrolled in the After School 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.

### **EMERGENCY AFTER SCHOOL CARE**

Parent may register their child in After School Care on an emergency basis by notifying the school prior to dismissal. There will be an emergency After School Care charge of \$15.00 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 School Care Director at 305-230-1616.

### **DISMISSAL PROCEDURES**

After School Care counselors will report to each kindergarten, first and second grade classroom at the start of dismissal to gather all After School Care students. Students in grades 3-6 will report directly to the cafeteria at the start of dismissal. The classroom teachers will have a roster identifying After School Care students.

For 7<sup>th</sup> – 8<sup>th</sup> grade students attending ASC a counselor will be at the high school during the HS dismissal. Students will be placed in a classroom for homework time. During dismissal of the 3-6 building the students will be escorted across the street along with the counselor for their snack and their pickup by parent/guardian.

## **PROGRAM HOURS**

### Before School Care-

Grades K-2 Before Care	6:30-8:15 am
Grades 3-6 Before Care	6:30-7:45 am
Grades 7-8 Before Care	6:30-7:00am

### After School Care –

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

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

Grades K-2	1:00pm
Grades 3-6	12:30pm
Grades 7-8	12:00pm

Before School Care and After School Care will be provided to 7<sup>th</sup> – 8<sup>th</sup> grade students at the 3-6 building. At 7:00am, they will walk unsupervised from the 3-6 building to the 7-12 building and the parent must sign the Biker/Walker Permission Form attached. Before Care students in 7<sup>th</sup> - 8<sup>th</sup> grade, that eat school breakfast, will do so at the 7-12 building.

## **PICK-UP PROCEDURES**

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

- After School 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 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 email a copy of your driver's license with proper authorization to [jgarcell@keyscharter.org](mailto:jgarcell@keyscharter.org). 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 6:00 p.m., you will be charged an additional fee as employees are only contracted to provide service until this time. We realize that on rare occasions, an emergency may happen that precludes you from picking up your child on a timely basis. Please contact us immediately at (305)230-1616 ext 1002 and inform us of the emergency. **Please know that the Department of Children and Families as well as the Homestead Police Department may also be notified if a parent does not arrive by 6:30pm.**
- Please be advised that our After School 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 during Before/After school.
  - 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.

The Code of Conduct for Dade County Schools as well as the Keys Gate Charter School Addendum to the Code of Conduct is in force during the before care and After School Care time periods.

## **DISCIPLINARY PROCEDURES**

The Before/After School 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 Tuesday or Thursday.

## PAYMENT PROCEDURES/FEEES

There is a non-refundable registration fee of \$20.00 for each student. Before/After School Care is paid on a monthly basis. Payments are due on the Friday of the last week before the new month begins, **if payments are not received by the third business day of the month, a late fee of \$10.00 will be charged.** 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 on the date of incident.** Please be advised that our After School 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.

## PAYMENT METHODS

Payments accepted will be in the form of cash, credit cards, money order or E-funds online payments. **Checks are not accepted.**

## 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. There will be no refunds issued if you withdraw from the program.

If you have any questions or concerns regarding the Before/After School Care program, please contact the director, Jessica Garcell (305) 230-1616 or at [jgarcell@keyscharter.org](mailto:jgarcell@keyscharter.org).

Sincerely,

Mrs. Jessica Garcell  
Before Care / After School Care Director

REGISTRATION FEE \$20.00 per student

## Before Care/ After School Care Payment 2019-2020

PAYMENTS ARE DUE THE FIRST DAY OF EVERY MONTH TO AVOID A \$10.00 LATE FEE

### Before Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
October	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
November	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
December	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
January	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
February	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
March	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
April	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
May-June	1st Day of the Month	\$ 60.00	\$ 114.00	\$ 168.00
		\$ 540.00	\$ 1,026.00	\$ 1,512.00

### After School Care Only

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
October	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
November	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
December	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
January	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
February	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
March	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
April	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
May-June	1st Day of the Month	\$ 180.00	\$ 342.00	\$ 504.00
		\$ 1,620.00	\$ 3,078.00	\$ 4,536.00

### Before & After School Care

Service Period	Payment Due	1 Child	2 Children	3 Children
Aug-Sept	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
October	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
November	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
December	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
January	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
February	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
March	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
April	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
May-June	1st Day of the Month	\$ 220.00	\$ 418.00	\$ 616.00
		\$ 1,980.00	\$ 3,762.00	\$ 5,544.00





**BEFORE/AFTER SCHOOL CARE PROGRAM  
PARENT & STUDENT GUIDELINES  
ACKNOWLEDGEMENT**

I, \_\_\_\_\_,  
ACKNOWLEDGE THAT I HAVE READ AND WILL ADHERE TO THE KGCS BEFORE/AFTER SCHOOL CARE  
PROGRAM PARENTS & STUDENT GUIDELINES.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Biker/Walker Permission Form

Dear Parent or Legal Guardian of a Kindergarten-Eighth Grade Student:

We understand that many of our students, your children, will be walking to and from our school this school year. High school (grades 9-12) students are allowed to walk home after school with no written or verbal permission from a parent. Elementary and middle school students must have written permission to bike/walk home. This permission form is only needed for Kindergarten-8<sup>th</sup> grade students. Kindergarten – 2<sup>nd</sup> grade students will not be released to bike/walk home unless accompanied by the Keys Gate sibling in third grade or older, designated below. Keys Gate siblings picking up K-2<sup>nd</sup> students must show the yellow card that was provided in order for the K-2<sup>nd</sup> grade student to be released. . Please be advised that skateboards cannot be used on school property.

The procedure for this process is the following:

- 1) Parent Permission (by signing and returning this form, permission is granted).
- 2) The 7<sup>th</sup> - 8<sup>th</sup> grade students participating in Before School Care Services must leave the 3-6 building campus no later than 7:00am in order to report to the 7-12 building. Parents understand that their child will be walking without supervision from the 3-6 building to the 7-12 building.
- 3) Each day, students who are walking home are dismissed first from class
- 4) Biking/Walking students in K-2<sup>nd</sup> grade will sign-out in the cafeteria. Biking/Walking students in 3<sup>rd</sup> – 5<sup>th</sup> grade will meet a staff member as they exit the building. Biking/Walking students in 6<sup>th</sup> – 8<sup>th</sup> grade must return the form in order to leave campus.
- 5) Walking students will walk directly off campus
- 6) Once off campus, students are expected to walk home and only allowed to return in case of emergencies.
- 7) Biking/Walking students being escorted to the K-2 building to pick up a younger sibling must report to the designated location and adhere to the code of conduct while on campus. Failure to abide by the code of conduct and/or processes and procedures of the K-2 building will result in the student being restricted from the K-2 campus.

I give permission for my son/daughter to bike/walk home from school each day unless I otherwise inform the office. I understand that students that are biking/walking home will report to the assigned staff member (K-5) and are expected to leave immediately at the end of the school day once called at dismissal.

Today's Date: \_\_\_\_\_  
 Parent Name: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_  
 Student's Printed Name: \_\_\_\_\_  
 Grade/Homeroom: \_\_\_\_\_

If in Grades K-2, please list all approved siblings who will walk with the identified child:

1. \_\_\_\_\_ relationship: \_\_\_\_\_

2. \_\_\_\_\_ relationship: \_\_\_\_\_