



# Bright Futures Academy

*Sustainable Education Since 2001*

WHO will STAND UP for the Earth?

We Will!

## BRIGHT FUTURES ACADEMY

## AFTER SCHOOL CARE PROGRAM

PARENT & STUDENT HANDBOOK

2018-2019



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## **Hours of Operation**

Aftercare will be provided from 2:45 p.m. to 6:00 p.m. Students must be picked up no later than 6:00 p.m. If students are not picked up by 6:00 p.m., there will be a \$1.00 per minute charge after this time. **NO EXCEPTIONS.** If you are in need of assistance, please do not hesitate to contact the main office at (561) 253-7504. All After Care counselors are fingerprinted and receive a background check by The School District of Palm Beach County.

**Enrollment/Tuition** Children enrolled in the After Care Program must have the appropriate forms required by state law completed prior to the first day of attendance. An emergency contact and registration form must be completed on a yearly basis and/or as needed. Tuition fees include homework assistance, snack, and activities.

Tuition Registration Fee (non-refundable).....	\$50.00
Supply Fee (non- refundable) .....	\$50.00
K – 8th grade.....	\$230.00/Month- Additional siblings \$195 each
Students Eligible for Free Lunch.....	\$115.00/ Month -Additional sibling .....\$ 58.00 each
Students Eligible for Reduced Lunch.....	\$ 175-Additional sibling..... \$ 130.00 each
Aftercare “ Drop In” Fee ( Non Registered students).....	\$ 25.00 per student per day

**\*\*Please note there are a limited amount of scholarships available for Free/ Reduced payments- To qualify you must submit your free/reduced letter provided by the SDPBC, with your Aftercare registration paperwork- this does not automatically guarantee Free/Reduced rates \*\***

Failure to pay by the 5<sup>th</sup> of each month will result in a \$25.00 late fee (No Exceptions). A letter will be sent home with the student for any and all late payments. Failure to pay any outstanding fees/dues will result in the child being placed on an enrollment waiting list for the following school year.

## **Late Pick Up**

A late pick up fee will be charged for children remaining after 6:00 p.m. The office clock is used to determine lateness. The late pick up charge is \$1.00 per minute. All late pick up fees are due and payable no later than the following Friday. It is your responsibility to take care of any late pick up fees by the following school day.

Failure to submit timely payments will result in your child being withdrawn from the program. We realize that there are emergencies and unexpected situations; however, your communication and cooperation is greatly appreciated. Any child that is picked up after 6:00 p.m. more than 3 times will be withdrawn from the After Care Program without a refund.

## **Warnings for Late Pick-Up:**

3 late pick-ups: 1st warning issued • 2 additional late pick-up: 2nd warning issued • Student will be withdrawn from the After-Care program without a refund.

## **Federal Income Tax**



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Some program costs may be deducted from your federal income taxes. Therefore, you should save your cancelled checks and/or receipts from the program. Parents will not be issued a payment record for tax purposes; therefore, parents are responsible for retaining their own payment receipts within the month of payment.

## **Absences or Withdrawals**

Since expenses continue whether or not your child is present, there are no deductions or credits for absences. Please notify the school if your child will be going on vacation or will be absent for a prolonged period of time. If your child is to be withdrawn from the After Care Program, a 2-week notice is needed, and the account paid in full by the time of withdrawal. There is no refund or credit if your child is withdrawn or does not attend the After Care Program for any number of days due to absences or illness.

## **Snack Program**

BFA provides a 30-minute snack break. During this time, the students will be provided a snack and drink. Students may also bring their own snack.

## **Holidays and Vacations**

The After Care Programs will be operating on the same school schedule as BFA. We will be closed for all school approved holidays, as well as the last day of school.

## **Contact Information Updates**

The school must be immediately notified of the changes in telephone numbers (home or work), job, family status, custody changes, doctors, and authorized persons to pick up your child. This is done for the safety of your children. Please keep us informed.

## **Release of Students**

Children will be released only to those individuals whose names are recorded on the enrollment forms. Other persons not on the form must have a written authorization signed by the parents and followed-up by a verbal authorization by the parent. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released.

## **Behavior and Disciplinary Policy**

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as BFA, and are necessary in order to provide a safe environment. Students are required to adhere to the same policies and rules set forth in the school's Code of Excellence and the Parent Contract signed by parents at the point of registration. Students who do not follow these rules and guidelines will be asked to withdraw from the program. For each Negative Behavior Report, students will be suspended from the aftercare program for 1 day. After receiving 3 Negative Behavior Reports, students will automatically be withdrawn from the program.

## **Home Learning**



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We understand that home learning is a priority in after school care. Our counselors are here to help and review home learning with your child; however, they cannot always give students individual one-on-one assistance. Our counselors have a designated home learning time and will make every effort to assure your child completes the basic home learning assignments, but parents remain responsible for making sure home learning is completed at home on a daily basis. Please check all home learning that goes home. Classrooms For security reasons, under no circumstance are children allowed to go back to their homeroom classes to pick up their home learning, belongings, or any other materials that they forgot. Under no circumstances will counselors be allowed to escort parents to the classrooms. It is the child's responsibility to bring all books and materials home.

## **Illness**

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, and band-aid. Individual accident reports are given to the parent to inform them of the injury upon request. Any injury that requires more than the basic aforementioned treatments will require a parent coming to the school to determine if professional medical care is needed.

## **Medication**

After Care employees cannot administer any kind of medication.