Flagler K-6 Extended Day

Parent Handbook

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Absences
Parents should contact the program if a student will not attend the Afterschool Program on a regularly scheduled day. If a student does not arrive at the Afterschool Program the site manager will consult the absentee list provided by the school office, the child’s teacher and, finally, attempt to call the parent in an effort to locate the student. If the student attends clubs or other afternoon activities, parents must give written notification. Written notification must also be provided by the parent if a student takes the bus home on any given week day.

Bathroom Accidents Policy
Students may use the bathrooms in the cafeteria when given permission to do so. All students entering school and the Afterschool Program are assumed to be potty trained. Staff cannot give assistance to students in the restroom nor provide clean clothing should a student soil theirs.

Behavior Management/Referral Process
Students are expected to comply with all regular school rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the site manager, the program activity leaders, and in some cases, by the program coordinator.

A parent is required to sign the behavior notice at the time a student’s behavior is inappropriate. However, a parent’s refusal to sign a behavior notice does not excuse inappropriate behavior of a student and does not prevent dismissal of the student if the behavior warrants dismissal.

The basic policy includes progressive discipline methods such as talking to the student about the problem, removal of the student from the group, use of positive redirection whenever possible, limiting privileges, written referrals, developing an improvement plan for the student and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help students develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining students in the program.

Limits are set on behavior to provide a safe and caring environment where students can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help students learn respect for themselves, other students and adults.
A student may be immediately dismissed from the program if the student’s behavior is determined to be detrimental to the student or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the students. Profanity, threats, or disruptive behavior will not be tolerated.

A student who is dismissed due to behavior issues from an Afterschool Program at one elementary school and who transfers to another elementary school may enroll in that Afterschool Program; however, all behavior records from the previous program will transfer and will be considered in the student’s progress within the program.

**Breakfast/After School Meal**

A nutritious breakfast and after school meal is provided by the Flagler County School District Food Service Department at each school at no cost to the student. Daily menus can be found at [http://flaglerschools.nutrislice.com](http://flaglerschools.nutrislice.com). Student allergies must be noted on the registration form. If a food substitution is necessary, written documentation from a physician is required.

Students are not required to take any meal they do not prefer and ay bring their own breakfast andor afterschool snack if they do not wish to participate in the free meals.

If care is offered during Spring or Winter break students must bring their own breakfast, lunch and snack.

*Due to allergies we ask our students not to share outside food.*

**Breaks: Winter and Spring**

Every effort will be made to offer care at one site during Spring and Winter breaks; however, the possibility of care is determined first, by the availability of staff and second, if there are at least 75 students needing care. Pre-registration and pre-payment is required. Payments are non-refundable unless fewer than 75 students have enrolled.

**Cell Phones and Other Electronics**

Cell phone use by students and activity leaders is **not allowed**. Cell phones, MP3 players, handheld electronic games, etc. must either be left at home or left in the student’s backpack. iPads may ONLY be used during homework time during the Afterschool Program.
Any student taking pictures with cell phones or other electronic devices of other students and sharing or posting to social media is strictly forbidden. Infraction to this rule will warrant immediate dismissal from the Afterschool Program.

As it is our rule that there is no cell phone, iPad, MP3 player, handheld electronic game, etc. use by students Flagler County Schools and the FTI Afterschool Program and its employees are not responsible for lost, broken or stolen cell phones, iPads, MP3 players, handheld electronic games, etc.

Checking Identification
Afterschool Program personnel are instructed to ask for identification from any unfamiliar person who arrives to pick up a student. Usually, this is not required after the first few weeks of school and staff becomes accustomed to family relationships. However, if a student attends a site other than the regular site for winter or spring breaks, parent/caregivers should be prepared to present identification before a student is released. In addition, anyone who picks up infrequently should be prepared to present identification.

At no time will a student be released to anyone who is not on his/her pick-up list. It is the parent’s responsibility to indicate on the registration form who may pick up their student and to keep that registration form up to date via the site manager. Parents should manually update the registration form; however in an emergency a parent may call, and if possible, email the site manager to add a person to the list.

Parents/Guardians or anyone responsible for student pickup, is not permitted past the allotted sign in/out area for the Afterschool Program. This policy is put in place to ensure the safety of all the students and staff in the program.

Child Abuse, Reporting Suspected
Afterschool Program staff have annual in-service training on recognizing and reporting suspected child abuse. We are required by law to report suspected child abuse. If a staff member suspects child abuse, the program coordinator will be notified and a report will be made to the Department of Children and Families.
**Clubs**
The Afterschool Programs are not responsible for students who attend a school-sponsored club or events during after-school hours.

Parents must give written notification to the site manager that their student will be attending a school-sponsored club or event.

Students must check in with the Afterschool Program before proceeding to their club/event and check back in when they return if they have not been picked up from the club/event. It is **imperative** that students check in with the Afterschool Program **before** so staff is aware of their location.

Parents must not ask the Afterschool Program staff to retrieve their student from the club/event before it has ended due to staff’s inability to leave the program area.

**Conferences**
The Afterschool Program site manager and coordinator will meet with any parent who has a concern about a student or the operation of the program. Mandatory parent conferences will be scheduled if a student has been suspended from the program for behavioral issues.

**Emergency Drills**
Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held at least monthly at each Afterschool Program.

- **Evacuation**: Afterschool Program staff and students will follow the evacuation map in the cafeteria to exit the facility. Students are to line up quietly and follow the group leader. Once outside, leaders will call roll to account for all students in attendance. Everyone is to stay in the “safe areas” until notified by the site manager to return to the building.
- **Tornado Drill**: Afterschool staff will lead students to the interior areas of the school building and call roll.
**Enrollment and Registration**

Enrollment is limited to students currently enrolled in grades Kindergarten through 6, ages 5-12, at the school of which the Afterschool Program is held. A student is enrolled in the Afterschool Program when:

- A completed Afterschool Registration Form and registration fee is submitted. Registration forms must be submitted to the site manager and registration fees may either be paid online or at the site.

Care is not offered for either preschool or middle school students. The program is not designed to accommodate students on a “drop-in” or occasional basis. A student will not be permitted to attend the Afterschool Program unless the completed application has been submitted to the site manager and the registration fee is paid.

Enrollment in the Afterschool program can be terminated if:

- The student cannot adjust to the 1:25 ratio
- The student portrays aggressive or inappropriate behavior
- The student’s account is 1 week or more in arrears
- Frequent late pick up of the student

**Holidays**

The Afterschool Program follows the Flagler County School District calendar and will observe the following holidays: Labor Day, Veteran’s Day, Thanksgiving Day (Thanksgiving week per FCSB), Christmas Eve and Christmas Day (Winter Break per the FCSB unless 75 or more students need care), New Year’s Eve and New Year’s Day, Martin Luther King Day, President’s Day, and Memorial Day.

The Afterschool Programs will be closed on Teacher Workdays and Professional Development Days.

**Homework**

The Afterschool Programs employ certified teachers to assist students with homework; however, it is not the responsibility of the teacher or the Afterschool Program to ensure that a student’s homework is complete or correct.
**Hours/Days of Operation**

The school calendar will be followed in all instances; **There will be no Afterschool Programs on holidays, teacher work or professional development days or if school is dismissed for inclement weather.** The program will begin on the first day of school and end on the last day of school. The program WILL operate on early dismissal days at the end of the school year.

The hours of operation are:
- 6:45 AM to 9:00 AM
- 3:15 PM to 6:00 PM (depending on each school’s hours)

**Illness**

If a student has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other students while the parents are contacted. The student must be picked up within an hour of notification. A parent’s failure to pick up a sick student may result in a student’s dismissal from the program.

Any contagious illness may require a doctor’s note from re-admission.

A student who is absent from school during the school day or who has been picked up due to illness may not attend before the school mandated 24 hour policy is completed.

**iPads**

The Afterschool Program is not responsible for the iPad of any student in the program. Students are not allowed to operate their iPad while in the Afterschool Program unless the student is in the homework room and use of the iPad is necessary. Students must keep their iPad in their backpack at all times and are required to place their backpack securely in the designated areas assigned by staff.

**Late Pick Up**

Should a student(s) be picked up after 6:00 PM a late fee of $1.00 per minute per student will be charged and must be paid when the student(s) is picked up or, at the latest, the next day. Frequent late pick up may warrant the dismissal of the student from the Afterschool Program.
Medical Emergencies
In the event of a medical emergency that cannot be handled by the site manager, EMT personnel will be called and the student will be transported to the nearest hospital. People will be contacted in the following order:
   1. Parent or Guardian or Emergency Contact
   2. Program Coordinator

It is imperative that each parent provide current contact numbers, physician information and place of employment on the registration application.

Parental/Guardian signature(s) on the completed and submitted Registration Form authorizes the Afterschool Programs to obtain medical care that may become necessary for the student and insures that the Parent(s)/Guardian(s) will not hold the Afterschool Program or school or anyone acting in its behalf responsible for any injury to the student while in attendance of the program.

Medication Administration
Should it be necessary for your student to receive medication at the Afterschool Program, the procedure is as follows:
   1. The parent must complete the Medication Administration Consent Form
   2. Medicine must be brought in the original container
   3. The student’s name must be on the container
   4. The parent must provide clear and concise written directions for the administration of medication to the site manager; direction should not be brought in by the child or given to any other staff member
   5. The Afterschool Program site manager will not administer medication without written authorization.

Multi-Family Discount
A multi-family discount is available for the second and third children in an immediate family. A $10 discount per second or third child will apply to those siblings living in one household.

Should the oldest sibling enrolled in the program withdraw or be dismissed the second sibling enrolled will then be charged the full weekly rate.
**Parent/Guardian Under the Influence of Drugs or Alcohol**
Afterschool Program staff cannot and will not release a student to a person who is under the influence of drugs or alcohol. The site manager will notify emergency individuals listed on the application form to arrange a safe ride home for the student and parent/guardian. If the parent/guardian does not cooperate and insists on removing the child from the program, the Afterschool Program site manager will call proper authorities.

**Ratios and Group Size**
The Afterschool Programs maintain a staff/student ratio of 1:25 which meets state standards. Students must be able to tend to themselves in a group with a ratio of 1:25.

**Refunds**
A student is considered in attendance for any given week once he/she has attended one day of that week. Should a parent have a credit to their student’s Afterschool Program account and their student does not attend a week that credit will remain to be applied to the next week’s attendance. Should a parent withdraw their student from the Afterschool Program and a credit is noted in their account a written request from the parent must be submitted to the site manager for a refund. Credit card refunds can be made electronically through the Revtrak system. Cash, check or money order refund request must be made through the school district’s finance department therefore; reimbursement may take up to 30 days in which a check is sent to the parent.

**RevTrak System**
The Afterschool Programs utilize an online registration and payment system, RevTrak, where Parents/Guardians may register students and make weekly payments with a credit card. Access to the site to create an account through the Parent Portal is: http://fce.flaglerschools.com/fce/after-school. Credit card information is stored in the student’s account. If a Parent/Guardian overlooks making a weekly payment the site manager will be authorized to charge the credit card on file for that week’s tuition.

Tuition is billed at the beginning of the week and must be paid no later than the second day of attendance. Failure to make prompt weekly payments no later than the second day of attendance will warrant the student being withdrawn from the program.
Parents/Guardians must still submit a paper Registration Form to the site manager prior to the student starting the Afterschool Program.

**Sign In/Out Procedure**
Parents are required to sign in their student in the morning and sign their student out in the afternoon with the date and time each day. A student will be released only to the person(s) (minimum 18 years of age) designated by the Parent/Guardian on the Registration Form. **Once a student is signed out by the Parent/Guardian the Afterschool Program is no longer responsible for that student.** If a child is to be released to someone not listed on the Registration Form, the site manager must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a student. The site manager may call the Parent/Guardian to verify any written or verbal authorizations to release a student to someone else.

Parents/Guardians may not request the Afterschool Program staff to retrieve the student from any clubs/events sponsored by the school but must wait for the club/event to release the student back to the Afterschool Program. The Afterschool Program is not responsible for a student while he/she is attending a club or event sponsored by the school.

Staff may not sign in or sign out students, nor take them into their care unless they are related to the student biologically or legally.

**Staff**
Afterschool Program staff consists of:

1. Site Manager – The site manager duties include managing the site, enrolling new students, planning daily activities, billing weekly tuition, and preparing weekly payment deposits.
2. Receptionist – The receptionist is positioned at the entrance door of the program to man the entrance, welcome Parents/Guardians and accept weekly payments, & check identifications.
3. Activity Leaders – Activity Leaders are assigned to groups of students for which they are responsible for supervision, planning, leading daily activities and interacting with the group.
Each employee is Level II background screened. It is mandatory that all staff takes the Department of Children and Families Recognizing Child Abuse and Neglect course and the majority of staff at each site are CPR/First Aid certified.

**Teacher Workdays**
The Afterschool Program does not operate on Teacher Workday or Teacher Professional Development Days. These days are reserved for staff trainings and/or meetings.

**Transporting Students**
In the event that students must be transported while in care of the Afterschool Program, only certified drivers employed by Flagler County School District will operate approved school buses.

Staff may not transport students in their own vehicles at any time unless they are related biologically or legally.

**Tuition**
Parents/Guardians are responsible for paying for the annual registration and weekly tuition fees in a timely manner and on the first day the child attends. Student accounts are charged *the first day of the week the student attends*. Parents/Guardians will receive a Weekly Statement on the first day of the school week via email; however, charges to the student account will not apply until the student has attended any day of the week.

Full payment is due *the first day of the week the student attends*. All fees are weekly and non-refundable. *Any student accounts more than 1 week in arrears may warrant the student’s dismissal from the Afterschool Program.*

Parents/Guardians may use their Parent Portal on Revtrak to make weekly payments. Payment may also be made by requesting weekly automatic payment with credit card by the site manager, check, money order or cash.

Any changes to a student’s enrollment or attendance preference must be made in writing by the Parent/Guardian.
**Withdrawal From the Program**
As a courtesy, the site manager should be notified ten school days in advance of the date a student is to be withdrawn. Failure to do so may result in additional tuition being charged. A student may withdraw and re-enroll **only one time per school year** without incurring another registration fee.

**Year-End Tax Statements**
Year-End Tax Statements can be retrieved and printed from the Parent Portal on Revtrak. Parents/Guardians may log in to their Parent Portal account and download the previous year’s tax statement. If Parents/Guardians do not use the Parent Portal on Revtrak they may request their Tax Statement from the site manager at their home site or contact the main office at 386-446-6717.
Contact Information

**Bunnell Elementary Afterschool Program**
Site Manager: Lorrie Ronan
Phone: 386-437-7583

**Belle Terre Elementary Afterschool Program**
Site Manager: Beverly Ford
Phone: 386-447-1541

**Old Kings Elementary Afterschool Program**
Site Manager: Margaritte Streck
Phone: 386-517-2063

**Rymfire Elementary Afterschool Program**
Site Manager: Lynda Spencer
Phone: 386-206-4623

**Wadsworth Elementary Afterschool Program**
Site Manager: Heather Morin
Phone: 386-446-6727

**Belle Terre Swim & Racquet Club**
Afterschool Program Coordinator: Marta Barber
Phone: 386-446-6717