

**PLEASE USE ADOBE READER TO FILL LAST PAGE FORM
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Cambridge International
Academy:
Aftercare 2019-2020 Parent
Handbook
Partnered with ABC Learning
Center



Hours of Operation

The Aftercare program will operate from 2:00PM – 6:00PM. On Early Release days, Aftercare will operate from 12:00PM – 6:00PM.

Student Behavior and Discipline Policy/Procedures

All students enrolled in the Aftercare program are to follow Broward County's Code of Student Conduct and Cambridge International Academy's Code of Conduct. Inappropriate behavior will not be tolerated, and a parent conference will be scheduled. Any student that injures a fellow classmate will be suspended from the program. If the behavior continues, the student will have to be withdrawn from the program.

The following actions are considered inexcusable and could possibly result in suspension and/or expulsion from the program:

- Fighting
- Stealing
- Intimidating, harassing or threatening
- Using profane language, gestures, and/or behavior
- Disrespecting faculty, staff, or fellow classmates
- Damaging and/or destroying school property (parents/guardians will be held liable)
- Damaging and/or destroying personal belongings
- Leaving school grounds without permission

The following procedures are in place if and when a student commits any of the actions listed above:

- First Offense – Parent-Student meeting
- Second Offense – Principal Conference
- Third Offense – Suspension from the program
- Fourth Offense – Expulsion from the program

Attendance – Check-In/Departure Procedures

Attendance is taken daily between 1:50PM and 2:15PM. Aftercare drop-ins are checked into Aftercare by the teachers once carline and walker dismissals have ended at 2:15PM. The day(s) your child will not be attending Aftercare, it is important to notify your child's teacher the day of via a classroom communication app, written note, or email, or call the main office at (954) 251-2419 by 1:00PM the latest.

If you forget to notify anyone at the school that your child will not be attending Aftercare that day, you will have to park your car and enter the school to sign your child out of Aftercare. This is done in order to properly sign out your child and avoid disrupting the flow of carline.

Parents or authorized pick-up personnel must sign the student out with a signature and indication of time of pick-up. **Photo ID will be required.** Children will only be released to the Primary and Secondary Parent/Guardian as well as those listed on the Authorized Pick-Up list. Aftercare Staff will NOT be able to release a student unless the person picking him/her up is on the authorized pick-up list. **No one under the age of 18 will be permitted to pick up a student.**

These procedures are put in place to ensure the safety of the students attending the Aftercare program.

Late Pick-Up

Students must be picked up by 6:00PM. Pick-up after 6:00PM will result in a charge of \$1.00 for every minute the student is not picked up. Payment is due the date of the late pick-up. After three late pick-ups the fee will increase to \$2.00 per minute. **There are no exceptions to this policy.**

If a student is picked up from Aftercare after 6:00PM more than three times, they are subject to removal from the program. This would be at the discretion of the Aftercare Staff.

Registration/Rates

Please make sure to turn in the last page of this packet. It is important to turn that page in because it has the emergency contact information.

Aftercare rates are as follows:

- \$65.00 weekly
- \$20.00 for daily/drop-ins

If a student attends Aftercare three or more days in a school week, the weekly rate of \$65.00 will apply. The only exception where the weekly rate will not apply is Thanksgiving week – parents will be charged the daily rate for the two days.

Payment Procedures/Methods

A \$35.00 registration fee per family is due at the time of registration.

Fees are paid in advance for the service and are due every Monday. Bi-weekly payments are due prior to, **NOT** after, the two weeks. Payments turned in after Monday will be considered late and a \$35.00 late payment fee will automatically be applied. Non-payment of scheduled fees will result in the student being withdrawn from the program.

Acceptable forms of payment are cash, checks, and money orders. For the last three weeks of the school year Aftercare will only be accepting cash or money order payments due to end-of-year procedures. The *No Check Policy* will be effective **Friday, May 8th, 2020**.

Please make sure to print the student's name on the bottom of all checks and money orders and make the checks payable to ABC Learning Center. No payments will be accepted after 6:00PM.

All returned check items will be charged back to the student/parent account with an additional NSF fee of \$35.00. All returned checks will result in account coding of cash only. NSF checks not paid within 48 hours of notification will result in your child not being allowed to participate in the Aftercare program until the payment is made.

Toys and Electronic Devices

All toys and electronic devices are prohibited. This includes, but is not limited to, cellphones, laptops, tablets, and MP3 players. The only exception to the rule is on Fun Fridays, when the students will be allowed to bring their toys and/or electronic devices. This is optional and up to the parents'/guardians' discretion. The school and Aftercare Staff will **NOT** be held liable for any missing or damaged items.

Homework

All students will be scheduled for a structured homework time, which includes assistance from the Aftercare Staff. However, please be advised that it is your child's responsibility to ensure that he/she has their homework prior to leaving the school day classroom.

Once school has been dismissed, classrooms will be locked, and it will not be possible for students to return to their classroom to retrieve homework or other left items. Please note that Aftercare Staff is there to *ASSIST* students with doing their homework; however, it is ultimately the student's responsibility to make sure they finish their homework before the following school day.

If you wish for your child to miss any activities in order to complete their homework, please discuss this with the Aftercare personnel.

Illness/Medication Policy

If students are running a fever, are vomiting, and/or have diarrhea, you will be contacted by Aftercare Staff. For the wellbeing of the student and to avoid other students contracting what your child has, you **MUST** come pick up your child within the hour of being called.

In regard to medication, prescribed or non-prescribed, Aftercare personnel cannot administer any medicine without a doctor's note stating the name of the medication, how much needs to be given, and for how long and often.

Withdrawal from Aftercare

If your child has been enrolled in the program and you wish to withdraw him/her, please notify the program Director, Ms. Nisha, and main office in the form of a written letter. 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 Aftercare program, please contact Ms. Nisha.

Contact Information

Parents may contact the Aftercare Director, Ms. Nisha, during weekdays at (954) 756-1175 from 8:00AM – 6:00PM to address any issues or concerns about the program. You may also contact Mr. Fabian via email at Fabian.Caicoya@cambridgeia.org with anything regarding payment, homework, or withdrawal from the program. Shall you need further assistance you may contact Ms. Mercy at (954) 404-2231.

Aftercare Schedule

1:50PM – 2:15PM	Arrival and Attendance
2:15PM – 3:45PM	Homework Time
3:45PM – 4:15PM	Snack Time
4:15PM – 5:00PM	Recess (G1) and Game Room (G2)
5:00PM – 5:45PM	Recess (G2) and Game Room (G1)
5:45PM – 6:00PM	Aftercare Dismissal

Note: this schedule is subject to change and you will be receiving a more detailed schedule within the first week of school

Please make sure you have read and understand the Aftercare program's policies. If you have any questions regarding the Aftercare Parent Handbook, feel free to contact Mr. Fabian via email (listed above). We are looking forward to having an amazing and productive 2019–2020 school year.

Go Dolphins! ☺

Sincerely,
Aftercare Staff

**AFTERCARE REGISTRATION INFORMATION
SCHOOL YEAR 2019 2020**

Please print clearly

Student Information (one registration packet per child)

Student Name: Last _____ First _____

Student Address: _____

City: _____ State: _____ Zip Code: _____

Grade Level: _____ Age: _____ DOB: _____ Height: _____
Weight: _____ Sex: _____ Hair Color: _____ Eye Color: _____

List all siblings names and grade attending program at this time:

1. _____
2. _____
3. _____

Parent/Guardian Contact Information

Mother s/Guardian s Name: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Father s/Guardian s Name: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact/Authorized Pick-Up Must provide 2 additional names other than parents. List in order they are to be contacted. **Note: Parents will be contacted first.**

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Family Doctor: _____ Phone Number: _____

Special Alerts: What information, medical (such as allergies, asthma, or other conditions) and otherwise, do you want those taking care of your child to be aware about?

