

Student: \_\_\_\_\_

Grade: \_\_

After Care: \_\_\_\_



Before and Aftercare Program  
Parent Handbook  
2018-2019

1889 Palm Beach Lakes Blvd

West Palm Beach, Florida 33409

(561) 839-1994 Ext. 1007 Fax (561)839-1995

[www.westpalmcharter.org/](http://www.westpalmcharter.org/)

A Member of the Charter Schools USA Family of Schools.

## **Mission**

To provide support to the education that is offered by Renaissance Charter School at West Palm Beach. Complete all homework, reading and projects that pertain to your child's education. We promote independence and confidence for all students.

## **Hours of Operation**

- Before Care 6:30 a.m. – 7:20 a.m.
- Aftercare 2:45 p.m. – 6:00 p.m.

## **Contact Information**

Before and Aftercare Director

Mrs. Browne

(561) 839-1994 ext. 1007

[tebrown@westpalmcharter.org](mailto:tebrown@westpalmcharter.org)

Parents may contact the Director with questions and concerns pertaining to the program during school hours. The Director will not be at the desk during the hours of 2:45 p.m.- 6:00 p.m. however, emails can be used as the quickest form of communication. If the communication is in reference to pick up of someone not on file, then the parent must email me with a copy of the individuals' driver license and a note authoring the pick-up of their student.

## **Arrival Procedure for Morning and After Care**

- All parents must sign their child/children in so that attendance can be recorded.
- Students will not be permitted in the bldg. before 6:30 a.m.
- For Aftercare pick up the individual grade levels will be picked up by their counselors.



## Before and After Care Parent Contract

List students in this school

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I hereby acknowledge that I have completed this form to the best of my knowledge.

I (we) understand the policies and procedures that have been outlined in the Renaissance Charter School at West Palm Beach Before and After Care Parent Handbook and understand that these are in place to ensure the safety and well-being of my child while attending the program.

I also give my child (children) permission to participate fully in the Renaissance Charter School at West Palm Beach Before and After school program. I (we) agree to comply with all the rules, regulations and policies as set forth in this packet. I have also discussed the rules of the Program with my child (children).

In addition, I (we) agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees, suspension and or termination from the program. I (we) also understand any past due balances may be submitted to a collection agency and subsequent collection agency fees applied to the open balances.

**My signature indicates that I have read, understand and accept all terms and conditions set forth in the Before and Aftercare Handbook.**

Parent's Print Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Student Information:**

First: \_\_\_\_\_

Last : \_\_\_\_\_

Grade: \_\_\_\_\_ Last period Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Allergies: \_\_\_\_\_

Before submitting this form be sure to include the registration fee of \$25.00 and your financial assistance certification (if it applies).

\*Online payments: [www.westpalmcharter.org](http://www.westpalmcharter.org) plus student number to register.

**A late fee of \$10.00 will be assessed on the 5<sup>th</sup> of every month for payment not received. \_\_\_\_\_.(Initial)**

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



Parent's/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

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Emergency Contacts:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Emergency contacts will be called in the event that the Director cannot reach the parents.**  
**Please update when necessary.**

Family Doctor: \_\_\_\_\_ Number: \_\_\_\_\_



## Before Care/Aftercare Payment Schedule 2017-2018

Registration fee \$25.00 per family

Before Care Only Drop in \$6.00 per day.

<u>Service Period</u>	<u>Payment Due Date</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
August	August 13, 2018	\$60.00	\$110.00	\$164.00
September	1 <sup>st</sup> day of the month	\$60.00	\$110.00	\$164.00
October	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
November	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
December	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
January	8 <sup>th</sup> of the month	\$60.00	\$110.00	\$164.00
February	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
March	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
April	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00
May/June	1 <sup>st</sup> of the month	\$60.00	\$110.00	\$164.00

**Aftercare Only (Snack Included) Daily Rate for PT \$12.00 registered; Non-Registered Daily Rate \$15.00**

<u>Service Period</u>	<u>Payment Due Date</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
August	August 13, 2018	\$180.00	\$321.00	\$472.00
September	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00
October	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00
November	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00
December	1 <sup>st</sup> of the month	\$180.00	\$350.00	\$510.00
January	9 <sup>th</sup> of the month	\$190.00	\$350.00	\$510.00



**\$12.00 registered; Non Registered \$15.00**

<b>Service Period</b>	<b>Payment Due Date</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
<b>February</b>	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00
<b>March</b>	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00
<b>April</b>	3 <sup>rd</sup> of the month	\$190.00	\$350.00	\$510.00
<b>May</b>	1 <sup>st</sup> of the month	\$190.00	\$350.00	\$510.00

**Before and After Care Fees**

	<b>Payment Due Date</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
<b>August</b>	1 <sup>st</sup> of the month	\$186.00	\$372.00	\$558.00
<b>September</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>October</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>November</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>December</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>January</b>	9 <sup>th</sup> of the month	\$250.00	\$462.00	\$674.00
<b>February</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>March</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00
<b>April</b>	7 <sup>rd</sup> of the month	\$ 250.00	\$462.00	\$674.00
<b>May/June</b>	1 <sup>st</sup> of the month	\$250.00	\$462.00	\$674.00

\*Online payments: [www.westpalmcharter.org](http://www.westpalmcharter.org) plus student number to register.



## Payment Procedures

- Fees are to be paid on or before the given due dates. The options are listed on the prior page.
- Non- payment of fee will result in expulsion from the program.
- Payments are to be made in person with the Program Director. Please do not send payments with your child.
- Pick up is at 6:00 p.m. arriving at 6:15 will receive a late fee of \$10.00 and \$10.00 every 15 minutes after.
- If you anticipate any conflict with our aftercare schedule, please make other arrangements for your child to be picked up on time.
- All payments are to be made to Renaissance Charter School at West Palm Beach

## Payment Methods

We no longer take personal checks as a method of payment.

Payments must be in cash or money order. Make all payments to: **Renaissance Charter School at West Palm Beach**

**No Debit or Credit Cards in person.**

**Debit and Credit can be paid online.**

[www.westpalmcharter.org](http://www.westpalmcharter.org) Click on the tab “For Parents” and scroll down to Before /Aftercare Program. Click on register here to set up an account with passwords and payment information. Student number is the 10-digit ID number assigned Power School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Aftercare Program

- Aftercare pickup begins immediately after dismissal is over at **3:45 p.m. Children will not be released before this time. All students are to be picked up from the 4<sup>th</sup> – 8<sup>th</sup> grade arrival and dismissal canopy.**
- If you plan on picking up your child before aftercare dismissal, please provide your child's teacher with a written note.
- All students must be picked up by 6:00 p.m.
- **A late fee will accrue after 6:15 of \$10.00 and \$10.00 per every 15 minutes.** ( \_\_\_\_\_ ) initials Note: After 7:00 p.m., West Palm Beach Police will be notified of students who are not picked up by their parents.
- **Parents that are late picking up their child/children more than 3 times in one month will be suspended from the program for 4 weeks.** ( \_\_\_\_\_ ) initials
- Parents or authorized pick up personnel must sign the child out with a signature and indication of time of pick up. Photo ID is required. Children will only be released to the primary and secondary parent/guardian as well as those listed on the authorized pick up list. No one under the age of 18 will be permitted to pick up any child. For safety reasons, students will pick up any child. For safety reasons, students will be called to the dismissal area.
- The **front office** will be the pick-up area for Before and Aftercare. **Ring** the bell to enter the building.

## Description of Services

The Daily Aftercare program will include:

- Homework Help
- Snacks
- Outdoor Activities, including organized games.
- Indoor Games and Enrichment Activities
- Arts and Crafts, and other scheduled activities



## **Homework**

All students will be scheduled for a structured homework time which includes assistance. 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. If a student refuses to do homework the counselor cannot force the student. Missing homework is still the responsibility of the student. Once school has been dismissed, classrooms will be locked and it will not be possible for students to return to class to retrieve homework or other items that are left.

## **Student Behavior and Discipline Policy**

All students enrolled in the Before or Aftercare programs are to follow the Palm Beach County's Code of Student Conduct, and Renaissance Charter school at West Palm Beach's Addendum to the Code of Conduct. Inappropriate behavior will not be tolerated and a parent conference will be scheduled.

Any student that injures another child will be suspended from the program. If behavior continues the student will be terminated from the program.

### **These actions are considered inappropriate:**

- Fighting.
- Theft of any kind and also includes from a student's or teacher's desk.
- Intimidating, harassing, or threatening others.
- Disrespect of adult authority figures on campus.
- Damaging and/or destroying property belonging to the school and/or others.
- Leaving the school grounds without permission from the Aftercare Program Director.



### **Discipline Policy/Procedure**

- 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

### **Parent Behavior and Discipline Policy**

Parents must be respectful and courteous to the Program Director, Counselors, and other parents at all times, inappropriate behavior such as yelling, threatening, physical violence, etc. **will** result in your child's removal from the program. If your contact information changes such as a phone number or a job number please provide it to the Director so that in the event of an emergency you can be contacted. (\_\_\_\_\_) initials.

### **Withdrawals:**

If your child has been enrolled in the program and you wish to withdraw him/her, please notify the office and Director in the form of a written letter. (\_\_\_\_\_) Initials

### **Attendance**

Attendance is taken daily within the first fifteen minutes of the program's start time. Make sure that you sign your student out so that we can account for the student's attendance and pick up at all times.

If a child is not going to attend the program for any reason, it is the parent's responsibility to inform the Program Director by calling the school at 561 839-1994 ext. 1007 or email me [tebrown@westpalmcharter.org](mailto:tebrown@westpalmcharter.org).

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



**Notes:**