

Dear Parents:

We welcome you and your family to our Before/After School Program. We are excited that you chose us to be your child's after care provider! Our goal is to provide a safe and enriching environment with fun activities, especially designed to enhance the academic and social development of our students.

The Renaissance at Pines Charter School before Care and After 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 doors open at 6:50 a.m. No students will be permitted to enter the building prior to 6:50 a.m.

Students enrolled in before care are expected to be on their best behavior. All students will be able to have breakfast and then they will be dismissed to their designated classrooms accordingly by the Before Care counselor.

### **After Care**

After Care is available from dismissal until 6:00 p.m. Students will have 45-60 minutes of quiet time for homework. We ask that each child come prepared to their aftercare class with their necessary supplies, such as paper, pencils, books etc.

Students enrolled in the aftercare 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 or email the aftercare director at [jmarcos@recspines.org](mailto:jmarcos@recspines.org)

All grade levels have 30 minutes of recess along with weekly scheduled creative activities. Children that misbehave may have their recess time taken away upon their counselor's discretion.

## Dismissal Procedures

Aftercare counselors will report to each kindergarten, first and second grade classrooms at the start of dismissal to gather all aftercare students. Students in grades 3-8 will report to the rooms assigned for aftercare where their counselors will be waiting for them. Students are to report to their aftercare class immediately after class dismissal. Students in grade 3-8 who fail to report to their aftercare class 2 minutes after dismissal from class will be sent to car rider area and may not be allowed in their aftercare class for the day. If a student is unsure where to report for their aftercare class they must go to the aftercare director's office.

## Program Hours

Before Care - 6:50 – 7:30

After Care - Dismissal Time to 6:00 p.m.

Early Release Dismissal Days- Dismissal Time to 6:00 p.m.

## Pick-Up Procedures

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

- After Care pick up begins at 4:00 pm. Please note, parents will not be allowed to enter school property to pick up for aftercare dismissal till 4pm. **Aftercare for early release days begins at 1pm and will not be allowed on school property for aftercare dismissal till 1pm.** If you need to pick up your child during regular dismissal hours, you will need their school placard (Yellow, Blue or Red placard) and be in the car lane pick up before 3:45pm. It is also crucial that you notify your child and their classroom teacher that they will be going home as regular car pick up if not attending aftercare for that day in order for your child to be in the parent pick up area for dismissal. It is your responsibility to notify the ASC director of such accommodation for the day at [jmarcos@recspines.org](mailto:jmarcos@recspines.org)
- For normal aftercare pick up procedures please be aware that all students will be released to individuals listed on the registration card only and only to those with a green aftercare placard. When picking up from aftercare, parents are to report to the school's side entrance doors for pick up with the aftercare green placard or I.D. Students must be signed out on the dismissal sheet provided in the dismissal check point. Please have your identification or green placard ready for pick up. Please note that having green placard at all times will help expedite dismissal. Failure to bring in green placard will cause delay in your child's dismissal. **No one under the age of 18 will be permitted to pick up any child.** For safety reasons, students will be called down to the dismissal check point. Please wait patiently until your child comes down.
- Please be advised that our aftercare 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. A \$10 fee is charged for every 15 minutes picked up after 6pm.
- Parents who are continuously late to pick up their child will not be allowed to enroll their child in the program the following month.

- **Please note that after 6:30 p.m. Pines Police will be notified of students who are not picked up by their parents. This could constitute child abandonment by the authorities.**

### **Emergency Contact**

Aftercare pick up begins at 4:00pm on regular dismissal days and 1:00pm on early release days. If you have an emergency and need to contact aftercare, please call 954-232-0685 or email at [pines.aftercare@recspines.org](mailto:pines.aftercare@recspines.org) from 4-6pm (regular dismissal days) 1-6pm (early release days)

### **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 in the before care/aftercare program:
  - Any type of aggressive behavior including but not limited to: hitting, pushing, kicking, biting, bullying, or 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 hits and/or injures another student will be automatically suspended from the aftercare program or school. Any student caught destroying school property will also be automatically suspended from the aftercare program/school. If the behavior continues, the student will no longer be able to participate in the program. Such behavior is a serious concern and requires prompt and firm action.

### **Disciplinary Procedures**

The before care/aftercare program disciplinary procedures are as follows:

- |                |   |   |
|----------------|---|---|
| First Offense  | - | Counselor/Student Conference/Behavior write up      |
| Second Offense | - | Director/Parent/Student Conference and/or detention |
| Third Offense  | - | Class re-assignment/Suspension from the program     |
| Fourth Offense | - | Expulsion from the program                          |

## Movies

Students in grades K-2 will only be allowed to watch rated G movies only. Students in grades 3-8 will be allowed to watch rated G and PG movies. If you are not comfortable allowing your child to watch rated PG movies, please notify the before and aftercare director.

## Electronics

Electronic devices are not allowed in before and aftercare, this includes all cell phones, pads and gaming systems. RECS Pines before and aftercare program will not be held liable for any broken, lost or stolen electronic items. Students who are seen with cell phones out and in use will be required to turn cell phone into counselor and will need to be pick up by the parent during aftercare pick up or in the front office during front office hours.

## Payment Procedures/Fees

Payments are due the 1<sup>st</sup> of every month. **Payments are not received by the fifth business day from the due date, 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 received by the end of the first week of the before/aftercare session, your child/children will be withdrawn from the program. **Please note, the before/aftercare administration does not provide invoices for total amount paid to the school for tax purposes. It is your responsibility to keep all receipts given for paid before/aftercare services as your records. Only tax I.D. and school information will be given during tax season.**

## Late Pick Up

Aftercare closes at 6pm. All students must be picked up by 6pm daily. Students picked up after 6pm will be charged a late fee. A \$10 late fee charge will apply for every 15 minutes picked up after 6pm. Payment is due the date of incident. Please be advised that our aftercare 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

**CASH, MONEY ORDERS, and CHECKS ACCEPTED. If paying with cash please bring exact change. Change will NOT be available to be given. Debit or credit card payments can be made online. Please see e-funds page at the end of the handbook.**

## To pay by check

- Please use black or blue ink only.
- Please write your child's name and before or aftercare on the memo portion of the check.
- **Do not** write under the routing and account numbers on the check.
- Make check payable to Renaissance at Pines or RECS @ PINES
- If a check is returned for non-sufficient funds, we must receive payment within 5 business days. Payments must be made in cash or by money order for the amount of the NSF check plus an additional \$25.00 (NSF charge) **If we receive more than one NSF check, you will be required to pay all future payments in cash or by money order.**
- **A NSF check not paid within 5 business days of notification will result in your child not being allowed to participate in After School Care until the payment is made.**

### **Sick Calls**

Parents will be called to pick up student if the student exhibits any of the following ailment during aftercare:

- Critical injuries
- Head injuries
- Vomiting/Nausea
- Shortness of Breath
- Headache
- Fevers

### **Absences**

Credit for absences will only be given for extreme situations where a lengthy absence period (5 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 aftercare director at [jmarcos@recspines.org](mailto:jmarcos@recspines.org) . A withdrawal confirmation notice form or email must be filled out/sent to the aftercare director. Failure to properly withdraw from the program may cause before/aftercare fees to continue. Notice must be given a week prior to withdrawal in order to receive a prorated refund.

If you wish to re-enroll in the program after withdrawal, a re-entry to the before/aftercare program must be submitted. Student will not be allowed back in before/aftercare program without Re-enrollment confirmation form submitted and approved by ASC director.

If you have any questions or concerns regarding the Before/After School Care Program, please contact the director Mrs. Marcos at [jmarcos@recspines.org](mailto:jmarcos@recspines.org)

Sincerely,

Jasmina Marcos

Before/After School Care Director

## E-FUNDS PAYMENT OPTIONS AND INSTRUCTIONS

Renaissance Pines is pleased to introduce the *e-Funds for Schools*. This program offers various options for parents/guardians who *choose* to make payments on-line and is extremely user friendly. Not only will you have the ability to have **Before/After School Care and Meal** payments electronically charged to your **credit card or debit card**, you also have the flexibility to make a payment at any time through the school's website. The *e-Funds For Schools* service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other on-line banking services. Charter Schools USA does not request or keep records of family credit card or debit card account information.

The *e-Funds For Schools* electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. **For payments made by credit or debit card, there is a convenience fee of \$2.45 per each \$100 increment in the transaction.** When you set up your account, please review your options carefully.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be allowed without your knowledge and authorization through this secure payment system.** By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is to be processed. The *e-Funds For School* site is secure and uses industry standard data encryption.

### *How to use e-Funds?*

1. Just go to our school website [www.recspines.org](http://www.recspines.org) and click on the tab "PARENTS" then scroll down and click on "BEFORE- AFTERCARE PROGRAM". You will be directed to the before and aftercare information page. Scroll down to the bottom of the page to where it says "GREAT NEWS" and click on "REGISTER FOR E-FUNDS".
2. Once directed to the E-funds site, click on "OPTIONAL FEES" on the left hand side. If you do not have an account you will need to set up your own logins, passwords, and payment preferences. **The required family number is the student's 10-digit ID number assigned by PowerSchool. Each added student to the account will require his/her assigned student number.** You can get this number from the school's front office staff. Enter student's last name and number then click "ADD STUDENT".
3. Once registered your child/children's name will appear on the screen. Click on the student's name and select the before/aftercare service you wish to pay for. Please note that the before only and aftercare only are locked to a set fee. If you are paying a different amount use the "PINES B&A CARE OTHER" option. You can input any nominal amount in this option.
4. Once you have selected and/or entered amount, click on add to cart. Click on "BEGIN CHECKOUT". You will then be asked for payment information.
5. You can also make quick one time payments without having to log in. All you need is student's last name and number. Click on "PAY FOR OPTIONAL FEES" then click on "CONTINUE AS A GUEST". Enter student's last name and student number then click "ADD STUDENT". Once student has been added, click on "CONTINUE ON TO OPTIONAL FEES" then click on students name and select services paying for.



**Don't like waiting for pick up?**

**You can email us ahead and let us know when you are 10 minutes away from arriving. This will give us enough time to call your child/children down to the dismissal area and be ready for you to pick up. Email us at [pines.aftercare@recspines.org](mailto:pines.aftercare@recspines.org)**



**BEFORE AND AFTER  
CARE PARENT  
HANDBOOK 2018-2019**

