Caring and Sharing After School Handbook



Keturah Acevedo,After School Program Director

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2024-2025

**Caring and Sharing Learning School**

**2024-2025 Soaring Eagles Academic After-School Program Handbook**

**Keturah Bailey Acevedo, Program Director**

Program Description

The Caring and Sharing Learning School Academic After-School Program is a childcare program for VPK- 5th grade students of Caring and Sharing Learning School (CSLS). Certified teachers provide tutoring and enrichment to the after-school program participants.

The goal of the Academic After-School Program is to provide a safe and enriching program that supports the family, school, and community. The program provides opportunities for children to develop academically, socially, emotionally, and physically within a warm and caring atmosphere.

Registration

**ALL** students in the Soaring Eagles Academic After-school program **MUST** register online:   
[2024-2025 Soaring Eagles Academic After-school Program Registration Form](https://forms.gle/FaZ3s6AVL52WLCAFA)

or by posting <https://forms.gle/FaZ3s6AVL52WLCAFA> in a browser window.

Staff

All staff are Caring and Sharing Learning School employees.

Hours of Operation  
The Academic After-School Program is open on all schooldays from the time of dismissal until 5:45 pm.   
The program is not open on days Caring and Sharing Learning School is closed.  
  
Fees

VPK students 10:45 AM - 2:30 PM $390.00 per month  
VPK students 10:45 AM - after 2:30 PM up to 5:45 PM $515.00 per month

K-5th grade students from the end of the school day up to 5:45 PM $105.00/household per month.

# All payments are due on the 1st of the month.

Monthly fees can be paid by cash or check in a sealed envelope or credit card through the ProCare Solutions application. Fees are due on the first day of care each month and are late on the fifth day. After the sixth day that fees are still unpaid your student may not stay after-school until the balance has been paid.

All payments are due on the following dates: Monday, August 12, 2024

Sunday, September 1, 2024

Tuesday, October 2, 2024

Friday, November 1, 2024

Sunday, December 1, 2024

Monday, January 6, 2025

Monday, February 3, 2025

Monday, March 3, 2025

Tuesday, April 1, 2025

Thursday, May 1, 2025

# \*Note: To participate in the Academic After-school Program students must not have an outstanding balance from the previous month, school year or summer camp.

A household is determined by the residential address as listed in school records.

Please help us keep our records current by making your tuition payments by the due date. Your child will be withdrawn from the program if payments are not made before the start of next month.

The after-school program does not pro-rate monthly fees.

ELC  
Please make sure your most current ELC certification is on file.  
All fees are due on the 1st of each month.  
Keep your account in good standing by signing your student in and out through the ELC notebook daily.

State law prohibits student attendance if tuition has not been paid. Please help us remain in compliance by making your tuition payments by the due date or your child will be disenrolled if payments are not made before the start of the next month.  
  
Supper and Snack  
All after-school students are provided with a nutritious supper and snack at no cost.

Change of Information/Emergency procedures  
All phone numbers must be current. Students are released only to the people listed in writing on your child’s registration forms or persons authorized through ProCare. It is the parent’s responsibility to ensure there is always an adult who can be contacted in the event your child has an emergency.  
  
Custody Matters  
A copy of the most current court order must be provided if there are custody or guardianship matters that affect student pick-up/sign-out.  
  
Authorized Pick-up/Sign-out   
All parents must sign their students out through the ProCare Solutions application. A staff member will verify that the student has been signed-out and escort him/or her to the car pickup circle.

# Caregivers are not permitted to walk down to classrooms to get their students for check out. Additionally, parents are not to exit their vehicles in the pickup circle. Late Pick-Up Students must be picked up *no later than* 5:45 pm each day. A $10.00 fine will be assessed for any student who is still on campus at 6:00 pm. A fee of $1.00 will be assessed each additional minute after 6:00 pm. Repeated late pick-ups will result in a conference with the school administration and can lead to removal from the program. Withdrawal from Program

Parents may withdraw their students from the Academic After-school program at any time by providing a written statement expressing their intent to withdraw their student from the program.

Behavior Management/Discipline Plan

As in any program, the issue of behavior and discipline may arise and the concerns of the staff as well as the parents will need to be addressed. Below is a copy of our Behavior Management and Discipline Plan. Please be assured that any concerns brought to the attention of the coordinator will be addressed immediately. All students attending the Academic After-school Program are expected to follow all rules and regulations of Caring and Sharing Learning School as well as the program rules listed below.

Program Rules:

* + Listen and follow directions from staff
    - Keep hands and feet to yourself
      * No fighting
  + No bullying (verbal, cyber or physical)
  + No inappropriate behavior or language
* Do not leave your area without permission
  + No electronic devices allowed

Consequences:

* Warning and reminder of the program rules.
  + Time-out (normally, no longer than 10 minutes. If requiring longer, additional steps may need to be taken.)
* Contact parent regarding inappropriate behavior
  + Contact parent to pick up the child and assign potentially suspend from the program.
* Students who fight on campus will be suspended from the Academic After-school program for 3 days.
  + Students with repeated misconduct or an infraction deemed severe will be referred to administration and can be suspended or removed from the after school program.

A cellphone with a screen on it

Description automatically generated

*“****Anyone who knowingly submits a false tip through FortifyFL may be subject to further investigations by law enforcement, and may be subject to criminal penalties under section 837.05, F.S.”***

PARENT AFFIRMATION

***\*I have received a copy of the Academic After-School program handbook and agree to the terms included therein.***

Student name/grade:

Parent/Guardian (print name) Date

Parent/Guardian Signature Telephone