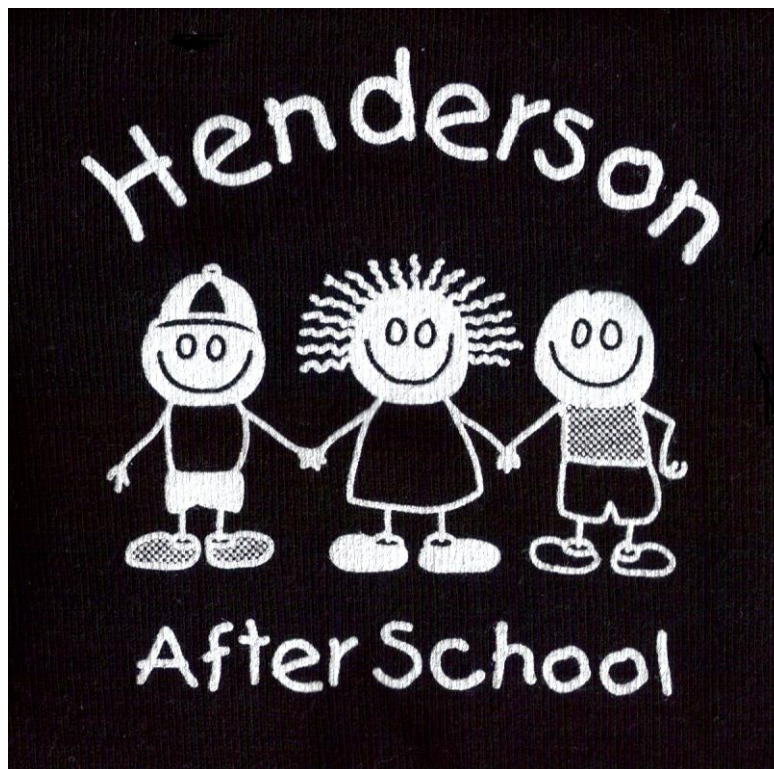


A.D. Henderson After School Handbook



2009-2010

Dear Parents,

The A. D. Henderson After School Program (HASP) is happy to welcome you and your children to another exciting year of after school activities. HASP is an educational after school hours service operating until 6:00 pm on regular school days and all early dismissal days **except 12/18 and 6/10**. HASP services are available to elementary and middle school students enrolled in Henderson School.

Please be sure to look over this handbook thoroughly, as there have been a few changes in policies and procedures this year.

We are pleased to have your child/children in the HASP for the 2009/10 school year. The goal of the HASP staff is to provide a safe, nurturing, learning environment for those students needing care after the regular school day. Your child's well being, happiness, and safety are of great concern to us at Henderson School. We will maintain the same high standards of excellence in the after school program that is evident during the school day. We look forward to another wonderful year with many enriching activities planned.

Sincerely,

Maggie Prince & Brittany Steele

Maggie Prince and Brittany Steele
HASP Directors

Office Hours: 2:00 – 6:00 pm (12:00 – 6:00 on early dismissal days)

Telephone number: (561) 297-3952

(Answering machine will pick up any messages left outside of office hours)

Email address: hasp@fau.edu

(Make sure to include HASP and your child's name on the subject line of the email)

Contacting After School

- **Phone:** Please note that our answering machine will pick up any messages left outside of office hours. Messages will be checked daily at 2pm (or 12pm on half days). Please only leave messages pertaining to after school. If alternative arrangements must be made for who picks up your child, after school must be informed in writing. Leaving a message on the after school voicemail is not acceptable as notification due to security concerns.
- **Email:** Email messages will be checked daily at 2pm (or 12pm on half days).
- **Notes:** Any written correspondence may be sent with your child to his/her homeroom teacher for after school's attention. However, we would prefer you contact the after school office directly.
- **In person:** when you come to pick up your child

Days of Operation

The after school program will operate every school day beginning Monday, **August 31st EXCEPT Friday, December 18th, and Friday, June 10th**. Because most of our counselors are college students and have not yet returned to campus, we are unable to offer after school care during the first four days of school. When our program begins on **MONDAY, AUGUST 31st**, we will be fully staffed with trained and experienced counselors.

Admission / Withdrawal

Enrollment in our program will be limited to approximately 15 children in our K-5 groups and 25 children in our middle school group(s). A waiting list of names will be started once grade level groups are filled. We will contact you as soon as an after school spot becomes available for your child.

Placement in the after school program will be on a **full time or scheduled part time basis only**. This also applies to after school care on early dismissal days. **ONLY** registered after school children may be in attendance on early dismissal days.

There are THREE attendance options:

Fee Package 1-A: Daily pick up by 6:00

Fee Package 1-B: Daily pick up by 4:30

Fee Package 2-A: After care attendance 2 days per week-Pick up by 6:00

Fee Package 2-B: After care attendance 2 days per week-Pick up by 4:30

Fee Package 3-A: After care attendance 3 days per week-Pick up by 6:00

Fee Package 3-B: After care attendance 3 days per week-Pick up by 4:30

Parents choosing package options 2 or 3 will have to select which days of the week their child(ren) will be attending for the year.

Please notify the after school office if your child's package will be changing in any way. You may change your child's package only **ONCE** per year.

Continued enrollment in our program is dependent upon timely payment of fees. If an account carries a balance for more than one month, parents will be notified and the students will no longer be admitted into aftercare until the fees are paid in full.

If for any reason you need to withdraw a child from the HASP program, please notify the directors in writing. Be sure to include the date of your child's final day. Payments are made at the beginning of the month. If you withdraw from the program no refunds will be given. **Absence from aftercare does not waive fees.**

Registration

Early registration for the 2009/10 school year is available from May 13, 2009-June 4, 2010. A place in our after school program is guaranteed to all parents who take advantage of the early registration. All outstanding bills from the 2008/09 school year **MUST** be paid before an after school slot is granted.

If you did not take advantage of the early registration and need to complete an application form, please do so as soon as possible. Application forms are available in the main school office or from the school's website (<http://adhus.fau.edu>). You will be notified of your after school placement before school starts.

Payment & Fee Schedule

All fees are payable annually or monthly. The monthly payment is due on the last school day of the previous month (except for August fees which are due on September 4th)

<u>MONTH</u>	<u>Due</u>	<u>1A</u>	<u>1B</u>
August & Sept.	9/4	\$252.00	\$174.50
October	9/30	\$204.50	\$142.00
November	10/30	\$166.50	\$116.00
December	11/30	\$114.00	\$78.00
January	12/18	\$176.00	\$122.50
February	1/29	\$185.50	\$129.00
March	2/26	\$195.00	\$135.50
April	3/25	\$185.50	\$129.00
May & June	4/30	\$261.50	\$181.00

Two and three day packages will be calculated by the office manager based on a rate of \$9.50/day for 6:00 pick up and \$6.50/day for 4:00 pick-up.

A 25% or 10% discount (respectively) is available for those children who qualify for free or reduced lunch. Free or reduced lunch status must be certified each school year by the Henderson Office Manager.

Each child in our program has a reserved place whether or not the child is present. No payment adjustments will be made for participation in clubs, sports or absences.

Please make checks payable to HASP. Notate your child's name on the check. Cash payments must be made in the correct amount, as we are unable to make change. **There will be a \$15 late fee assessed to late payments. A payment is considered late if received five calendar days after the due date.**

Delinquent accounts and chronic late payment of fees will result in suspension from the program. If an account carries a balance for more than one month, parents will be notified and the students will no longer be admitted into aftercare until the fees are paid in full.

There will be a \$25 fee assessed for every returned check.

HASP Activities

Students in the HASP will be placed in groups according to grade levels. They will stay with one counselor per group. Other counselors will provide special activities such as P.E. and arts and crafts. Each after school group will have a homeroom base and will follow a daily schedule. Daily learning activities will include homework time and story time. Students will then have an opportunity to participate in specialized enrichment opportunities starting at 4:30. These will include etiquette and study skills, organized outside play, cooking, arts and crafts, educational games, networked computer programs, and music. **Please do not allow your child to bring toys, Game Boys, personal CD players, and other such items to after school.**

Homework time: Will be required for all students in grades 2 – 8. This will be a 30 – 60 minute quiet study time for students Monday through Friday. Students who do not have homework will be expected to read/write or draw quietly during homework time. Children needing additional homework time will be able to request extra homework time. Please encourage your child to make good use of the daily homework time. Counselors will do their best to help each student with their homework but this does not guarantee that it has been checked. Please take time to review your child's work with them nightly. **STUDENTS WHO ARE A DISRUPTION DURING HOMEWORK TIME WILL BE SUBJECT TO DISCIPLINARY ACTION AS NECESSARY.**

Supervision and Student Pick Up

All children will be carefully supervised. Children will be released only to adults listed as "authorized to pick up" on the registration form. This includes parents. Authorized persons will sign the child out each day in the HASP office. Please wait at the office for your child to be dismissed. We appreciate your patience while waiting for your child. If other arrangements for pick up are necessary, **we require written notification. For safety**

reasons, messages left on the after school voicemail will not be acceptable as notification regarding alternative arrangements. **PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!**

Please note that we are unable to accommodate parents calling the after school office in advance of their arrival to pick up children.

Please remember that your child must be signed out of after school by a person authorized for pick up even if your child is attending an evening function at school. No child will be allowed to leave after school without being signed out by a designated adult (age 18 or older).

A child may be released to a non-custodial parent unless there is a specific custody order prohibiting their release, from a Florida Court System on file with HASP.

Attendance

Attendance will be taken daily in after school and inputted into our computer program. All children are to check in with their after school counselor before going to any sports, club or other school activity. **It is imperative that we be notified if your child will not be staying for after school on a particular day.** You can:

- call the after school office and leave a message on our answer machine or
- email after school

If your child is absent from school, you do not need to contact the HASP office.

If your upper elementary or middle school student does not check in to aftercare PRIOR to attending any school sports, clubs, or other activities he or she will be subject to a discipline referral as this can cause major confusion and concern.

Responsibility Training Room (RTR)

Students who have been in RTR during the regular school day (for all or part of the day) will NOT be permitted to attend after care that day.

Late Pick Up

Please call the HASP office at 297-3952 if you will be late picking up your child/children from after school. A late fee will be charged to those parents whose child/children are not picked up by 6:00.

First late pick up:	6:01-6:15	\$10.00 per child
Second late pick up:	6:01-6:15	\$20.00 per child
Subsequent late pick ups:	6:01-6:15	\$30.00 per child

For each additional 15 minutes, there is an additional \$10.00 fee per child. **All late fees are to be paid at the time of pick up.**

Please note if you have signed up for fee package B and you pick up after 4:35pm you will be billed an additional \$3 (per day per child) for the extended stay. After the third late pick up your child(ren) will be moved to the 6:00pm pick-up package for the duration of the year. This will count as your one package change of the year.

Student Conduct and Discipline

HASP is an extension of the school day so all students will be expected to adhere to the same rules and dress code as during the school day. Please see the attached referral form for more details.

Consequences for misbehavior will be as follows.

- | | |
|-----------------|--|
| First referral | - One-hour removal from group |
| Second referral | - Two hour removal from group |
| Third referral | - Removal from group for the remainder of day
AND the next day (student will stay in after care office while removed from group) |
| Fourth referral | - Two day suspension from after school |
| Fifth referral | - Expulsion from the after school program for the remainder of this school year. |

FAU High School

After care is not provided for high school students.

Late Pick-Up Room for students NOT registered in after school

Parents / guardians are responsible for picking up their children within the pick-up times designated by the school (3:15 pm on normal school days, 12:30 pm on early release days.) Students who are picked up late will be supervised in a late pick-up room until the parent / guardian arrives. **THIS INCLUDES AFTER SCHOOL STUDENTS PICKED UP LATE ON DAYS THEY ARE NOT SCHEDULED FOR AFTER CARE.** In order to compensate the school for the cost of this program and to strongly discourage late pick-ups, the following fees are imposed and will be **strictly enforced**:

First & Second occurrence	\$20.00 per FAMILY , additional \$10.00 per FAMILY for every 15 minutes after 4:00 PM.
Subsequent occurrences	\$20.00 per CHILD , additional \$10 per CHILD for every 15 minutes after 4:00 PM.

After School employees are not responsible for the administration of these fees. Any questions about the fees should be referred **in writing** to the Administration of the school.

AFTER SCHOOL Referral Report

Student _____ Grade/homeroom _____

Counselor _____ Date _____

HASP Director

- | | |
|--|---|
| _____ inappropriate behavior/disruption of group | _____ demonstrating disrespect |
| _____ physical aggression | _____ bullying (including name calling) |
| _____ breaking school rule _____ | _____ failure to check-in ON TIME |

_____ No referral has been given. This is a warning. A similar infraction will result in a HASP referral.

_____ Referral given. Please see consequences for referrals below:

- 1st Referral One hour removal from group
- 2nd Referral Two hour removal from group
- 3rd Referral Removal from group for the remainder of the day AND the next day
- 4th Referral Two day SUSPENSION from After School
- 5th Referral Expulsion from the Henderson After School Program

Please sign and return this form to the HASP Director.

Parent/Guardian Signature

