

HEIGHTS ELEMENTARY IB WORLD SCHOOL

BEFORE AND AFTER SCHOOL PROGRAM

PARENT HANDBOOK FOR 2023-2024



The Before and Afterschool Program is a fee-based program for students in grades K- 5. We provide a safe and caring environment for your child/children. Homework assistance, arts and crafts, movies, recess time, as well as a healthy snack will be offered daily in Afterschool.

Hours of Operation

- 7:00 – 7:30 am-Before School
- 2:10 – 6:00 pm-Afterschool

Dates of Operation

- We are open each day that school is in session for a full day.
- **CHANGE:** The Before and Afterschool Program is **unavailable** on teacher professional duty days, In-service days, holidays, and early dismissal days.

Registration

- Review the Parent Handbook.
- Understand that your child must be able to work and play in a group of 15 – 20 students daily and be able to use the restroom by themselves.
- Read and fill out the registration form before your child attends the program.
- **\$25 per child/\$40 per family: non-refundable annual registration fee.**

Office

- The Afterschool Office is in the Cafeteria.
- Phone: (239) 454-3972

Fees

- **Registration Fee:** \$25 per child/\$40 per family: annual and non-refundable
- **Before School:** \$20 per week
- **Afterschool:** \$50 per week
- **Late Payment Fee:** \$10 a week
- **Late Pick Up Fee:** \$1.00 per minute after 6:00 pm

Payments

- **Payments are due on the first day of attendance every week.**
- **The Florida Constitution, Article VII, prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy.**
- **Failure to make a payment on the first day of attendance will result in a \$10 late fee.**
- **Failure to make payment three times will result in your child being dismissed from our program.**

Insufficient Funds/Returned Checks

- The amount of the returned check must be paid in cash.
- Upon return of a second check, the program fees must be paid in cash for the remainder of the school year.
- The Director or Heights Administration will be contacting the family.

Paying by Check or Cash

- Include the child's first and last name in the check memo area.
- Make a check payable to Heights Elementary School.
- Place cash in an envelope with the student's name, teacher and grade printed on the envelope.

Drop-off Policy

- The morning program begins at 7:00 am.
- Parents must walk student(s) to the far café door.
- A Before School Staff member will sign your student in.

Pick-up Policy

- A photo ID will be required for picking up students from Afterschool.
- Parents must walk up to the area outside the café door. An Afterschool Staff member will call for your child once your ID is checked.
- Parents/Guardians will wait outside the next set of doors for their student and an Afterschool staff member will sign your student(s) out.
- Unauthorized persons will NOT be permitted to remove a child from the facility.

Dismissal from the Program

- Three late payments
- Three late pick-ups; after 6:00 pm
- Three disciplinary referrals

Homework

- There will be an hour homework session Monday through Thursday. In the event homework is completed early your child is always required to have an AR book(s) to read.
- Students needing help during homework time need to ask the counselor they are with.
- When you sign the registration form, you are also giving your child permission to use the internet during the Afterschool Program. Students may use the internet guided by one of our counselors. There are only a few web sites the students can use. The search engine is filtered by the Lee County School District.

Medications

- Any medications that your child/children need to take during program hours must be registered with the Program Director and the School Clinic. If a child receives medication during the program hours, the parents MUST fill out an authorization form and return it to school. This includes any “allergic” medications.

Snacks

- A healthy snack will be provided by the Afterschool Program every day. You may also send a healthy snack from home.
- Please do not send candy or soda. It will be taken from your child and given to you when you pick them up.

Toys, Games, and Personal Items

- Please put your child's name on all personal belongings: bookbag, lunch box, coats, jackets, etc.
- Toys, games, phones, I Pads, and electronic devices must be kept at home.

We are not responsible for any toys, games, phones, iPads or other electronics if they are brought to school and lost or stolen.

Discipline Policy

- To reduce discipline problems, the program staff places great emphasis on positive relationships between students, staff, and parents. Inappropriate behavior and destruction of property are not tolerated. Parents will be notified of any misbehavior.

- We follow the PAWS program taught to students in school:

Positive Attitude Act Responsibly Work Together Show Respect

- In the Before/Afterschool Program we practice these behavior interventions:

Non-Verbal reminders Redirection Verbal Warning-State PAWS expectation
 Seat/Classroom change Time out at ASP desk

- The Program Director may take one or more of the actions below:
 - Incident report may be written
 - A conference with parent and child may be requested
 - Parents will be notified of behavior and it may be necessary to pick up child from the program
 - A suspension from the program will be determined-via administration's decision
 - Dismissal from the program (5 days) will occur if a child earns three referrals
 - Permanent dismissal will occur after the 4th referral via administration's decision
- Immediate incident report sent to administration for:
 - Stealing
 - Destruction of school or personal property
 - Refusing to follow program policies or directions
 - Inflicting harm on another child, causing injury
 - Insubordination to counselor or director

Heights Afterschool Program

Positive Attitude

Use good sportsmanship with fellow students.

Be polite to others and afterschool staff.

Act Responsibly

Listen to and follow the directions of the Afterschool staff.

Report any issues to an adult.

Work Together

Use equipment in the classrooms, computer labs and playgroups as directed.

Wait your turn.

Show Respect

Be respectful to other students and the Afterschool staff.

Respect the materials you use in the classrooms and outside.

Put materials away when finished.



