

# THE AFTER SCHOOL GANG



Parent Handbook:  
Policies and Procedures

Dear Parents,

What you hold in your hands is the Parent Handbook. It is filled with the Policies and Procedures for our program, our program philosophy and goals, and our daily schedule. Please read the material carefully so that you understand our policies and procedures. Please make note of some of the changes being introduced this year. Also, included is a calendar that notes the schedule for the school year. Please see the calendar page for more information. More details will follow

Welcome back to all those returning TASGers. I'm so happy to have you all back! It's unbelievable how quickly this summer passed!

To all those new to the program, welcome to The After School Gang (TASG)!! We are so glad to have your child(ren) involved in our program. We're looking forward to a great year filled with lots of fun and excitement. For all those new faces that don't know me, I am Vicki Gardner the Director of The After School Gang. I am looking forward to meeting the kids and parents who are new to our program. Welcome! I hope you will find TASG a program you and your child can thoroughly enjoy!

I want to take this moment to give you some basic information about the After School Gang to familiarize you with our program. Our program is for K-5<sup>th</sup> grade students mainly from Elliott Point Elementary. Our program is broken into two classrooms - the Rockstars and the Superstars. The Superstars are our K-2<sup>nd</sup> graders and the Rockstars are our 3<sup>rd</sup> - 5<sup>th</sup> graders. Although, we generally try to group children by their grades, we may find the need to change them from time to time. **We reserve the right to place your child into either group depending on space and where we feel your child will be best suited.** We will make every effort to place your child in groups with their peers.

We are happy to have your child in "The After School Gang." If you have any questions please feel free to call us at 833-9580 or stop by the office.

Thank you,

Vicki Gardner  
TASG Director

## The After School Gang Philosophy and Goals Daily Schedule

### TASG Philosophy

To provide an atmosphere that allows each child to grow and develop while responding to his/her individual needs and interests.

### TASG Goals

- To provide quality care within a safe, nurturing, educational environment
- To recognize that each child is an individual with unique abilities and needs
- To enable each child to grow and develop to their fullest potential
- To enhance every child's self esteem and ability to build healthy peer relationships
- To provide activities that encourage the development and maintenance of a healthy self concept and respect for others
- To provide interesting and challenging activities which stimulate creativity and self-expression

### TASG Daily Schedule

2:00 – 2:30 Docie Bass	Pick up TASG from Elliot Point and walk to
2:30 – 3:30	Free Play
3:30 – 3:45	Snack Time/Story Time
3:50 – 4:30	Homework Time
4:35 – 4:45	Clean up/ preparation for activity
4:50 – 5:30	Activity of the day or special event

5:30 – 6:00                      Clean up/Free Time

Docie Bass Daily Schedule Breakout

2:30 -3:30              Free Play

- Upon returning from Elliott Point Elementary, we will play on the playground or in the gym (in the case of inclement weather)

3:30 – 3:45                      Snack Time/Story Time

- Parents need to provide snack for their kids; during snack time, we will occasionally work on reading a chapter book out loud or playing a trivia game while we're eating. We also allow the kids time to socialize with their friends

3:50 – 4:30                      Homework Time

- During this time, our kids will be working on homework. If kids do not have homework, they will be provided worksheets, color sheets, or be given time to read. Homework time is a quiet time; the children must either remain quiet or whisper, this allows those who have homework to concentrate.

4:35 – 4:45                      Clean up/ preparation for activity

4:50 – 5:30                      Activity of the day or special event

- During this time, we will be participating in our daily activity. Depending on the day we will work on an arts or crafts project, play a game or participate in a special event.

5:30 – 6:00                      Clean up/Free Time

“THE AFTER SCHOOL GANG”  
DOCIE BASS RECREATION CENTER  
**POLICIES AND PROCEDURES**

1. **ENROLLMENT** - A child is considered enrolled when the parent/guardian has completed the appropriate registration forms and paid the fee due for the month.

**MAINTAINING ENROLLMENT** - If your child is absent for five (5) consecutive days and we have not received any notification, we will assume that he/she has dropped out of the program and his/her spot will be filled by someone on the waiting list or by a walk-in registration. Please notify the office at 833-9580 if your child will be absent or is dropping out of the program to avoid losing your spot in the program.

IT IS THE PARENTS' RESPONSIBILITY TO KEEP THE CENTER INFORMED AS TO WHETHER THEY WISH TO HOLD A PLACE FOR THE CHILD IN THEIR ABSENCE, OR WHETHER THE CHILD SHOULD BE DROPPED.

Parents can maintain their child's place, even if the child will be out for a month or more, by paying the class fee for the appropriate month(s).

2. **PROGRAM FEES** - Program fees are due on the first of each month and considered late after the 5<sup>th</sup> of each month by 6:00 PM. **Fees must be PAID IN FULL by the 10<sup>th</sup> of the month (or the next school day.) If fees are not paid in full by the 10<sup>th</sup> of the month, we will be unable to pick up your child from Elliott Point until full payment is received. Additionally, your child's spot may be filled beginning the 1<sup>st</sup> of the following month.**

a. 5<sup>th</sup> after 6:00pm - \$5.00 late fee plus monthly fee

**b. 10<sup>th</sup> after 6:00pm – If not paid in full including the \$5.00 late fee, child will not be picked up from Elliott Point**

FEES ARE AS FOLLOWS:

Residents of FWB	\$108.00/month
2 <sup>nd</sup> Child	\$ 98.00/month
Non-Residents of FWB	\$126.00/month

If you have concerns about not being able to make your payments on time, please stop by the office. We will be happy to work out a payment plan. The worst thing to do is to not let us know, and have your child dismissed from the program.

In order to make fees easier to pay, program fees are figured based on the total school year. This allows the amount your payments to remain the same each month. Please note that this fee does not change even during months with holidays or breaks (i.e. Christmas break or spring break). **This fee does not include FULL DAY PROGRAMS or SPRING BREAK CAMP!**

**UNCOLLECTED FEES** – Any fees not collected by the 20<sup>th</sup> of each month will result in the following procedure:

- A. *Notification by Phone* – 5 business days to pay the outstanding amount, then if payment is not received:
- B. *Notification by Letter* – 10 business days to pay the outstanding amount to avoid further collection action being taken

**Please note:** Any outstanding fees **MUST** be paid before your child may return to the program or any city run program.

3. **DAYS/TIMES** – The program is held from 2:15 p.m., the approximate time the children are dismissed from school, until 6:00pm. Activities will be organized from the time the children arrive at the center until they leave. Parents may pick up their children at any time; however, all **MUST BE PICKED UP BY 6:00PM EACH DAY**. Please call the center if you anticipate being late, so we are aware of the situation. Otherwise we will be calling everyone on your pick-up list to see who will be picking up the child and if they are on their way.

- Please note: while we understand there are emergencies, because City employees are not compensated after 6:00pm and they have other obligations, we have instituted a late pick up

policy.

**LATE PICK UP POLICY** – TASG ends promptly at 6:00 p.m. (by office clock.) A staff member must stay with your child at all times, even after the day is over, so please be considerate of their time by arriving no later than 6:00 to pick him/her up. If you are unable to personally comply with this pick up time, please make other transportation arrangements.

**If a child is here after the 6:00 p.m. deadline, you will be charged a late fee of a \$1.00 per minute until the child is picked up, payable in cash at that time.**

4. **PICK UP POLICY** – Please make sure that the person picking up your child is on the authorization list to remove your child from the center. It is also helpful if you call the center to let us know that someone will be picking up your child that we may not be very familiar with. We will check the child's authorization pick-up list for the person's name and ask for identification. Your assistance in this matter is crucial, please help us keep your children safe. It is your responsibility to keep all of your child's records current. Please let us know if/when something changes.

When you pick up your child, please enter through the gym and sign your child out. PLEASE DO NOT ENTER THROUGH THE CLASSROOMS! Once you have signed your child(ren) out, **please wait in the office**. One of the Docie Bass Recreation Center staff will get your child(ren) for you. This is requested of parents to minimize the interruption of activities and the distraction of the other children.

5. **TRANSPORTATION FROM ELLIOTT POINT TO DOCIE BASS** – Children in the program from Elliott Point Elementary School will meet in the library at the school when dismissed from their classrooms. Please inform your child's teacher that he/she will be attending Docie Bass for after school care. This assists your child in getting to the cafeteria in a timely manner. Three teachers from Docie Bass will meet the children. The teachers will walk with the children from the school to the center to ensure that arrival is safe and supervised. Parents should be certain to sign the form giving children permission to ride in teachers' private cars should it rain. **If parents do not give permission for their child to ride in teachers' cars, parents must arrange for their child to be picked up from school or transported to Docie Bass.**

***If for any reason your child...***

**1) Is absent from school 2) will be checked out early 3) will be picked up at school by someone other than the center 4) will be going home via bus, bike etc.; you must inform us by 1:45.**

**This information is vital in helping us keep track of your child. It also prevents unnecessary worry and searching for your child at Elliott Point.**

6. **AFTER SCHOOL SNACK** – You are responsible for providing an afternoon snack for your child. Docie Bass Recreation Center staff recognizes the need for a nutritious after-school snack. Please provide at least a week's worth of healthy snacks that can be stored at the center without refrigeration. Please label these items with your child's name clearly marked. Some healthy snacks that are easy to store include crackers, pretzels, fruit packs, and applesauce.

7. **REFUNDS** – There are no refunds on fees paid.

8. **DISCIPLINARY POLICY** – Our discipline policy outlines certain unacceptable behaviors and their consequences. They are as follows:

*No Fighting* – shoving, hitting, kicking, and playing rough with intent to hurt

*Being Unsafe* – leaving the group without permission, shoving to be first in line

*Bad Language* – self explanatory

*Being Disrespectful* – talking back, disobeying on purpose

*Inappropriate Displays of Anger* – pitching a fit, pounding on the table, shoving chairs

*Leaving the group without permission*

If a child displays any one of these behaviors the following **consequences** will occur:

he/she will

a. miss part of their activity time

b. miss the Friday movie (and/or other special event)

c. complete tasks around the center (these tasks may include: folding papers, organizing/cleaning out game and supply cabinets, organizing book shelves, etc.)

- d. spend the day in the office
- e. parents will be notified

**\*\*\* Any child leaving the group without permission is subject to automatic suspension from TASG! \*\*\***

**Please note** if a child spends 3 total days/week in the office, he/she will be suspended for 1 day from the program. If a child is suspended from school, he/she may not attend the after school program on the day(s) of the suspension. **If a child is suspended three (3) times from the after school program during the school year, he/she will be expelled from the program.**

**This discipline policy is not all inclusive.**  
**Certain behaviors and/or situations arise that will be handled on a case by case basis.**

In accordance with the State of Florida Department of Children and Families statutes, you are required to sign a form stating that you have read the above discipline policy for your child's program. If you have not done so please contact the office.

9. **MEDICATION** – State law requires that any medication the child must take while at our center must be kept in its original prescription bottle and the parent must fill out a Medication Authorization form. Over the counter medication such as Tylenol, Advil, etc. will not be administered.

10. **CONTAGIOUS CONDITIONS** – If your child has any condition or illness that affects the health and welfare of the other children and staff, your child may not return to the After School Gang until the condition or illness is cleared up. These conditions include, but are not limited to, head lice, high fever, vomiting and strep throat. If your child did not attend school due to an illness they may not attend the after school program on that day!

**\*A note from a doctor stating that your child is not contagious is required before your child may return to the program.**

**\*Head Lice:** If your child has head lice, please contact us immediately. Lice spread very easily. In order to return to the center each child must be nit free and parents must provide a receipt for the treatment and empty lice shampoo bottle. A doctor's note will suffice.

11. **PHONE NUMBERS** -It is extremely important that parents' phone numbers be kept up to date along with emergency phone numbers of other persons listed on the registration form.

12. WAITING LIST -We have a waiting list in the office. Interested parents may place their child's name on the list if they wish to enroll the child as soon as an opening becomes available. We will work down the waiting list in order as openings occur.

13. SKATE AND SCOOTER DAY -Typically, each month we have a "skate and scooter day." On this day the children are allowed to bring their skates, scooters, skateboards, and "heelies" (no bikes, please.) In order to participate, each child must bring their own helmet. Your child WILL NOT be allowed to ride their scooter etc. without an appropriate helmet. If your child does not have any of the above mentioned toys, we have "Docie" scooters that your child can play with.

14. ICE CREAM DAY -Every other Friday, the ice cream man visits Docie Bass. If you would like your child to purchase ice cream, you can either send him/her with money to school or give the money to their teacher earlier that week. Ice cream prices range from \$.75 to \$3.00.

DOCIE BASS RECREATION CENTER  
THE AFTER SCHOOL GANG  
CALENDAR 2009-2010

The following calendar notes the school holidays during which The After School Gang (TASG) **WILL NOT MEET**. Please write these dates down or post this calendar where you can refer to it.

<b><u>DATE</u></b>	<b><u>REASON</u></b>
September 7, 2009	Labor Day Holiday
November 11, 2009	Veteran's Day
November 23-27, 2008	Thanksgiving Holidays
December 18- January 1, 2010	Winter Break
January 18, 2010 Birthday Holiday	Martin Luther King Jr.,
February 15, 2010	President's Day

We will be open on all early dismissal days and most Teacher work Days. More information on Teacher work days will follow.

We will **NOT** be running a holiday camp during the Winter Break.

**Day Camp Days**

The program will run from 7:30am-6: 00pm. YOU MUST REGISTER AND PAY FOR YOUR CHILD AT LEAST 3 DAYS PRIOR TO THE TEACHER WORKDAY. There must be a minimum of 10 children prepaid in advance in order to run this full day service. Each child must bring a lunch and two snacks. **Drop-ins will not be accepted.**