



PARENT HANDBOOK

2021 - 2022

**P.O. Box 298724
Pembroke Pines, FL 33029
Fax: (954) 251-4935**

**Aftercare Hours:
School Dismissal to 6:00 p.m.**

Welcome!

We would like to take this opportunity to welcome you and your children to the After School Connections program.

The goal of After School Connections is to provide a quality program that is safe, fun and affordable. We offer age appropriate activities under the supervision of trustworthy, caring and qualified staff that understands and meets the needs of the children in their care.

The children will receive a quality program of well supervised fun, enriching, academically-oriented and recreational activities that stimulates new interests, encourages creativity and builds self-confidence during the hours the children are away from home.

Snack: Due to allergies, each child needs to bring a snack from home. Hard candy, soda and gum are not permitted.

Enrollment:

- The registration is available on our website at www.afterschool-connections.org/register. All the information required on the registration must be filled in. Children must be enrolled for the full four-week session. No part-time enrollment is available.
- Please make sure to update your information when necessary with the campus manager or director.
- A one-time **non-refundable family registration fee of \$50** is due along with the registration packet. Please make checks or money orders payable to After School Connections LLC or pay by credit card on our webpage at www.afterschool-connections.org/payment.
- The regular program fee is \$210.00 per a 4 week period. There is a discount for siblings \$189 per 4 weeks period.
- Payment schedules per campus are available on our website.
- It is the parent's responsibility to schedule payments prior to the session start date to guarantee the students participation and avoid late fees.

Fee Information/Schedule of Payments:

There are 10 payment periods during the school year. A copy of the current payment schedule is on our website www.afterschool-connections.org/payment. Please note that the payment period does not include the days the children are off from school, or during winter and spring break.

After School Connections LLC does not accept cash payments. All payments are to be made by check, money order, cashier's check or credit card.

Payment is due *Monday* through *Thursday* during the payment period. A fee of \$25 will be charged if your payment is late. The tuition payment and late payment fee must be made no later than the start of the new session; Payments not received are subject to automatically be unenrolled from our program.

**** Effective May 1st through the end of the school year; we will not accept payments in the form of a CHECK. This includes but is not limited to: tuition, late payments or late pick up fees. We will only accept a **money order, cashier's check or online payments.**

Please visit our website at www.afterschool-connections.org/payment to make an online payment.

Should you choose to make your payments by check and check is returned, you will be charged a fee of \$25. And all subsequent payments must be money order or Credit card for the period of one year.

Children enrolled in the program who are not in attendance and miss any days during the month due to illness or for other reasons must pay for the entire month. **There is stringent no refund - no credit policy. Including but not limited to, unexpected school closures, inclement weather/hurricanes, pandemics, and child sickness, withdrawn/dismissed from the program and or school.**

Late Pick-Up Policy:

The after school program *closes promptly each evening at 6:00 p.m.* All parents and/or guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the program that you will be late or are sending an alternate to pick up your child. If the alternate is not on your emergency contact list, the director/manager will call the parent/guardian to confirm that the individual may pick-up the child and will ask for the "Family Password" you wrote on the registration packet. In addition, please advise the alternate to bring photo identification with them. After the site closes, a staff member will attempt to reach the parent, guardian or emergency contact by telephone. If a child remains at the after school program an hour after closing time and neither parent, guardian nor emergency contact can be reached the local police department will be contacted and the child released into the custody of the appropriate law enforcement official.

The late pick fee is **\$1.00 per minute, per child after 6:00 p.m.** This fee is due by check or credit card upon picking up your child. Three late pick-ups in the same 4 week session may result in your child being dismissed from the program.

Notification of Changes:

It is extremely important that you notify the manager/director of the program immediately of any changes in your home address, phone numbers, and/or pick-up information.

Attendance:

In order to ensure the safety of all the children attending After School Connections LLC, we have implemented the following guidelines stated below.

Daily attendance is taken for all children in the program. The parent/guardian is responsible for notifying After School Connections LLC if their child will be absent from the program, especially if they have attended school during the day. Please complete in the specific campus the "way home change" field on our webpage www.afterschool-connections.org.

If the child does not report to aftercare and is registered for the program and After School Connections LLC does not have official documentation of the absence (early release sign out sheet, school absentee list, etc.), then the parent/guardian/emergency contact will be called to confirm the student's nonattendance.

Sign Out:

Only personal authorized in writing by the parent/guardian may pick-up the child from our program. Your child must be signed out with your initials and time when picked up each day. Staff members will request picture ID. In order to avoid parents/guardians repeatedly showing picture ID every pick-up time, we recommend allowing us to take your picture for our database. Please be aware that we do this for the protection of the children in our program. Your child will not be released to anyone without prior written notice and/or a telephone call. The director/manager will call the parent/guardian for your password should another person not listed as an emergency contact pick up the child that day. Any one picking up students from the aftercare program must be at least 18 years of age and show a picture I.D in order to remove child from the center.

If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent if both are listed on the registration packet. After School Connections LLC will only follow what the court order states.

No child will be permitted to walk or ride their bicycle home from the after school program.

For the safety of the children, NO children should be walking in the parking lot. During dismissal, the following procedures must be abided: Before 3:45 pm, parents are not permitted to park in the car line, they must park a parking space in the parking lot. Please Note: We require you to sign out your child/ren at the front desk, no aftercare student will be brought out to the car line.

School Clubs/Tutoring/Helping School Staff:

All children attending school clubs during after school hours must check-in with their counselor prior to attending the club. The parent/guardian must provide the after school program staff with written permission for him/her to attend any club or tutoring program after school. Children who attend the after school program are not permitted to stay late or help any teacher in their classroom without a parent/guardian's written permission or the teacher must be listed on the Emergency Contact list. If the child is already in aftercare, the teacher must sign him/her out. If a child goes back to aftercare from clubs/tutoring/helping staff, the teacher must sign him back into aftercare.

Safety & Health:

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parent/guardian cannot be reached immediately, the emergency numbers on the registration form will be called. In the event of an emergency warranting medical attention or considered life threatening, the director/manager will call 911 or take other necessary emergency measures.

Every site is equipped with a first aid kit. All our After School Connections LLC staff members are CPR/First Aid Certified. The director/manager will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid and a copy of the accident report will be kept on file.

Children's participation in all activities in the aftercare program are by the parents' consent. After School Connections LLC will not be responsible for any injuries that might occur during Aftercare hours.

Medication:

It is our policy that **we will not dispense medication** to the children. Children are not permitted to have medication in their possession or take it on their own. The aftercare program does not have a nurse on staff.

For the safety of the child/ren it is mandatory that all parents provide the program with a prescribed EIPEN to be administered by counselors in the event the child /ren needs it.

Personnel:

All child care personnel function under the direct supervision of the manager/director, an experienced child care professional who works onsite to supervise the daily activities and safe operations of the program. All staff members meet educational and experience requirements for the position that they hold.

Each staff member will be fingerprinted; background screened, and they must meet medical requirements set forth by law. All staff is advised to take the Child Care Training course mandated by law and CPR & First Aid certification.

Daily Activities:

Upon dismissal from school, all children report to their designated area. Students in the primary grades may be picked up from their classrooms and escorted to the designated room by an aftercare staff member, depending upon school procedures. Children are grouped according to their grade.

Our schedule blends educational and recreational activities between the hours of 3:00 p.m. and 6:00 p.m. that may include: reading, writing, math, language, computers, science, drama, cooking, art, music, and physical education programs. Work time, in a quiet, supervised environment, is provided daily with assistance if needed. At 5:30 p.m. children are brought to the cafeteria and may choose from a wide variety of fun activities including board games, blocks, arts and crafts and/or age appropriate organized sports and games. Occasionally educational videos will be shown.

Discipline:

After School Connections LLC uses behavior techniques including positive reinforcement, redirection, conflict resolution and a rewards system. A child with a consistent behavioral problem who does not

respond to his/her counselor or who exhibits extreme or dangerous behavior will be sent to the manager/director. The manager will then notify the child's parents and/or guardians with a Behavior Report.

In extreme cases such as running away, fighting, disruptive behavior, stealing, threats of violence, or destruction of school property, the parent and/or guardian may be called to pick-up their child immediately. The child may be immediately suspended or dismissed from the after school program. Internal and or external suspension from the program will apply if needed.

If the problem persists, a parent/guardian conference will be scheduled the areas of concern will be discussed along with the necessary steps to help improve your child's behavior. If the situation does not improve, the child may be suspended. 3 Behavior Reports in the same 4 week session will result in dismissal from our program.

We reserve the right to dismiss your child from our program in the event that a parent does not comply with our policies and/or displays inappropriate behavior towards employees or staff.

Parents/Guardians Responsibilities:

Parents and guardians are responsible for:

- Picking up their child/ren by the close of the program at 6:00 pm. DCF/Police may be called if children remain at the program one hour after closing time.
- Conforming to the payment schedule of the program.
- Notifying the aftercare program if:
 - ✓ Any information on the Registration Form changes (telephone #'s, address, pick up information, etc.)
 - ✓ Your child attended school, but will not be attending the after school program on any given day or period of time.
 - ✓ There is a change in the daily departure routine or the person picking up.
 - ✓ Your child is being withdrawn from the after school program.
 - ✓ Your child's participation in the program is limited due to health or other impairments.
 - ✓ Their child has any allergies.
 - ✓ Their child is participating in any extracurricular activities after school (tutoring, or club).
- A child may be expelled from the program if a parent does not meet the above responsibilities on a consistent basis.

Exceptional Student Registration:

Exceptional Students may enroll and participate in the aftercare school program. However, the After School Connections LLC staff may not be trained in Special Education. To ensure that there is adequate and safe supervision for all children in the program, the following procedures will be followed before a child enrolls:

The parent must fill out the ESE pre-enrollment form.

If the After School Connections LLC staff requires no additional training, and the proper ratios are being maintained, the child may participate in the aftercare school program.

Students will be included to the fullest extent possible. Lower student/staff ratios will be provided on a case-by-case basis. When reasonable efforts have been made to accommodate a student and those efforts have been unsuccessful, the student may be dismissed from the after school program.

Cell Phones/Electronic Devices/Toys:

The use of electronic devices and toys by a student during aftercare is NOT allowed. If these items are brought to aftercare and then lost or stolen, the program is not responsible for the loss.

Electronic devices or toys brought to school are subject to confiscation by any aftercare employee if they create a distraction/disturbance during the afterschool hours. Electronic devices or toys that are confiscated will only be returned to a parent or guardian. Utilizing social media sites will not be permitted in the aftercare program.

Students are allowed to call the parents using the aftercare direct line only.

School Holidays/Early Release Day:

The After School Connections LLC program will be closed on the same holidays as the school: Labor Day, the day before and after Thanksgiving Day, Thanksgiving Day, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day and Memorial Day. In the event of a hurricane or any other unforeseen school closings we will follow the school board policy and procedures.

After School Connections LLC will accept your children on all early release days at no additional cost. We may have special activities planned on those days such as: Interactive live animal shows, a mask festival, an ice cream party, indoor field trip, movies and much more.

Holiday and Camp Days Information:

Available online at www.afterschool-connections.org for each campus.

COVID-19 PROTOCOL

Worker Safety Measures Taken to Protect and Keep Our Employees and customers Safe

After School Connections LLC, has reviewed applicable federal, state, and local orders of guidance and has determined it is permitted to resume operations. A number of safety measures we have taken to protect you as we re-open our business. We appreciate your patience and loyalty during these difficult times and want to ensure you that After School Connections LLC is committed to maintaining a safe and healthy workplace.

To prioritize your safety, we are implementing the following safety measures at our facilities:

We have implemented an infectious disease preparedness and response plan to protect our employees and our clients/customers/vendors from COVID-19 following the recommendations and guidance of the CDC, OSHA, HHS, and other applicable federal, state, and local health authorities. These plans include specific steps to follow if an employee gets COVID-19 and protocols for isolating employees who become ill at work. If any employee is confirmed to have COVID-19, the company will address and isolate employees working near the infected co-worker.

INFECTION CONTROL/PREVENTION:

We have implemented the following preventive measures:

- Intensifying cleaning, disinfection (including deep disinfection prior to employees returning to work).
- Providing a place and supplies to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Restricting the use of shared space and items (e.g. tools, equipment, workstations, etc.).
- Limiting worksite access to only essential workers, if possible.
- Utilizing proper ventilation.
- Restricting visitors on our premises.
- Canceling non-essential travel.
- Training all staff in COVID-19 related safety actions.
- Sick employees stay home as appropriate.
- Encouraging workers to report any safety and health concern

EMPLOYEE & Children HEALTH SCREENING:

We have established routine, daily health checks which include temperature checks using “touchless” thermometers before employees are allowed on the premises at the beginning of their shift. If temperature is 100.4°F or higher, or the employee exhibits visible symptoms of illness consistent with COVID-19, the employee will be asked to leave work and return home to self-quarantine. The children will be placed in an isolation room and parents will be notified to pick them up.

HEALTHY HYGIENE PRACTICES:

We encourage all employees and children to use respiratory etiquette (including covering coughs and sneezes). We encourage all employees to exercise proper and frequent handwashing and to properly dispose of items such as used tissues, paper towels, etc.

PHYSICAL DISTANCING:

We encourage all employees and children to properly distance from others while working/participating and while on breaks (leaving at least six feet between themselves and others). We have spaced out seating in break areas and staggered gathering times. We have spaced out workstations and timeclock waiting lines.

WORKSPACE ARRANGEMENTS:

We have implemented physical barriers and/or rearranged various workspaces in order to maintain proper physical distancing. We have implemented employee movement flow procedures (such as one-way flow for entering and exiting the facilities) in order to ensure proper physical distancing in the workplace.

CLEANING/DISINFECTION:

We are regularly cleaning and disinfecting surfaces, equipment, and other elements of the work environment, especially high-touch areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The following PPE: face masks (wear for children and staff while indoors), face shields, gloves are optional. A face covering shall not be required for any student outside of the school building if maintaining physical distancing of 6 feet minimum between students. Staff will be provided with training on how to effectively use, clean, maintain, and dispose of PPE.

EARLY REPORTING:

We have established an Early Reporting Policy, where all employees need to immediately report any COVID-19-type symptoms (such as fever, coughing, shortness of breath, difficulty breathing, etc.) to their supervisor or HR. If you develop any of these symptoms related to COVID-19, you will be asked to stay (or return) home and to call your healthcare provider right away. We have established a flexible sick-leave policy for illnesses due to COVID-19.

COVID-19 Protocol

Safety Guidelines, All students must:

- Not come to school if ill including, but not limited to symptoms of fever (100.4 or higher), cough, sore throat, diarrhea, headache, body ache, shortness of breath, fatigue, loss of appetite and sense of smell, and other flu-like symptoms.
- Self-screen at home prior to reporting to campus. Parents and guardians are recommended to take their child's temperature prior to reporting to campus and the student shall not report to campus if they have a temperature of 100.4 or higher. Students shall not report to campus while using fever-reducing medications.
- Comply with all directives related to health and safety, including, but not limited to usage and passage through common areas and shared spaces.
- Abide by social distancing guidelines:
 - A. Grades K-5, students should be at least 3 feet apart (with masks)
 - B. Grades 6-12, students should be at least 3 feet apart (with masks) and 6 feet apart in areas of high community transmission risk (cafeteria, large gatherings)
 - Follow revised school procedures that may include, but not limited to direct report to classrooms, after school care, limited classroom changes, limited movement throughout the campus, enhanced sanitation, wearing of facial coverings, changes to school cafeteria and food service procedures, increased handwashing, any school activity outside the regular school day, and other changes needed to comply with CDC guidelines and other changes that may be needed for health and safety.
 - Avoid congregating when moving throughout the campus.
 - Not share any school supplies, such as pens, pencils, devices, textbooks, etc.
 - Wear face coverings inside campus. **A face covering shall not be required for any student outside of the school building while the student is engaged in physical activity provided that the student maintains physical distancing (six (6) feet minimum) from other persons when not wearing a face covering; when distancing measures are not possible, masks must be worn.**

Guidance on the Use of Cloth Face Coverings

What is the policy for wearing face coverings?

- We ask that you follow the recommended guidelines for your country and area and cover your mouth and nose with a mask or cloth face cover when around others.
- All employees must be bringing their own reusable or disposable face coverings across all our campus.
- After School Connections is deeply committed to keeping all our employees' safe and healthy while we provide essential services to our school family and their children.



Why do we need to wear face coverings?

WHO recommends wearing a mask or cloth face covering in public settings where social distancing measures are difficult to maintain, **especially** in areas of significant covid-19 community-based transmission?

- You could spread COVID-19 to others even if you do not feel sick or have symptoms of Covid-19.
- The virus is thought to spread mainly from person-to-person and or between people who are in close contact with one another (within about 6 feet or 2 meters).
- The virus may spread through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- Continue to keep about 6 feet or 2 meters between yourself and others. **The cloth face cover is not a substitute for social distancing.**

How to Wear a Cloth Face Covering

- The covering should fit snugly but comfortably against the side of the face and be secured.
- The covering has multiple layers of fabric and allows for breathing without restriction.
- Employees should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Safely sterilizing and cleaning a Cloth Face Covering

Cloth face coverings should be routinely washed depending on the frequency of use. Wash at the warmest temperature and dry at the highest heat setting. Leave in the dryer until completely dry. Air drying is also possible. Even better in direct sunlight and dried flat

- The face covering can be washed up to 20 times before needing replacement. Replacements will be on request.

Thank you in advance for helping to ensure a safe and healthy environment for all of us.