

**PENSACOURT’S KIDS CENTER
2013-2014 After-Schoolers Program**

TABLE OF CONTENTS:

Parent Handbook Pages 1-4
Application for Enrollment & Emergency Care Information Pages 5-6
Important Information Checklist Page 7
Important Payment Information Page 8

PENSACOURT'S KIDS CENTER 2013-2014 After-Schoolers Program

PARENT HANDBOOK

(3 pages)

Welcome to Pensacourt's Kids Center After School Program. The purpose of this program is to provide your child(ren) with a fun and safe place to come to after school. They will enjoy activities in areas such as arts & crafts, sports, swimming, games, music, tennis, yoga, and help with homework. Your child(ren) will also have the opportunity for relaxation and quiet activities after being in school all day. This handbook will provide you with a variety of information that will help you better understand the program.

PROGRAM HOURS:

The After-Schoolers Program hours are from: 2:00 pm-6:00 pm, Monday - Friday.

ENROLLMENT:

To enroll in the After School Program you need to complete and return the Application form to the kids Center. If there is ANY CHANGE in this information you will need to IMMEDIATELY notify the After School office. The registration fee and first monthly fee is due upon enrollment.

REGISTRATION FEE:

Upon enrollment of your child, a yearly registration fee of \$45.00 per child will be due. **I understand that ALL FEES ARE NON-REFUNDABLE.**

TUITION AND OTHER FEES:

The monthly fee is \$200.00 for the first child, and \$150.00 for each additional child. The payment is due by the first of each month. Fees not paid by the 5th of the month will result in a late fee of \$10.00 for the first day and \$1.00 a day thereafter. **I understand that ALL FEES ARE NON-REFUNDABLE.**

In the event that you are unable to pick up your child on time, before the center closes at 6:00 p.m., a fee of \$1.00 per minute will be charged and payment will be due the following day.

There will be a \$25.00 fee for all returned checks.

NOTICE OF WITHDRAWAL:

We understand that situations arise that require withdrawal from the program. You may withdraw from the program by sending a letter to request withdrawal. The letter needs to be received by mail or in person by the 26th of the current month to be effective the first of the next month. Full payment of any fees due must be paid at this time.

PICK UP PROCEDURE:

In order to promote the safest and most efficient conditions for your child(ren), please pick your child(ren) up from the front desk. You will sign them out by initialing the appropriate daily box and noting the time. At this time the staff will call for your child(ren). If the staff member on duty has not met you a picture ID will be requested.

PICK UP PROCEDURE continued...

If it becomes necessary for someone else to pick up your child(ren) please send a note with your child(ren) noting the persons. They will be required to show a picture ID. If you are unable to send a note please contact the Director prior to your child's pick up time. Emergency contacts will not need a note or call to the Director prior to pick up.

SAFETY:

The After School Program provides a safe, well-supervised and loving atmosphere. Working parents can be at ease knowing their child(ren) are actively involved in a supportive environment that is video-monitored for extra security.

SNACK:

Each After School child will be given a nutritional daily snack. Children may bring their own nutritional snack if they desire. If your child has any special dietary needs, please make arrangements to send the special snack for distribution.

BEHAVIOR GUIDELINES AND DISCIPLINARY PRACTICES:

We believe that children are responsible for their own behavior and we will encourage and support children in learning to exercise self-discipline. Standards of behavior expected are:

1. Treat everyone with respect
2. Respect the property of others and the center
3. Make choices that allow the safety of one's self and others
4. Make responsible choices regarding behavior
5. Make choices that enable everyone to have positive experiences each day
6. Demonstrate good sportsmanship and fair play at all times

Discipline should be a teaching process rather than a punishing process. The After-Schoolers Program does not allow any use of any physical punishment and children will not be subject to discipline that is severe, humiliating, or frightening. Our discipline practice is intended to help the child gain self-control through learning appropriate behavior. Staff will use positive ways of discipline through talking it out, positive behavior reinforcement, explanation, and encouragement. Staff will use "THE THINKING CHAIR" when a child continues to endanger or inflict harm to him/herself or another child, and when the other methods are unsuccessful. "THE THINKING CHAIR" is a method where the child is removed from play and sent to a special chair to allow a few moments to think about his or her actions before returning to the group activity. Behaviors which are unacceptable are:

1. Disruptive or disrespectful behavior
2. Foul, abusive, or obscene language
3. Physically aggressive behavior towards another individual
4. Any behavior that could be potentially harmful to the individual child or other children
5. Any behavior that is deemed unacceptable or problematic by the Director

If "THE THINKING CHAIR" is not effective for the child(ren), the counselors may use a disciplinary procedure of having the child write 10 sentences stating the inappropriate behavior and how they will not continue to demonstrate this behavior. If these methods of discipline are not successful, the Director will have a conference with the parents. If inappropriate behavior continues the center reserves the right to dismiss the child from the program.

We want your child to experience a positive, enjoyable time; therefore, your support will be greatly appreciated.

HEALTH POLICY:

We will contact you if your child is sick. The Director has the discretion to notify parents to pick up their child if the child has a fever of 100 degrees or above, if a child has an open and draining sore, if any other contagious condition exists, or if the child has a serious injury.

MEDICATION:

If your child requires any medication during the period they are in the After School Program, parents must bring the medicine to the center, complete a Medication Release Form and note on it the time the child needs to take it during the After School Program. The medication must be in its original container.

CLOTHING:

Your child will be active in both indoor and outdoor play, as well as swimming. It is important for your child to be dressed appropriately for the weather. We will go out each day unless it is raining, so please send a sweater/jacket when appropriate. We ask that your child(ren) wear sneakers in order to accommodate the active games they will be participating in both indoors and outdoors. Also, please supply a bathing suit, a towel, and water shoes/flip flops (this helps keep their main shoes dry). Non-swimmers must bring a life vest. Please send along a bottle of sunscreen with their name marked on it for protection until the Bubble goes up.

CHILD ABUSE AND NEGLECT REPORTING:

All childcare personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with the Section 415.504(1)(e) of the Florida Statutes (F.S.) "Child Abuse or Neglect" is defined in s. 415.503(3), F.S., as "harm or threatened harm" to a child's mental or physical health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Section 65C-22, F.A.C. requires that parents must receive a copy of the Child Care Facility Brochure, KNOW YOUR CHILD'S DAY CARE CENTER. The parent's or legal guardian's signature verifies receipt of the childcare brochure.

Section 65C-22, F.A.C. requires that parents are notified in writing of the disciplinary practices used by the childcare facility. The parent's or legal guardian's signature verifies the parents or guardians have been notified in writing of the disciplinary practices of the childcare facility.

EMERGENCY PROCEDURES AND NOTIFICATION:

All accidents and incidents which occur at the center will be documented and shared with the parent/guardian on the day they occur. If for some reason you notice a scratch, bruise, bite mark, or anything unusual about your child, please speak to the Director immediately. There are occasional incidents that occur that the caregiver did not see happen, but we will strive to be alert.

An Accident Report will be written and used as notification to the parent. Parents are requested to sign and date the report. Parents/guardians will be notified immediately in the event of any serious illness, accident, injury or emergency to their child. If the custodial parent/guardian cannot be reached, the Director will contact those persons designated by the parent/guardian to be contacted.

PERSONAL BELONGINGS AND VALUABLES:

PLEASE mark all your child's personal belongings with their name. Items left for more than one month will be donated to a charitable organization. The After-Schoolers Program cannot be responsible for lost or broken items; therefore, personal toys (such as DS and games, iPods), computer games, radios, jewelry, or other valuables are the responsibility of the parent and child(ren).

HOLIDAYS:

The After School Program follows the Pensacola public school schedule and is open on those days that school is in session. We are closed for holidays where children do not attend class. Kamps are available for Fall Break, Christmas Break, Spring Break, and throughout the summer.

VISITATION:

Parents are always welcome to visit the program at any time. We would like to have you come and share your job skills and hobbies with us as well. PLEASE DON'T throw away any toys and games. We can always use toys, games, DVDs, and books!

COMMUNICATION:

We will strive to keep you well informed about "Special Happenings." Please be sure to take a moment to read the After School Program Board and read fliers that your child brings home.

We hope this handbook has been informative and if you have any questions, comments, or suggestions, please see the Director.

Pensacourt Kids Center After-Schoolers 2013-2014

Application for Enrollment and Emergency Care Information

Date: _____ School: _____ Grade: _____ Teacher: _____

STUDENT INFORMATION

Child(ren) Address: _____ Zip _____

Child #1 Full Name: _____ M ___ F ___
Last First Middle Nickname

Social Security Number: _____ Date of Birth: _____ Age: _____

Child #2 Full Name: _____ M ___ F ___
Last First Middle Nickname

Social Security Number: _____ Date of Birth: _____ Age: _____

FAMILY INFORMATION

Child (ren) lives with: Both parents _____ Father _____
Mother _____
Other (state name) _____

Mother's Name: _____	Father's Name: _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Employer: _____	Employer: _____
Address: _____	Address: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Email address: _____	Email address: _____

MEDICAL INFORMATION: In case of accident or serious illness, if the Pensacourt's Kids Center After-Schoolers staff (center) is unable to reach me, I hereby authorize the center to contact the physician indicated and to follow his instructions. If it is impossible to contact this physician, the center may make whatever arrangements necessary to provide care and treatment for my child. In case of accident or illness where immediate treatment for my child is not necessary, but he/she is unable to remain at the center, the center will contact me to arrange transportation for my child. If the center is unable to reach me, I authorize the center to contact one of the persons indicated under emergency contact person(s) to transport my child home. I also give permission to the center to make whatever emergency (i.e. first aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of the center.

Doctor: _____ Address: _____ Phone: _____
Dentist: _____ Address: _____ Phone: _____
Hospital Preference: _____

SPECIAL INFORMATION: Does your child have any special needs? Please list allergies, prescribed medications being taken, special medical or dietary needs, or other areas of concern:

MEDICATION POLICY: Before medication can be administered, parent must fill out a Medication Release Form. Medicine must be in the original prescription bottle listing child's name, type of medicine, and how often it is to be taken. Non-prescription medicine must also be in the original container and the same form will be filled out.

CONTACTS: Your child(ren) will be released only to the custodial parent or legal guardian and the persons listed below **UPON WRITTEN NOTICE OR TELEPHONE CONTACT** by parent/guardian. The following people will also be contacted and are authorized to pick-up the child(ren) from the facility in case of illness, accident, or emergency, if for some reason the custodial parent or legal guardian **CANNOT BE REACHED.**

Name	Relationship	Work #	Home #
Name	Relationship	Work #	Home #

Is there anyone specifically **NOT ALLOWED** to pick up your child(ren)? No _____ Yes _____
If yes, please note their name(s): _____

NOTE: If someone other than yourself will be picking up your child(ren) please let us know no later than the morning of. A driver's license or picture ID will be required of the person picking up your child.

ALSO, if there are **ANY** days that your child(ren) won't be attending After-Schoolers, please notify the After-Schooler office no later than 1:00 p.m. (i.e. sickness, going out of town, etc.).

FIELD TRIPS: The children will be going on field trips on special days that you will be notified about in advance. You will receive information stating where the field trip will be and scheduled times. We will provide transportation to and from the field trip location via the Pensacourt van. A staff person will always be in the van with the group and seat belts and safety will be a priority.

PLEASE READ CAREFULLY AND SIGN: I accept full responsibility for any injuries sustained by me, or my child(ren), or caused in whole or in part by me to myself, my child(ren) or to others, arising from my use of any and all equipment, appliances, facilities, privileges or services of whatsoever kind owned and/or operated by Pensacourt, Inc., or which were sustained by me while engaging in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by Pensacourt, Inc., its shareholders, directors, officers, employees, representatives and/or agents. I fully understand and agree that Pensacourt, Inc., its shareholders, directors, officers, employees, representatives and agents shall not be liable for any injuries or damage to any member or guest (specifically including but not limited to me), or be subject to any claim, demand, injury or damages, whatsoever, including without limitation those damages from acts of passive or active negligence on the part of Pensacourt, Inc., its shareholders, directors, officers, employees, representatives and/or agents. The undersigned member does hereby expressly and forever release and discharge Pensacourt, Inc., its shareholders, directors, officers, employees, representatives and agents from any and all such claims, demands, injuries, damages, actions or causes of action. Furthermore, and separately, to the extent any claim for injury or damages is made against Pensacourt, Inc., and/or its shareholders, directors, officers, employees, representatives and agents, arising out of any act of negligence (in whole or in part) on the part of the undersigned member, member agrees to fully indemnify and hold harmless Pensacourt, Inc., its shareholders, directors, officers, employees, representatives and/or agents, from any such claim. The undersigned member acknowledges that he/she has carefully read this paragraph and fully understands that this is a waiver and release of liability. **I also understand that ALL After-Schooler FEES ARE NON-REFUNDABLE.**

PLEASE SIGN BELOW to signify that you understand and will abide with all the above information. This signature also signifies that you give your child permission to attend all field trips.

Child's Name: _____ **Child's Name:** _____

Parent's Name: _____ **(Printed)**

Parent's Signature: _____ **Date:** _____

**PLEASE READ, INITIAL, AND SIGN
AND RETURN THIS FORM
WITH YOUR ENROLLMENT CONTRACT**

_____ The parent's or legal guardian's signature verifies review of the child care brochure "Know Your Child's Day Care Center" and notification about the disciplinary practices of the childcare facility. The parent also has been notified of the following:

_____ There is a yearly registration fee of \$45.00 and a monthly usage fee of \$200.00 first child, \$150.00 for each additional child. ALL FEES ARE NON-REFUNDABLE.

_____ If the monthly fee is not paid by the 5th of the month a late fee of \$10 for the first day and a \$1.00 per day thereafter and will be due.

_____ If my child is not picked up by 6:00 p.m. (according to the clock at the check-out desk) a fee of \$1.00 per minute will be charged and payment will be due the following day.

_____ If my child will not attend the program on any given day I must notify Pensacourt no later than 1:00 p.m. on the day of absence. I understand that this helps expedite the pick-up process.

_____ If ANYONE OTHER THAN the parent or guardian is to pick-up the child there must be WRITTEN or VERBAL notice prior to the child being picked up. The parent or guardian must use the code word "PENSAKID" when making a verbal request.

_____ There will be a \$25 fee for all returned checks.

_____ In order to withdraw from the program the parent needs to send a letter to the Director requesting the withdrawal. This letter needs to be received by registered mail or in person by the 26th of the current month to be effective by the first of the next month. Full payment of any fees due must also be paid at this time.

_____ I have read and understood the AFTER-SCHOOLERS PARENT HANDBOOK.

Date: _____

Parent's Name: _____
(Please print)

Parent's Signature: _____

Registration Fee is due at time of registration.

Please make checks payable to Pensacourt.

Please send completed registration form, payment sheet and fee to:

**Pensacourt
3001 Langley Ave.
Pensacola, FL 32504**

Questions: Call Talisha Jones 478-1400 ext. 118
