

## CAS Policies

1. Where applicable CAS enforces the Code of Student Conduct for Broward County Public Schools.
2. Our 5 step discipline policy is as follows: (1) child is sent to director and/or put in time out (2) parent is spoken to and given a verbal warning regarding the child's behavior (3) a written warning is given to the parent to sign (4) child will get a 3 day suspension (5) the child will be exited from program. *Depending on the severity of the behavioral problem, one or more of the steps may be skipped.*
3. I understand that payment for After School Child Care Program will be made in advance of the child receiving the care. Failure to pay in advance will result in a child's non-participation in the program and an immediate dismissal. A RE-REGISTRATION FEE will need to be paid for re-entry.
4. I understand that it is necessary to pick up my child(ren) on time. Failure to do so may result in dismissal from the program. A late fee of \$15.00 per 15 minutes, or part of, will be charged per family. (Fees start accumulating at 6:01, ie. 6:01 = \$15, 6:16 = \$30)
5. I hereby give consent to the nearest hospital to administer necessary treatment to my children in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.
6. I hereby authorize CAS to photograph/publish any photographs in which my child appears. I further agree that CAS can use these photographs in school brochures, newsletters, advertising, posters, displays, slideshows, videotapes, catalogs, websites and like productions or literature without limitations or reservations.

2-16-16

Community After School does not discriminate on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.



## Community After School Parent Handbook

Thank you for entrusting your children to our care. We look forward to working with you and your children for many years to come!!!

Please read this short pamphlet, it contains some important information regarding some of our policies and procedures.



### After Care Phone numbers:

Coral Park: 754 322-5880

Pinewood: 754 322-7993

Liberty: 754 322-6794

Atlantic West: 754 322-5343

We provide snack/supper to all children on a daily basis. If your child has any food allergies or special needs, please make sure you put that information on their registration forms. Please update as necessary.

If you move or change any of your phone numbers, please update your registration forms.

If your child is sick, he/she will be placed in area that is isolated from other children. We will call you and ask to pick them up as soon as possible. If they need any kind of medication, we must have a #5 medication authorization form on file.

If your child will not attend after care, please call us at 954-557-4746 and let us know before 2:00.

In case of serious injury, parents will be notified immediately. There will also be an accident report for you to sign.

All children will have ample time to complete their homework. Assistance is available if needed.

Once school is dismissed, the children are not permitted to go back to their classrooms for any reason.

When making a payment, please write your child's name on the memo line. A \$25 fee will be assessed for any returned check.

All students begin a 2 week trial period upon entering the program. If the program cannot meet the student's needs, then the child may be withdrawn/exited.

When picking up your child, please come to the front desk and he/she will be called by radio to come to the cafeteria. Any person picking up a child is required to be on the registration forms allowing for pick-up. In case of an emergency, and someone not on the list will be picking up, please call us ahead of time, and have them bring a photo ID with them. When picking up your child, please do not go beyond our desk. All children must be signed out every day. NO EXCEPTIONS!!

Please do not allow your child to bring any games or toys that would not be permitted during the school day. This includes cell phones and other electronic items.

If any further information is needed, please contact:

Yvette 954-461-6998

Jodi 954-557-4746

Michael 954-729-3222

#### Emergency Procedures - Lockdowns and Evacuation

In the event of an emergency CAS follows school board procedures for lockdowns and evacuations. In the case of a lockdown, nobody will be permitted entrance to the school. The children will remain safe in our care until we are given notification that the lockdown has been cleared. In the case of an evacuation, we will let all parents know the emergency evacuation site. CAS does do emergency fire drills, tornado drills and lockdown drills.