

## City of St Pete Beach Licensed After Care Program

The After Care program at St Pete Beach Community Center offers children a safe, fun and healthy opportunity after school. Children in the program will have the opportunity to be involved in sports, games, arts and crafts, homework time, reading, and much more. Field trips, movies, and special events are planned. The City of St Pete Beach looks forward to serving you and your family.

**Dates:** August 14, 2019 – May 29, 2020  
**Ages:** Currently enrolled in Kindergarten through 5<sup>th</sup> Grade  
**Time:** School Ends – 6:00pm  
**Days:** Monday-Friday

No Aftercare on the following dates (facility will be CLOSED):

- September 2<sup>nd</sup> – Labor Day Holiday
- November 11<sup>th</sup> – Observance of Veterans Day Holiday
- November 28<sup>th</sup> and 29<sup>th</sup> – Thanksgiving Holiday
- December 25<sup>th</sup> – Christmas Holiday
- January 1<sup>st</sup> – New Years Holiday
- January 20<sup>th</sup> – Martin Luther King Jr Holiday
- February 17<sup>th</sup> – Presidents Day Holiday
- May 25<sup>th</sup> – Memorial Day Holiday

Camp Available (for an additional fee) on the following dates (7:00am-6:00pm)

- October 14<sup>th</sup>
- November 25<sup>th</sup> – 27<sup>th</sup> (Thanksgiving Camp)
- December 23<sup>rd</sup>, 24<sup>th</sup> \*\*26<sup>th</sup>, 27<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup> (Holiday Camp)
- January 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup> (Holiday Camp)
- March 16<sup>th</sup>-20<sup>th</sup> (Spring Break Camp)
- March 23<sup>rd</sup>
- April 10<sup>th</sup>
- \*\*Close at 12pm on Dec 24th

### Staff:

Our after school program is licensed through the Pinellas County Licensing Board. Our staff is certified by taking 40 hours of childcare training offered by Florida Department of Children and Families. All staff hired by the City of St Pete Beach has local, state, and federal background checks done and are at least 18 years of age.

### Location:

The program is based out of the St Pete Beach Community Center at 7701 Boca Ciega Dr., St Pete Beach 33706

### Transportation:

The City of St Pete Beach provides transportation service from your child's school to the St Pete Beach Community Center each day. All vehicles and drivers have annual inspections and follow all Pinellas County Licensing Board rules and regulations on transporting children.

**Snacks:**

Children will be given nutritious snacks after school each day. Snack is served daily once they arrive at the St Pete Beach Community Center. No soda or candy is allowed in the after care program.

**Philosophy and Purpose:**

The Recreation Department maximizes the lifelong benefits of recreation, learning and the arts by delivering innovative programs, inclusive activities, excellent facilities and services to enhance the quality of life throughout the community.

**Program Goals:**

- Maintain the safety and well-being of camp participants and staff
- Develop campers independence, self-esteem, and peer relationships
- Teach the importance of a healthy, active lifestyle
- Develop an appreciation for the arts
- Develop an appreciation for the outdoors

**Daily Activities:**

Rotations are approximately 1hour long and the groups do a rotation inside then outside, so that they are not outside or inside the whole afternoon. The scheduled rotations and activities will be posted weekly on the bulletin board.

**Swimming:** When the weather and scheduling permits, we will take the children to the St Pete Beach Pool to swim

**Payments:**Monthly

\$165.00 for only or first child

\$145.00 for each additional child

\*\*Monthly payments are due by the 5<sup>th</sup> of each month in attendance

**Late Payment Policy:** A late fee of \$20.00 is assessed if payment is not received by the 5<sup>th</sup> of each month. If you do not make a payment by this time, your child may be suspended from the program until payment is made in full including the late fee.

**School Day Outs and Holiday/Spring Break:** We will offer programs when school is out. This will be a separate fee. Schedule is listed at the beginning of this brochure. Cost is \$30.00 per day.

**Attendance and Participation:**

Your child does not have to attend every day. Children are encouraged to participate when present, unless sick or injured, in which case, parents will be notified and the child will be sent home. **You MUST email crees@stpetebeach.org if your child will not be at the after care program.** This is a licensing requirement. Your cooperation is appreciated.

**Sign In/Out Policy:**

Parents must come into the facility and sign the children out each day. You will be responsible for going to your child's rotation area to pick them up. No child will be permitted to walk up to the sign out area without an adult. This policy will be strictly enforced. Identification will be checked at sign out. Only authorized persons will be allowed to pick up the children. Those authorized are indicated on the Child's Sign Out form. We will not release your child to any one not on this form. Any changes occurring to the authorization of people picking up your child requires that a new authorization form be completed. **WE WILL NOT ALLOW ANY SCRATCH OFF, OF ANY NAME, AT ANY TIME.**

**Medications:**

Anytime your child needs any medicine including aspirin during child care, it is required for you to fill out the Medication Record Form:

1. Name of medicine. Medication must be in original container and include a prescription
2. Time that the child is to get the medication
3. Dosage amount for each time given
4. State that you are giving our staff permission to administer the medication
5. Form must be signed and dated by parent or guardian

**Head Lice:**

Any child that is found with head lice or nits will be **sent home immediately and will not be allowed to return to the program until their head is free of lice and/or nits.** Please assist us with this problem by following these few simple guidelines:

1. Check your child's head daily
2. The use of hair spray on your child's head helps prevent the spread of nits
3. No sharing of hats or combs at the site

**Lost and Found:**

The site will maintain a lost and found area. Please label everything your child brings to school with their full name. Do not send toys, games, equipment, cell phones etc. with your child to after care. We do not allow them. We are not responsible for the loss of or damage to any items that your child may bring to school. At the end of each month, all lost and found items will be donated to charity.

**Money:**

Money is not needed on a daily basis; however, we may plan special activities requiring money. You will be notified in advance of these special days/activities. Stress to your child to keep track of his/her money and keep it in a safe place. We are not responsible for lost or stolen money.

**Ambulance Service:**

In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parent or legal guardian.

**Late Pick-Up Fee Policy:**

In the case that a parent or authorized person is late picking up a child, that individual will be responsible to pay the appropriate late fee. To avoid the late fee and possible suspension, please pick up your child on time, **NO LATER THAN 6:00PM. THE LATE FEE IS \$1.00 PER MINUTE PER CHILD!**

**Communication:**

Keeping our parents informed is very important to the success of our program. A monthly parent newsletter will be available the first Friday of each month. This newsletter contains important information on upcoming events, announcements and other information regarding your child's experience in our program. Check the sign out table and white board daily for information. To assist with the communication between staff and families we ask that parents make themselves available during pick up times by not talking on cell phones during the sign out process. Also, you can visit us online at [www.spbrec.com](http://www.spbrec.com)

**Parents must contact the center when:**

- Information on your registration or application card has changed
- Someone other than those listed on the application will be picking up your child
- A child is not able to be picked up on time
- An incident or change occurs in your child's life that alters his/her attitude, behavior or emotional discourse (ie: divorce, loss of a pet, death in the family, etc)
- Your child has a contagious disease (ie: head lice, pink eye, etc)

**Parents will be contacted immediately when:**

- Your child has received an injury which requires immediate medical attention
- Your child exhibits a medical condition which could be contagious or threatening to others in the program
- Your child is ill and unable to participate in daily activities
- Your child exhibits negative behavior that harms, or potentially harms themselves, other students and/or staff

**Parents will be notified at pick up time when:**

- Your child receives a minor injury that does not require the service of professional medical services
- Your child complains of a non-emergency condition or symptom
- Your child exhibits unusual behavior
- We want to share your child's accomplishments

**Parent conference will be scheduled by the program coordinator when:**

- Your child exhibits a pattern of disruptive behavior which interferes with the quality of the program or management of other children
- Unusual patterns of behavior or participation are observed by staff

**Homework Policy:**

The after care staff is available each day to assist in guiding the students when they **choose** to work on homework. A quiet time is designated each day. Please note that the after care staff do not and will not make any student do their homework nor do they act as a tutor. They are there for guidance only.

**Fire Drills:**

In accordance with the Pinellas County License Board we hold fire drills monthly with the students. These drills take place after school hours. Please be patient if we are in the middle of a fire drill when you arrive to pick up your child. We will not allow any child to be signed out until all children have been accounted for.

**Photo Policy:**

Photographs taken by the Recreation Department at city programs and events are often used in presentations, display boards, flyers, website, brochures, social media and city publications. If you do not wish to have your picture or a family member's picture taken, please let us know in advance.

**Child Abuse:**

*Florida Statute 39.201 Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.*

By state law, all agencies that provide children services are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse or physical or sexual, is happening to them, it is the staff's obligation to report the discussion with the Department of Children and Families by calling the Florida Child Abuse hotline.

**Behavior Management and Bullying:**

Too often, behavior management is thought of synonymously with punishment; it involves much more. The St Pete Beach after care staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of growth and development. In order to accomplish this goal, the staff will use the following steps:

1. Listen and follow directions
2. Do your best
3. Show a positive attitude
4. Work together
5. Have Fun!!

If a child intentionally causes physical harm to another child, camp staff, facility or vehicle, will be removed from camp for a minimum of the remainder of the camp day. A parent will be called immediately to remove the child from the program. Before the child

is permitted back to the camp program, a meeting between parent, child and camp director will be held. Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be dealt with on an individual basis, and a decision about future participation will be made after a meeting with the camp director and family.

### **Code of Conduct**

In order for all participants to have a safe and enjoyable experience, all participants must demonstrate good behavior and respect for themselves as well as others. The following is what is expected of each participant:

- Respect others and never bully another
- Respect the property of others
- Not bring harm to the program, nor have in possession, any object that would be harmful to others
- Keep your hands to yourself: no pushing, hitting, or inappropriate touching another
- Respect and follow the instruction of the camp staff and volunteers
- Stay with your group or in designated play area at all times
- Play games in a fair manner by demonstrating sportsmanship and encouraging fair play
- Be honest
- Respect the building, parks and equipment

### **Cancellation of Service:**

If, for any reason, you wish to cancel your child's participation in the after care program, you need to complete a Cancellation of Services form. Once the form is complete, it must be returned to the Program Coordinator. Until that time, you are financially responsible for the service that you registered your child for. **WE WILL NOT ACCEPT A VERBAL CANCELLATION.**