



IMAGINE CHANCELLOR

**BEFORE CARE AND AFTER CARE
STUDENT / PARENT HANDBOOK
2020 – 2021**

Activities

Students enrolled in After Care will be offered a variety of activities. The afternoon will be filled with homework assistance, outside activities, indoor activities, and snack (provided by parent).

Agreement to Participate

Parents/Guardians commit to:

1. Encourage their child(ren) to follow the rules
2. Notify the Before Care / After Care staff when there is a concern regarding their child(ren) or the program
3. Understand Imagine Chancellor's Before Care / After Care Program Discipline Policy
4. Promptly pay all tuition and fees

Imagine Chancellor's Staff Members commit to:

1. Provide a safe, nurturing, enriching environment
2. Communicate with parents/guardians when issues arise
3. View disciplinary actions as opportunities to learn and grow

Children commit to:

1. Follow directions given by all staff
2. Use appropriate language
3. Keep hands, feet, and mouth to self
4. Clean up after his or herself
5. Respect the rights and property of others

Contact Information

Please notify the Before Care and After Care Program in writing if there are changes in:

1. Phone numbers, home address, or emergency contacts
2. Individuals authorized to pick up your child
3. Child's allergies or medications

It is imperative that children's registration information is accurate, current, and up to date at all times.

Discipline Philosophy

The Imagine Chancellor Before Care / After Care Discipline Policy is one that emphasizes both fairness and the development of a courteous, polite, and responsible child. The philosophy behind our Discipline Policy is that each child is responsible for him or herself. Setting limits, giving choices, natural and logical consequences, positive redirection, encouragement and timeouts are used to foster the discipline philosophy. Staff members strive to help children learn life skills, build a sense of personal responsibility and develop appropriate resolutions for conflicts. We understand that no one is perfect, and children will have breakdowns in the areas of responsibilities and behavior.

Concern arises when a child demonstrates a pattern of irresponsibility or misbehavior. When this occurs, consequences are invoked. These consequences will be reasonable as well as valuable in teaching children important life lessons. We firmly believe that no child's behavior has the right to deprive other children of their opportunity to learn and participate in the program. We expect all children to treat other children and staff members with respect.

A child who exhibits a consistent behavioral problem will be sent to the office. The director will then notify the child's parents and/or guardians with a Behavioral Report. Three Behavioral Reports in the same semester will result in dismissal from the program.

Expectations

Parents/Guardians can expect that staff will (1) care for their child(ren) in a safe, supportive environment, (2) communicate significant misbehavior on the part of their child(ren) and work in conjunction with staff to improve the situation.

Imagine Chancellor expects parents/guardians will (1) keep their child(ren)'s records current, (2) pick-up their child(ren) by the program's closing time, (3) inform the office if attendance will change at any time, (4) pay program fees on time and (5) work with staff to make improvements in their child(ren)'s behavior if needed.

Imagine Chancellor expects children will (1) respect the school rules while in Before Care / After Care, (2) remain with the group and After Care staff at all times, (3) properly care for materials and equipment and return them to their place when finished and (4) be responsible for their actions.

Fees

All fees are designed to be reasonable options for our two career families. There is a \$25.00 annual registration fee per family to participate in the Before Care/After Care program(s).

Parents/Guardians commit to:

1. Completing a registration form and paying the registration fee (included in September/October 2020 payment) prior to a child(ren) being accepted into our program.
2. Making payments on time. If payments are late more than three times, your child(ren) will not be able to attend the program. If payments are not paid by the due date you will incur a \$10.00 per day late fee up to \$50.00 (5 days). After the \$50.00 your child(ren) may not attend the program until ALL fees are paid. No statements will be sent. If there is any remaining balance from the previous year your child(ren) will not be allowed to register for the program.
3. Informing the staff of any changes or withdrawal from the program by filling out the Before Care/After Care Change/Withdrawal Form. Parents/guardians will remain responsible for all fees incurred up until the form is returned to school.

Late Pick Up and Charges

Parents are to ensure that their child is picked up by 6:00 pm. After 6:00 pm a fee of \$5.00 will be charged up to the first 15 minutes (6:00 pm – 6:15 pm) and will be due upon picking up your child(ren). After 6:15 pm, every 10 minutes you will be charged \$10.00 due upon pick up. After the fifth late pick up a warning will be issued, any subsequent late pick-ups will result in dismissal from the program. While we understand that situations arise we cannot make accommodations. After 7:00 pm any students remaining at the school will be taken to the Boynton Beach Police Department.

Homework

All After Care students will be have a structured homework time which includes assistance from the staff. If you wish for your child NOT to complete their homework in After Care, please put this in writing and give it to the After Care Director.

Although we make every effort to have homework completed before the students go home, depending on the time they are picked up from After Care, this might not always happen.

Sign In and Out

Children involved in the Before Care program will be signed in by their parent/guardian upon arrival. Children involved in After Care will be signed in by the After Care staff and signed out by their parent/guardian. If there is some reason you are unable to pick up your child from After Care and send someone that is not listed on the authorized persons of the registration form, please make sure to contact the school ahead of time and make sure the adult you are sending has a valid picture ID. If the person arrives with no picture ID or if you did not call to authorize the person to pick up, your child will not be released.

Snacks

Snack at this time will NOT be provided free of charge from the Palm Beach School Food Service. You may choose to send a snack with your child(ren).

Valuables

Parents/guardians should not allow their child(ren) to bring valuables to our program unless special arrangements have been made with the director. Valuables include but are not limited to cell phones, tablets, iPod, video games, etc. Imagine Chancellor will not be held responsible for items that have become lost or broken.

2020 – 2021 Monthly Before Care and After Care Fees

The fee for September/October 2020 includes the \$25.00 registration fee. **All fees must be paid in advance.** For your convenience we now accept the following payments: **cash, check, or credit cards with a 2.75% transaction fee.**

Before Care and After Care

Month	1 Child	2 Children	3 Children	# of Days	Payment Dates
September/ October	\$410.00	\$669	\$949	28	September 21 st
November	\$206.00	\$345.00	\$495.00	15	October 30 th
December	\$179.00	\$299.00	\$429.00	13	November 30 th
January	\$261.00	\$437.00	\$627.00	19	December 14 th
February	\$261.00	\$437.00	\$627.00	19	January 29 th
March	\$234.00	\$391.00	\$561.00	17	February 26 th
April	\$275.00	\$460.00	\$660.00	20	March 26 th
May	\$275.00	\$460.00	\$660.00	20	April 30 th
June	\$193.00	\$322.00	\$462.00	14	May 28 th

Before Care

Month	1 Child	2 Children	3 Children	# of Days	Payment Dates
September/ October	\$210.00	\$339.00	\$469.00	28	September 21 st
November	\$99.00	\$168.00	\$238.00	15	October 30 th
December	\$86.00	\$146.00	\$206.00	13	November 30 th
January	\$125.00	\$213.00	\$301.00	19	December 14 th
February	\$125.00	\$213.00	\$301.00	19	January 29 th
March	\$112.00	\$190.00	\$269.00	17	February 26 th
April	\$132.00	\$224.00	\$317.00	20	March 26 th
May	\$132.00	\$224.00	\$317.00	20	April 30 th
June	\$92.00	\$157.00	\$222.00	14	May 28 th

After Care

Month	1 Child	2 Children	3 Children	# of Days	Payment Dates
September/ October	\$369.00	\$610.00	\$851.00	28	September 21 st
November	\$185.00	\$314.00	\$443.00	15	October 30 th
December	\$160.00	\$272.00	\$384.00	13	November 30 th
January	\$234.00	\$397.00	\$561.00	19	December 14 th
February	\$234.00	\$397.00	\$561.00	19	January 29 th
March	\$209.00	\$355.00	\$502.00	17	February 26 th
April	\$246.00	\$418.00	\$590.00	20	March 26 th
May	\$246.00	\$418.00	\$590.00	20	April 30 th
June	\$172.00	\$293.00	\$413.00	14	May 28 th