

Dunedin Before & After School
Program

Parent Handbook

DUN  DIN

Home of Honeymoon Island
Parks & Recreation

Dear Parents,

Welcome to the Dunedin Parks & Recreation Department's Before and After School Programs. We are proud you have chosen us to provide a fun, safe and enjoyable experience for your child. We employ caring and qualified leaders who are not only well trained but who are positive role models for your child. Leaders are adequately trained through the Pinellas County Child Care License Program, in-house staff trainings, and are certified in First Aid and CPR. We are proud of our leaders! Their dedication and energy is directed towards providing your child with a rewarding Before and After School experience.

Our program is structured and well supervised with activities that include arts and crafts, games, sports activities, local outings, special events, homework time and much more!! These programs provide an enriching and unique learning experience in a fun atmosphere for children during before/after school hours.

This Parent Handbook will familiarize you with Dunedin Parks & Recreation policies and procedures and to help answer any questions you might have. This handbook contains important before/after school information that relates to both the child and the parent. Please be sure to read this handbook with your child.

We welcome your input and encourage you to contact us any time during the school year at the phone numbers listed on the following page. We are looking forward to a great year with your child!

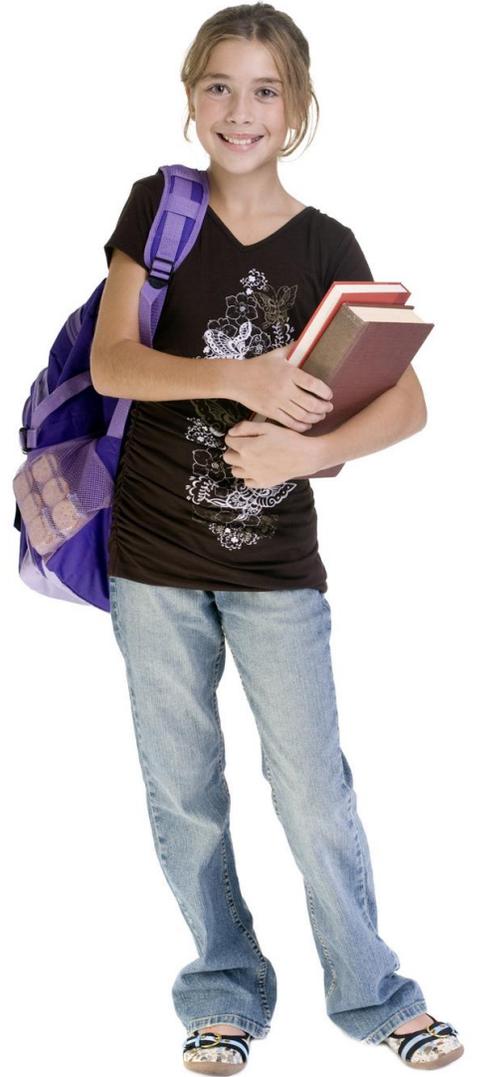
Sincerely,

Dunedin Parks & Recreation Staff



CONTENTS

General Information.....	1
Contact Numbers.....	1
Registration.....	2
Required Forms.....	2
Monthly Payments.....	3
Cancellation/Refund Information.....	4
Staff.....	4
Attendance.....	5
Participation.....	5
Trips / Transportation.....	5
Sign-Out Procedure.....	6
Late Pick-Up Policy / Fees.....	6
Code of Conduct.....	7
Discipline Policy.....	7-8
Parent Information.....	8
Accident Notification.....	9
Medications.....	9
Illness.....	9
Head Lice.....	9-10
Potty Training.....	10
Clothing.....	10
Lost and Found.....	10
Informer.....	10
Evaluations.....	10



GENERAL INFORMATION

- The Before and After School Program enrollment is for the entire school year. The Before School Program runs from 7:30 AM until the start of school. The After School Program is scheduled from school dismissal until 6:00 PM.
- The program is offered on all school days including early release days; the program does not include in-service training or holidays.
- Dunedin Parks & Recreation offers programs on in-service and holidays through a separate enrollment and fee. Please refer to the Before/After School section of the Parks & Recreation Dunedin Magazine for complete information.
- A nutritional snack is included each day as part of the program. If you feel your child may be extra hungry, please send additional snacks with them for after school.
- During the school year, you will receive a regular Informer (newsletter) that we suggest you post in a place where you and your child can refer to it. This Informer includes the activities your child will participate in each week as well as important upcoming program information.

CONTACT NUMBERS/EMAILS

Registration	(727) 812-4530
Youth Services Coordinator – Jocelyn Brodhead, jbrodhead@dunedinfl.net ,	(727) 738-2920
Dunedin Elementary – Danielle Teele, dteele@dunedinfl.net ,	(727) 502-7383
Garrison Jones Elementary – Liz Hough, lhough@dunedinfl.net ,	(727) 502-7384
San Jose Elementary – Sean Sullivan, ssullivan@dunedinfl.net ,	(727) 502-7385

Please call the registration number above for non-emergency situations.

***Please use the school numbers listed during the program time as these phones remain on-site and will not be answered during non-program hours.**



REGISTRATION

Enrollment in the Before and After School Program is for the **entire school year**. A \$25 enrollment fee is due at the time of registration. The annual fee is divided into ten monthly payments; advance payments are accepted at any time. Payments after initial registration can be made at the Community Center (1920 Pinehurst Road), by phone or online. Registration hours are Monday-Thursday, 8:00AM-8:00PM, Friday, 8:00AM-6:00PM and Saturday, 9:00AM-Noon.

Payments are due by the 8th of the each month. Payments received after the 8th of each month will be charged a \$10 late fee (per enrollment). Students whose balance has not been paid by the 10th of each month can not be admitted into the program. Thank you for your understanding and cooperation.

Participants receiving financial assistance from state/federal programs will be required to pay the entire portion of their fee at time of registration.

REQUIRED FORMS

Parents are required to complete the following for each child enrolled:

1. Child Enrollment Record (parents must inform staff and keep information updated). Changes may only be made by legal guardians.
2. Release for Emergency Care Form (which must be notarized).
3. Influenza Brochure.
4. Food Experience Permission Form.
5. Medication Record Form if your child requires any type of medication, even aspirin. This is a requirement of the Pinellas County License Board and must be done each year.
6. Parents of Pre-K children in our program must submit a copy of their Pre-K child's current immunization records and recent physical before they can attend. These may be obtained by your family physician or possibly the school your child will be attending.

We ask that you inform staff throughout the year of any changes in information on your child's Enrollment Record. Changes to the Enrollment Record must be made in person by a legal guardian. It is vital to keep all phone numbers and addresses current for the safety of your child.



MONTHLY PAYMENTS

After the initial registration, monthly payments may be made in person, by phone or online.

Online Payment:

Monthly payments may be made online using a **VISA** or **MasterCard**. After the first of each month, there will be a balance due on your account for the Before & After School Program. Follow the instructions below to make your payment online.

1. Go to www.DunedinGov.com/payonline.
2. Look for “Member Log In” section. Then, enter your Household ID number, your Household last name (case sensitive) and click the [LogIn] button.
3. On the left side of the screen, click on “My Account”, then on “Pay Old Balances”.
4. A screen will appear showing any outstanding balances on your account. There will be a “Selection” toggle to the left of each balance due. Click on the appropriate toggle and then click the [Add to Cart] button at the bottom of the screen to confirm.
5. Your shopping cart will now appear on screen. You may then choose to continue shopping or proceed to checkout.
6. Follow subsequent screen prompts to complete your online payment.
7. When you are through paying and totally done using Online Registration, be sure to click on “Logout” to properly exit and avoid “locking up” your account.



Cancellation & Refund Information

How Do I Request A Refund?

You must provide a written request for cancellations and refunds and it must be received **ten (10) days prior to the start of the children's program (Before and After School Program, Holiday Camps, TGFH Days, Summer Camps)**. Requests may be submitted in person to the facility supervisor or mailed to:

Dunedin Community Center
Attn: Registration
1920 Pinehurst Rd.
Dunedin, FL 34698

If approved, refunds may be subject to the following fee(s): an administrative fee (for handling paperwork); a cancellation fee (for holding the spot in children's camps).

Refund Policies (per enrollee)

- No refunds will be issued after the program begins, except for medical reasons; see below.
- No refunds for one day programs or trips.
- Rec Cards will not be refunded after two weeks of issue date or if the card has been used. Must include Rec Card with the written request.
- The \$25 Registration Fee for the Before and After School Program is non-refundable.
- A \$20 administrative fee will be deducted from the refund amount for each program enrollment.

STAFF

We employ caring and qualified leaders who are not only well trained but who are positive role models for your child. Leaders are adequately trained through the Department of Children and Families, Pinellas County Child Care License Program, in-house staff trainings, and are certified in First Aid and CPR. The ratio of staff per children is always within compliance per the policies governing childcare by the Pinellas County Child Care License Program. Your child will be assigned a leader, but please understand that during the school year, there are times we have to make adjustments with staff and groups for a variety of reasons. We encourage open communication to ensure that your child has the best possible experience with us. Please feel free to stop by or call any time to discuss any comments or questions with your child's leader, site supervisor, or director. An informed staff makes a better staff!

ATTENDANCE

1. If a child will not be present at the After School Program, the parent **MUST** notify staff by note or phone call **no later than 12:00 Noon**. Please call (727) 738-2920.
2. Children detained by or assisting teachers after school must first report to their ASP leader.
3. For those children not accounted for (by note or phone call), the site supervisor will then call parent/guardian home, work and emergency numbers to determine their whereabouts.
4. If no answer is received, the site supervisor will then report the circumstances to the Pinellas County Sheriff's Department.



Children enrolled in Dunedin Parks & Recreation After School Programs do not become the responsibility of the After School Staff until they reach the program's designated area, i.e. school cafeteria. If a registered child does not check in, the Site Supervisor checks the school's absentee sheets and student sign-out book. If the student appears on one of these lists, their whereabouts are accounted for. However, a child marked present in school and not signed out by a parent, is not accounted for and their whereabouts must be determined.

THE ABOVE POLICY IS FOR THE SAFETY OF YOUR CHILD YOUR COOPERATION IS VITAL

The Recreation Staff will pick up Kindergarten and Pre-K students from their class to familiarize students with the program at the beginning of the school year. This is considered a courtesy and will continue only for the first two weeks of school. Pre-K and Kindergarten students enrolled in the program will be walked to the program each day either by their teacher or a school safety patrol.

PARTICIPATION

Children are encouraged to participate. If they are sick or injured the parents will be notified and the child will be sent home.

TRIPS AND TRANSPORTATION

Our BASP includes recreational trips which may be local walking trips or vehicle transported field trips. Upon registering your child for the BASP, the parent/guardian agrees to his/her child's participation in such local outings/trips which may involve one or more groups, or the whole program. Primary transportation to many of these types of activities includes walking (local) or City vans. In some cases, an outside City-approved carrier may be used (example – Astroskate or PSTA bus).

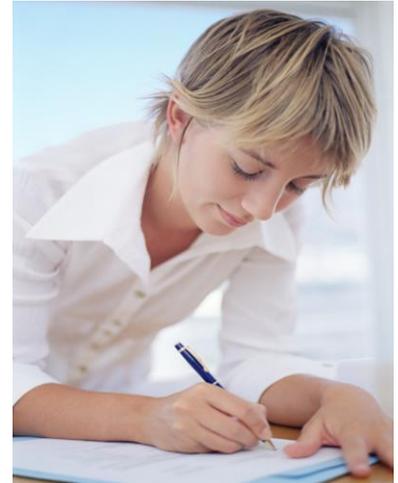


SIGN-OUT PROCEDURE

Parents are required to sign their child out on a designated roster upon pick-up. **ID's will be checked, so please be prepared.** We ask you inform family or friends that have permission (listed on the Identification Record Form) to have a form of picture ID ready when they pick up your child. If your child walks or rides a bike to school, you will complete a section on your child's Identification Form allowing the child to sign him/herself out. In the event your child is designated to walk or bike home on a specific date, the parent must inform the leader via a written note that is signed and dated for the specific dates.

In regards to custody agreements, a complete legal document must be filed with staff. Staff will adhere to the custody pick-up schedule per the document provided. Any changes/updates to the agreement must be made in writing with a minimum twenty-four hours' notice including both parents' signatures to confirm both parties agreement.

Please Note: In the Before School Program, there is no formal sign-in system; however, we recommend that you personally deliver your child to his/her AM leader. We are not responsible for your child until he or she checks in with his/her leader within the advertised start of the program. Any changes made on the Identification Form must be made in person and by legal guardians.



**IF YOUR CHILD IS NOT PICKED UP ON TIME, A LATE FEE WILL BE
ASSESSED AS INDICATED IN THE LATE FEE POLICY OF THIS HANDBOOK.**

LATE PICK-UP POLICY AND LATE FEE INFORMATION

We realize that there are times when circumstances beyond your control do occur, but when it does, it results in a leader staying later than scheduled. This cost must be passed on to the parents of the children not being picked up on time.

1. Arrangements must be made for all children to be picked up at their scheduled time, **no later than 6:00 PM.**
2. The first time a child is picked up late, the parent will be verbally warned. The second time a late fee will be assessed. Each school site maintains a late log which will be used to document late pickups. This late log will serve as the written source for which the site supervisor determines if a late fee must be charged.
3. A late fee of \$10.00 for the first 15 minutes and \$1.00 for each additional minute thereafter will be charged. This fee is to be paid within five business days from the occurrence to the Registration Office at the Dunedin Community Center. Payment cannot be accepted at the school site.
4. Failure to pay the fee as scheduled will result in your child's removal from the program.

CODE OF CONDUCT

Please carefully review the Code of Conduct with your child. In fairness to all participants, we expect appropriate behavior at our program. Disciplinary measures will be taken when necessary.

1. Participants may not leave the BASP without permission.
2. Participants must stay with their Group Leader and in the program's designated area.
3. Participants will be courteous to fellow participants and staff.
4. Participants will respect city, school property, and all facilities therein.
5. Participants will respect and properly use all equipment.
6. Participants will keep hands, feet and objects to themselves; fighting or roughhousing is prohibited.
7. Improper language is prohibited; no cursing, profanity or name-calling.
8. Participants must obey leaders and rules at all times. Flagrant disrespect will not be tolerated.
9. Participants must have permission from leader to use the bathroom, get drinks, etc.
10. No guests allowed at the BASP.
11. Participants must take part in activities and have FUN!!

FAILURE TO OBEY THE PRECEDING RULES WILL RESULT IN DISCIPLINARY ACTION.

DISCIPLINE POLICY

1. If participant exhibits persistent behavior, the child will first be warned. We will try to reason positively with the child/discuss behavior.
2. If behavior persists, the child will be redirected or isolated from the activity, but within eyesight of the leader. Parent will be informed of the behavior.
3. After reporting to the Recreation Coordinator and Site Supervisor of the continual misbehavior, a Speed Message will be sent home with the child to inform parents of the situation. This Speed Message must be signed by parent(s) and returned with the child before the child is allowed back into the program.
4. If the misbehavior of the child persists, the parents will be notified of suspension from the program for one (1) day to one (1) week at the discretion of the Recreation Coordinator. All suspensions begin the following day. In certain cases, a child may be removed from the program entirely and will not be able to enroll in any Dunedin Recreation programs without the approval of Recreation Superintendent.
5. The Pinellas County Sheriff may be called if the participant becomes uncontrollable.
6. We will never use physical punishment; **spanking is prohibited**. We will secure other participants in dangerous situations.
7. **Children will not be subject to discipline which is severe, humiliating, frightening, or associated with food, rest or toileting.**
8. There are no refunds or partial refunds for children being suspended or removed from the program.

The Recreation Coordinator and Site Supervisor will schedule parent conferences when:

1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
2. The staff observes unusual patterns of behavior or participation.

PLEASE NOTE: The B/ASP follows a “Zero Tolerance Policy” with weapons (knives, guns, etc.) and/or threats. Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury will result in immediate suspension, or termination of participation and possibly notification to the Pinellas County Sheriff’s Department. The number of days of suspension will be determined by the severity of the act. The parent will be responsible for payment for any damaged and/or destroyed property or equipment. Due to the nature of the disciplinary action, we reserve the right to implement whichever steps we deem necessary. There will be no refunds for suspensions or termination due to disciplinary actions.

PARENT INFORMATION

Keeping our parents informed and, in turn, parents keeping staff informed are very important keys to the success of the Before and After School Program.

Parents must contact the appropriate staff when:

1. Information on your child’s Identification Form or Medication Record Form has changed.
2. Someone other than those listed on your child’s Identification Form will be picking up your child.
3. A child normally picked up from the program will be walking or riding a bike home.
4. A child cannot be picked up on time.
5. An incident or change occurs in your child’s life that alters his/her attitude or behavior or may cause emotional upset (i.e. divorce, loss of a pet, death in the family).
6. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

Parents will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up for unacceptable behavior.

Parents will be notified at pick-up time when:

1. We want to share your child’s accomplishments and positive social experiences.
2. Your child receives a minor injury that does not require the service of a professional in the medical field.
3. Your child complains of a non-emergency condition or symptom.
4. Your child exhibits unusual or inappropriate behavior.

ACCIDENT NOTIFICATION

In case of an accident involving your child, the BASP staff will notify the parent. If it is a severe situation, the parent or another emergency contact person will be notified immediately. In minor cases, the parent(s) will be informed when picking up their child. In each instance, an Accident Notification Form will be filled out by staff and require a parent's/pick up person's signature. A copy of the form will be given to the parent.



MEDICATIONS

If your child takes **any medication** (even aspirin) during program hours, we must have dosage/dispensing details and your signature on the **Medication Record Form**. Please make these arrangements with the Site Supervisor on or prior to your child's first day of the program or immediately thereafter if the situation changes.

The following information is required on the Medication Record Form:

1. Child's name, parents' names, home and work telephone numbers.
2. Times that the child is to get the medicine.
3. Dosage amount for each time given.
4. Signature and date stating that you are giving our staff permission to dispense medication to your child.
5. Staff will record the time and date medication is dispensed.



**MEDICINE MUST BE IN ORIGINAL CONTAINER, MARKED WITH
NAME OF PATIENT/CHILD, MEDICINE AND DOSAGE**

ILLNESS and COMMUNICABLE DISEASE

No child will be permitted in the program if they have a communicable (contagious) illness; this policy is for the safety and well-being of each child in our care. If your child is sick, please make other arrangements for child care.

We will also send home any child who exhibits diarrhea, vomiting or a fever and may require a doctor's note in order for your child to return to the program. If your child is sent home, they should not return until they are symptom free for twenty-four hours.

HEAD LICE

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

1. No combs or hair brushes at camp, please.
2. No sharing hats.
3. Check your child's head daily.
4. Notify the Site Supervisor immediately if a problem exists.
5. Begin treatment; Site Supervisor can provide written information on treatment of head lice.
6. Child must be checked by Site Supervisor and be free of lice and nits (even dead ones) to return to camp.

POTTY TRAINING

Please note that all children must be potty trained in order to enroll in the program. A potty trained child is defined as self-sufficient in the lavatory, including pulling pants up and down, wiping, flushing and washing hands without the assistance of a staff member. Pull-ups are not considered a substitute for potty training.

CLOTHING

We understand that your children are dressed each day for school, but please keep in mind that they will be playing at the end of the day and should have the appropriate attire for the BASP program and the activities they will experience. Please refer to your Informer for the type of activities they will have each day...this will help determine appropriate attire. We do require that children in the program wear the appropriate footwear (sneakers or shoes). **No sandals or open-toed shoes are allowed.** These shoes restrict their involvement in certain activities and can be a safety issue. Please refer to your Informer for special requests: i.e., swim suits and towels.

LOST AND FOUND

Each program will maintain a lost and found area at the school site. Do not send expensive personal items to the program. **Have your child leave all toys, games, cards, etc. at home except on announced game days. We are not responsible for the loss or damage of any items that your child may bring to the program.** At the end of each month, all lost and found items not claimed will be discarded or donated.

INFORMER

A regular "Informer," listing your child's activities, will be sent home with your child. Please be sure your child brings one home or ask your child's leader for a copy. Please note that these schedules are subject to change. You can also view the Informers on-line at www.DunedinGov.com under Parks & Recreation / Recreation Programs.

EVALUATIONS

Parent evaluations will be sent out periodically throughout the school year. Please take the time to fill this out and return. We encourage your input. Parent evaluations are an extremely valuable tool in maintaining a high quality program.