

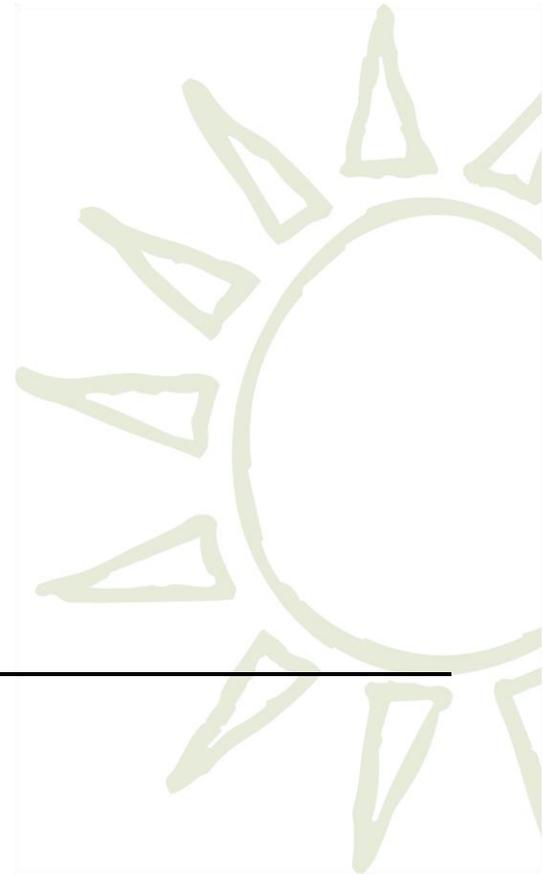


Imagine Schools Chancellor Campus
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Boynton Beach, FL 33426
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Stephanie Standley, Principal



IMAGINE CHANCELLOR

**BEFORE CARE AND AFTER CARE
STUDENT / PARENT HANDBOOK
2022 – 2023**





Activities



Students enrolled in Before Care will have the opportunity to complete indoor activities, socialize with peers, study, and/or watch a movie. 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 supper (provided by SLA Management Food Service free of charge).

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 on time

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:

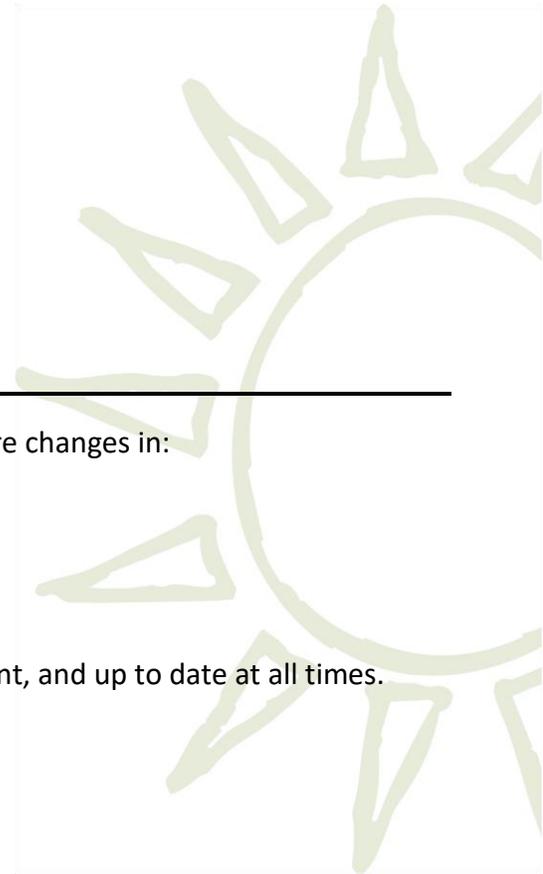
1. Follow directions given by **ALL** staff
2. Use appropriate language
3. Keep hands, feet, and mouth to self
4. Clean up after his or herself
5. Respect the rights and property of others

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 report to the office. The director will then notify the child's parents and/or guardians with a Written Behavioral Report. Parents will have the chance to review the written behavioral report, sign, and receive a copy for their records. Three (3) 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 (online) and paying the registration fee (included in August 2022 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.
3. **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.
4. We are only offering full time Before Care (7:15 A.M. – 7:50 A.M.) and full time After Care (3:45 P.M. – 6:00 P.M.) at this time; **NO part-time Before Care or After Care will be available.**
5. 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 P.M. After 6:00 P.M. a fee of \$5.00 will be charged up to the first 5 minutes (6:00 P.M. – 6:05 P.M.) and will be added to your child(ren)'s next month fee. After 6:05 P.M., you will be charged \$20.00 added to your child(ren)'s next month fee. After the third (3rd) 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 6:30 P.M. 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 **MUST** be signed in by their parent/guardian upon arrival. Children involved in the After Care program are signed in by the After Care staff and **MUST** be signed out by their parent/guardian/authorized person. 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 list on the registration form, please make sure to contact the school ahead of time. 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.

Supper

Imagine Chancellor has been approved for the Supper Program provided by SLA Management Food Service. This program is free of charge and available to all Imagine Chancellor Students who are enrolled in the After Care Program. You may still choose to send a snack with your child(ren) if you wish.

Valuables

During these unprecedented times, parents/guardians may allow their child(ren) to bring valuables to our program. Valuables include but are not limited to cell phones, tablets, iPod, hand held video games, etc. **Imagine Chancellor will not be held responsible for items that have become lost or broken.** If a student misuses and/or abuses personal valuables at any time during the program, that individual will have a consequence of losing their privilege to use the valuable(s).

