



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
2023 – 2024**





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 snack (provided by Palm Beach County School District 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:

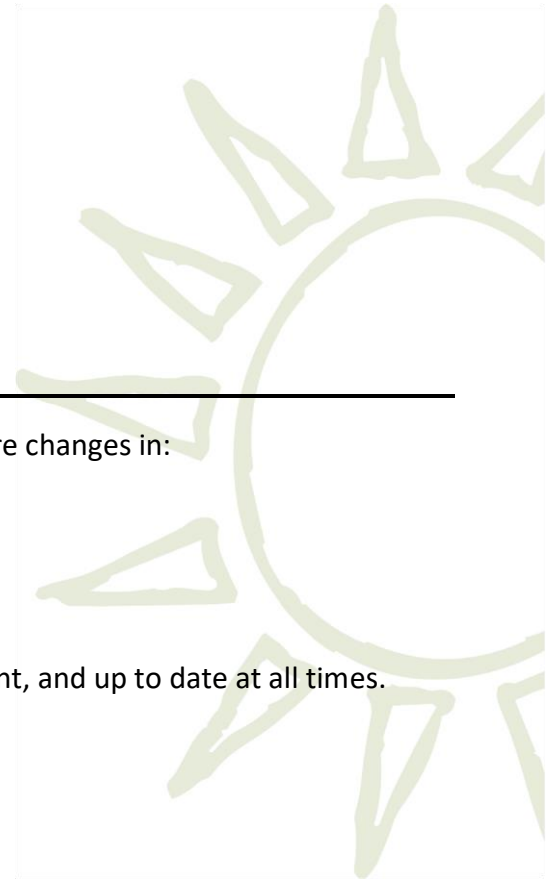
1. Follow directions given by **ALL** staff
2. Use appropriate language
3. Keep hands, feet, and mouth to self
4. Clean up after his or herself
5. Respect the rights and property of others

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 2023 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 completed online.

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.

Snack

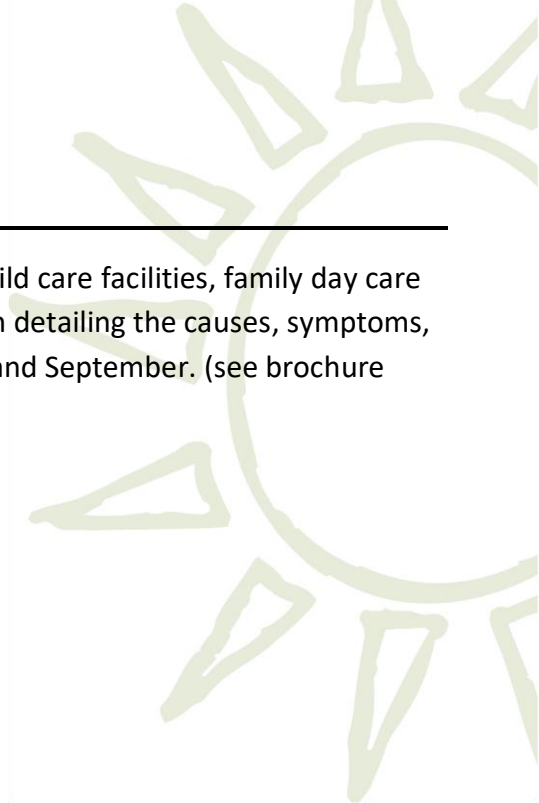
Imagine Chancellor has been approved for the Snack Program provided by Palm Beach County School District Food Service. This program is free of charge and available to all Imagine Chancellor Students who are enrolled in the After Care Program. You may still choose to send a snack with your child(ren) 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).

Influenza Virus

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September. (see brochure below)





What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

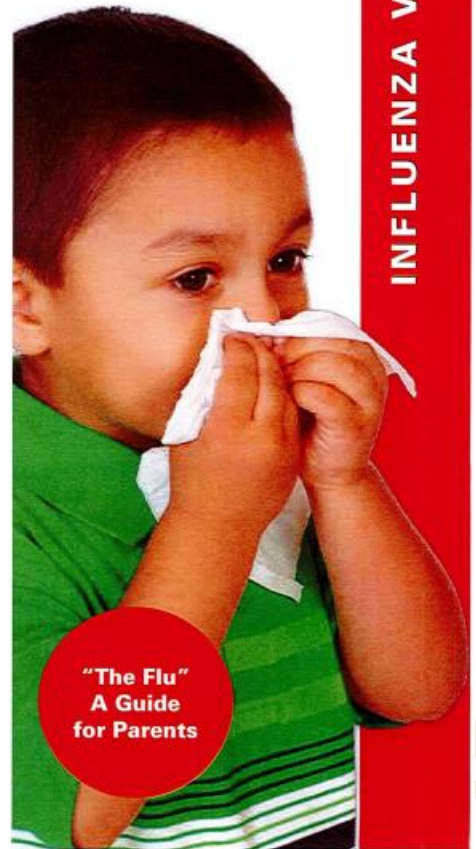
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

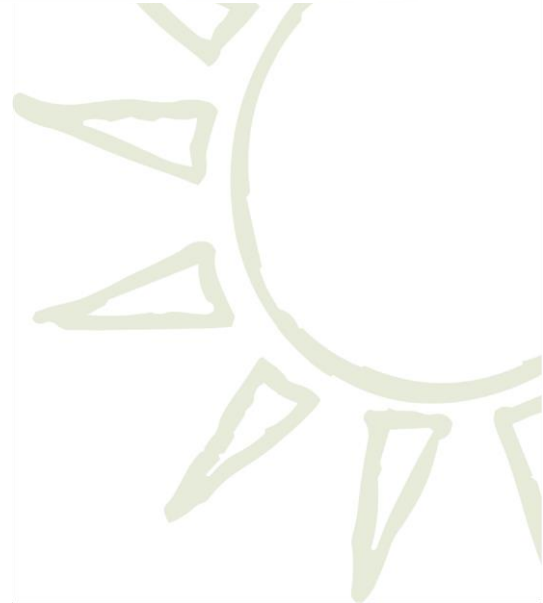
CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

"The Flu"
A Guide
for Parents





During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

