

# PINE JOG



# AFTERSCHOOL HANDBOOK 2018-2019



PINE JOG ENVIRONMENTAL EDUCATION CENTER

College of Education

6301 Summit Blvd.

West Palm Beach, FL 33415-0991

tel: 561.656-5430

[www.pinejog.fau.edu](http://www.pinejog.fau.edu)

[pinejogassp@pinejogassp.fau.edu](mailto:pinejogassp@pinejogassp.fau.edu)

Dear Parents,

The FAU/Pine Jog Afterschool Program is pleased to welcome you and your child(ren) to another exciting year of after school activities. We look forward to providing your child(ren) with a quality Afterschool Program.

Pine Jog Afterschool Program is a member of the Prime Time Quality Improvement System Program, meeting all high standards for health, safety and staffing requirements.

Your child(ren) will be in a safe and supportive environment, which will encompass an array of activities to spark their interest, their intellect and their passion for creativity. There will be activities focused in environmental education, gardening, health, arts, literacy, sports and culture, just to name a few.

We are happy to have your child (ren) in the Pine Jog Afterschool Program for the **2018-2019** school year. We look forward to another wonderful year!

Sincerely,

*Wendy Díazgranados*  
Afterschool Director

*Jessica Noriega*  
Afterschool Assistant Director

## **AFTERSCHOOL OFFICE INFORMATION**

**Office Hours:** Monday to Friday, 9:00 a.m. – 5:30 p.m.

Parents conferences with the director **ONLY** between 9:00 a.m. to 5:00 p.m.

**Telephone number:** (561) 656-5430 (Answering machine will pick up any messages left outside of office hours)

**Website:** <http://www.pinejog.fau.edu/Parents/AfterSchoolPrograms.aspx>

**Email address:** Wendy Diazgranados, Director: [wdiazgra@fau.edu](mailto:wdiazgra@fau.edu)

Jessica Noriega, Assistant Director: [jnorieg1@fau.edu](mailto:jnorieg1@fau.edu)

Forms can be emailed to [pinejogassp@fau.edu](mailto:pinejogassp@fau.edu)

## **DAYS AND HOURS OF OPERATION**

The FAU/Pine Jog Afterschool Program has been created as a partnership between Florida Atlantic University and Pine Jog Elementary School. The afterschool program is a proto-type program providing a unique experience for your child (ren) on a daily basis. Please note calling ahead of time for student's dismissal will only be approved for Doctor's appointment.

The Afterschool Program will operate every regular school day beginning

**Monday, August 13<sup>th</sup>, 2018.**

**Program Full Time Hours:** 2:05 p.m. to 6:05 p.m.

**Program Part Time Hours:** 2:05 p.m. to 4:05 p.m.

**NO AFTERSCHOOL SERVICES ON NON-SCHOOL DAYS OR HOLIDAYS**

## **ADMISSION / WITHDRAWAL**

Enrollment in our program will be limited to approximately 18 children per group. A waiting list of names will be started once groups are filled. We will contact you as soon as a spot becomes available for your child.

A registration fee of **\$40.00** per child is required at the time of registration for the Afterschool Program. This fee guarantees a space for your child(ren) in the program.

**\*\*\* REGISTRATION FEE IS NON-REFUNDABLE \*\*\***

Placement in the Afterschool Program will be **full-time**. There is **limited space** available for **part-time** status and must be approved by the Director.

If for any reason you need to withdraw a child from the FAU/Pine Jog Afterschool Program, please notify the Afterschool Office by completing a withdrawal form. If you withdraw from the Program no refunds will be given. **Absence from Afterschool does not waive fees.**

**CONTINUED ENROLLMENT IN OUR PROGRAM IS DEPENDENT UPON TIMELY PAYMENT OF FEES.**

**IF YOU HAVE NOT PAID BY THE 10<sup>TH</sup> OF THE MONTH, YOUR CHILD WON'T BE ABLE TO ATTEND THE PROGRAM.**

Each child in our program has a reserved placed whether or not the child is present. No payment adjustments or refunds will be made for participation in clubs, sports, tutoring, absences, vacations, or withdrawals from the Afterschool Program.

We will make three attempts to collect unpaid fees. After that, your file will be turned over to F.A.U. Controller's Office/ **Collection Department.**

## **PAYMENTS OPTIONS:**

- Online payments: ( credit or debit card, check)  
**\*Preferred Method of Payment\***  
<http://www.pinejog.fau.edu/Parents/AfterSchoolPrograms.aspx>
- Check: please make the check payable to FAU and place your child(ren)'s name in the memo section of the check.  
**\*\*There will be a \$30.00 fee assessed for every returned check\*\***
- Cash.
- Money Orders: Made payable to FAU.
- E.L.C. (Early Learning Coalition): You can obtain financial assistance. To know if you are eligible, please contact E.L.C: 561-214-8000 or <http://www.elcpalmbeach.org/>

**\*\*There will be a \$25 late fee assessed to late payments.**

A payment is considered late if received after the due date. **\*Continued enrollment in our program is dependent upon TIMELY payment of fees.\*** If an account carries a balance for more than one month, parents will be notified, and the student(s) will be withdrawn from the program until the fees are paid in full. **\*\*Please see fee schedule\*\***

## **ABSENCES**

If your child(ren) will be absent from school or if they will be leaving school by another means, please contact the Afterschool office prior to 2:00 p.m. at **561-656-5430**. Due to the comprehensive nature of the program schedule, your child(ren) will be immersed in an array of activities and we encourage your child(ren) to participate fully. We request that early pick-up of your child(ren) be kept to a minimum.

## **PINE JOG AFTERSCHOOL ACTIVITIES**

Students in the Pine Jog Afterschool Program will be placed in groups according to grade levels. There is one Counselor per group. Daily learning activities will include homework time. **Please do not allow your child to**

**bring toys, video games, personal CD players, Ipods and other such items to the Afterschool Program.**

**Homework Time:** Will be required for all students. 30 minutes for Kindergarten students, and for students in grades 1<sup>st</sup> to 5<sup>th</sup> this will be a 45 minutes quiet study time Monday through Thursday. Students who do not have homework will be expected to read/write or draw quietly during homework time. Please encourage your child to make good use of the daily homework time. Counselors will do their best to help each student with their homework but this does not guarantee that it has been checked. Please take time to review your child's homework with them. **STUDENTS WHO CAUSED DISRUPTION DURING HOMEWORK TIME WILL BE SUBJECT TO DISCIPLINARY ACTION AS NECESSARY.**

**\*\*\*A written request must be submitted by the child's parents/guardian, in order to accommodate any additional time for homework\*\*\***

In addition, your child (ren) will be immersed in a variety of enrichment activities on a daily basis. The activities will include both inside and outside activities and will vary on a daily basis. Some of our enrichment activities which may include but are not limited to: Environmental Education (by Pine Jog Environmental Education Center); Variety of Sports (by YMCA); Arts & Crafts, Music, Dance, Theater, Gardening, etc., (Center for Creative Education); Literacy Workshops (by Palm Beach Literacy Coalition); Robotics, Video Game Design and more (by Green Mouse Academy); Outreach programs (by South Florida Science Museum, and the Palm Beach Zoo).

## **CLUBS**

If your child(ren) is in a club that is not sponsored by the FAU/Pine Jog Afterschool Program, we will need a note from the parent with the name of the activity, day of the week and times. All children are to check in with their Afterschool Counselor before going to any club, or any other school activity.

**If your child(ren) does not check in to Afterschool PRIOR to attending any club or other activities he or she will be subject to a discipline referral as this can cause major confusion and concern.**

## STUDENT PICK UP

Only authorized adults that have been indicated on your child(ren)'s registration form may pick-up and leave with your child(ren) from the Afterschool Program. Please be mindful that the students are coming from a distance location, please review calendar of activity.

### **PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!**

When arriving to the pick-up area, the authorized individual must indicate the time of pick-up, print and sign their name on the authorized sign-out form. **No child will be released to anyone who is not on file or not authorized in writing by the custodial parent.** A **picture ID** is required at time of pick-up by each individual, including the child's parent. Anyone under 18 years of age picking up a child from the program must have a notarized letter by the custodial parent-authorizing pick-up. You will pick your child(ren) up at the designated pick-up location each day. **No one is permitted to enter the school and pick-up their child from a classroom.** Your child(ren) will be escorted safely from the program to the designated pick-up area. **No one is permitted to enter the school beyond the pick-up area without the permission of the Afterschool Director.** All of these policies are in place to safeguard your child(ren) and all staff on the premises of the school. We appreciate your cooperation in following this very important procedure.

**We appreciate your patience while waiting for your child.**

### **LATE PICK UP/ABANDONED CHILDREN POLICY**

Please call the Pine Jog Afterschool Office at 561-656-5430 if you will be late picking up your child(ren). A late fee will be charged to those parents whose child(ren) are not picked up by 4:05 p.m. for part time.

	<b><u>Part-Time</u></b>	<b><u>Amount</u></b>
First Late pick up:	4:06 p.m.-4:21 p.m.	\$10.00 per child
Second late pick up:	4:06 p.m.- 4:21 p.m.	\$15.00 per child
Subsequent late pick up:	4:06 p.m.- 4:21 p.m.	\$20.00 per child

For each additional 15 minutes, there is an additional \$10.00 fee per child.

A late fee will be charged to those parents whose child(ren) are not picked up by 6:05 p.m. for full time.

	<b><u>Full-Time</u></b>	<b><u>Amount</u></b>
First Late pick up:	6:06 p.m.-6:21 p.m.	\$10.00 per child
Second late pick up:	6:06 p.m.- 6:21 p.m.	\$15.00 per child
Subsequent late pick up:	6:06 p.m.- 6:21 p.m.	\$20.00 per child

For each additional 15 minutes, there is an additional \$10.00 fee per child.

**ALL LATE FEES ARE TO BE PAID AT THE TIME OF PICK UP.**

Chronically late pick-ups could lead to your child (ren) being withdrawn from the Program.

**If you have not contacted the Program by 7:00 p.m., the Program will contact the Department of Children, Families, and the Palm Beach County Sherriff’s Department. The child (ren) will also be removed from the Program.**

### **INJURY AND ILLNESS**

The FAU/Pine Jog Afterschool Program strives to provide a safe program for your child(ren); however, injury or illness may occur. All Afterschool staff have been trained and certified in first aid and CPR. In the event an injury or illness occurs the Afterschool Program will notify you either by phone or by incident/accident report based upon the injury or illness. **It is imperative that you keep all emergency phone numbers and addresses up-to-date with the Program.**

### **STUDENT CONDUCT AND DISCIPLINE**

In order to provide a fun-learning environment for each child in the Afterschool Program, a code of conduct has been implemented. Please make sure that you take a few minutes to go over this code of conduct with your child (ren).



**YOU NEED TO SIGN THE CODE OF CONDUCT WITH YOUR CHILD (REN)  
AND RETURN IT BACK TO THE AFTERSCHOOL OFFICE.**

**Consequences for misbehavior or failure to adhere to FAU/Pine Jog Afterschool Program Code of Conduct will be as follows:**

First Referral	30 minutes removal from group
Second Referral	45 minutes removal from group
Third Referral	Removal from the group for the remainder of the day AND Parent's conference if needed.
Fourth Referral	Two day SUSPENSION from Afterschool Program.
Fifth Referral	Expulsion from the Pine Jog Afterschool Program.

**MEDICATIONS**

Under Florida law, schools may only give medication that is prescribed by a physician with an authorized form signed by the physician and the parent. Medication must be in its original container with the pharmacy label and the student's name, medication name, current dose and frequency.



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### “PARENT ACKNOWLEDGEMENT”

Child(ren) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the FAU/Pine Jog Afterschool Program policies and procedures have been developed to ensure the safety of all children and the fiscal stability of the program. I have received and read the Parent Handbook and understand the program policies. I have discussed the rules of the program with my child(ren).

I understand that failure to return this acknowledgement will not relieve me from the responsibility of knowing the policies and procedures of the FAU/Pine Jog Afterschool Program.

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date