

PINE JOG



AFTERSCHOOL HANDBOOK 2022-2023



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

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 **2022-2023** school year. We look forward to another wonderful year!

Sincerely,

Wendy Díazgranados
Afterschool Director

Joely Lara
Afterschool Assistant Director

AFTERSCHOOL OFFICE INFORMATION

Office Hours: Monday to Friday, 10:00 a.m. – 5:30 p.m.

Parents conferences with the director **ONLY** between 10:00 a.m. to 1:45 or 3:30 p.m. to 5:30 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
- Joely Lara, Assistant Director: laraj@fau.edu
- Giancarlo Rivera-Pena, Office Assistant: riverag@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

Wednesday, August 10, 2022.

Program Full Time Hours: 2:00 p.m. to 6:00 p.m.

NO AFTERSCHOOL SERVICES ON NON-SCHOOL DAYS OR HOLIDAYS

OPEN DOOR POLICY

The door to the afterschool program is always open. Authorized parents/guardians will be allowed to access the program in accordance with the appropriate safety procedures, which include checking in at the afterschool office and being escorted by a staff to designated areas. Parents wishing to share their talents with the afterschool students should contact the afterschool director. For any questions, please contact the afterschool director at (561) 656-5430 or email at wdiazgra@fau.edu

***** DUE TO COVID-19 SAFETY PROTOCOLS VISITORS ARE NOT ALLOWED IN THE BUILDING AT THIS TIME*****

ADMISSION/WITHDRAWAL

Enrollment in our program will be limited to approximately 18 children per grade. 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 *****

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.

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, expulsion, or withdrawals from the Afterschool Program.

Continued enrollment in our program is dependent upon timely payment of fees.

If you have not paid by the due date, your child will not be able to attend the 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:

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

Preferred Method of Payment

- (Credit or debit card)
- 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-\$50 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, iPod 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 1st to 5th 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).

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. Students will be dismissed in the car loop. Parents/Guardians must remain in the car at all times! The earliest dismissal time will be 5 p.m. latest dismissal time will be 6 p.m. If you need to pick up the student earlier than 5 p.m., you must notify the office no later than 10 a.m. the day of.

PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!

When arriving to the pick-up area, the authorized individual must sign out the child through the Procure App or through the Parent Kiosk by using their assigned pin. **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.

COMMUNICATION PROCESS

Once your child is confirmed and registered to the program, we ask that all parents/guardians download the Procure and Remind App, as most of our communication will take place through these apps. The codes will be provided to you upon confirmation of registration to the program.

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 6:00 p.m. for full time. For each additional 15 minutes, there is a \$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.

FLU SEASON

Children should be vaccinated every flu season for the best protection against flu. For children the first dose should be given as early in the season as possible. Children should be vaccinated by the end of October. However, being vaccinated later can still be protective, as long as flu viruses are circulating. While seasonal influenza outbreaks can happen as early as October, in most seasons influenza activity peaks between December and February. Since it takes about two weeks after vaccination for antibodies to develop in the body that protect against influenza virus infection, it is best that people get vaccinated so they are protected before influenza begins spreading in their community.

IMMUNIZATIONS

Your child's immunization record must be submitted at the time of registration. A copy of the exemption from Immunizations for Reason of Conscience must be submitted along with Afterschool registration forms.

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.

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).

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. |

FAU PINE JOG ENVIRONMENTAL EDUCATION CENTER
AFTERSCHOOL PROGRAM
COVID-19 PUBLIC HEALTH EMERGENCY
SPECIAL PROGRAM ATTENDANCE
ACKNOWLEDGMENT AND DISCLOSURE

Child's Name: _____ Date of Birth: _____

Parent/Guardian (s) Name: _____

Please read and initial each statement below.

1. _____ I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

2. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, and wear a mask the entire time I am in the facility. While in the facility, I must practice social distancing and remain 6ft from all other people, except for my own child.

3. _____ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If at any time during my child's attendance any of the following symptoms appear, my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified.

Symptoms include:

- fever of 100.4 degrees Fahrenheit or higher
- Dry cough

- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

While we understand that, many of these symptoms can also be related to non COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. _____ I understand that my child's temperature may be taken frequently while on facility premises.
5. _____ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
6. _____ I understand that outside of work, in order to control my exposure in the community, I will comply with all state, county or local stay-at-home orders, and will limit my child's contact outside of school to reduce their risk for exposure.
7. _____ I will immediately notify **Wendy Diazgranados** if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, or that is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
8. _____ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as persons who are asymptomatic can transmit the virus and before some people show signs of infection. I accept these risks and understand that I am voluntarily placing my child in the FAU Pine Jog Afterschool Program. I also understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance

with the provisions listed herein or with any other policy or procedure outlined by FAU Pine Jog Center or the Pine Jog Elementary School will result in disciplinary action up to and including expulsion.

Parent/Guardian Name

Date

Parent/Guardian Signature



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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