

PINE JOG



AFTERSCHOOL HANDBOOK 2024-2025



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 Prime Time Quality Improvement System Program member, meeting all high health, safety, and staffing standards.

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

We are happy to have your child (ren) in the Pine Jog Afterschool Program for the **2024-2025** school year. We look forward to another wonderful year!

Sincerely,

Wendy Díazgranados

Afterschool Director

Christy Laureano

Afterschool Assistant Director

AFTERSCHOOL OFFICE INFORMATION

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

Parents conferences with the director **ONLY** between 10:00 a.m. and 1:30 or 3:30 p.m. to 5:00 p.m.

Telephone number: (561) 656-5430 (The 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
- Christy Laureano, Administrative Assistant: claurean@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 daily experience for your child(ren). Please note that calling ahead of time for a student's dismissal will only be approved for a doctor's appointment.

The Afterschool Program will operate every regular school day beginning.

Monday, August 12, 2024.

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 by the appropriate safety procedures, which include checking in at the afterschool office and being escorted by staff to designated areas. Parents wishing to share their talents with the afterschool students should contact the afterschool director. For any questions, please get in touch with the afterschool director at (561) 656-5430 or email at wdiazgra@fau.edu

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 when a spot becomes available for your child.

A registration fee of **\$40.00** per child is required at 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 emailing the information to pinejogassp@fau.edu. **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 place whether or not the child is present. No payment adjustments or refunds for participation in clubs, sports, tutoring, absences, vacations, expulsion, or withdrawals from the Afterschool Program will be made.

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

Your child cannot attend the program if you have unpaid balances or have not paid by the due date.

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 get in touch with E.L.C: 561-214-8000 or <http://www.elcpalmbeach.org/>

****A \$25-\$50 late fee will be assessed for 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 leave school by another means, please contact the Afterschool office before 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

Pine Jog Afterschool Program students 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, Phones, tablets, watches, and other devices to the Afterschool Program.

Homework Time: Will be required for all students. Thirty minutes for kindergarten students and students in grades 1st to 5th will be 45 minutes of 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 CAUSE DISRUPTION DURING HOMEWORK TIME WILL BE SUBJECT TO DISCIPLINARY ACTION AS NECESSARY.**

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

In addition, your child(ren) will be immersed in various enrichment activities daily. The activities will include both inside and outside activities and will vary daily. Some of our enrichment activities may include but are not limited to Environmental Education (by Pine Jog Environmental Education Center); a 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 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 come from a distant location; please review the activity calendar. 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., and the 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 at the pick-up area, the authorized individual must sign out of the child through the Procure App or the Parent Kiosk 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.** Each individual, including the child's parent, requires a picture ID at pick-up time. Anyone under 18 years of age picking up a child from the program must have a notarized letter from the custodial parent authorizing pick-up. You will pick up your child (ren) at the designated location daily. **No one can 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.** These policies are in place to safeguard your child (ren) and all staff on the school premises. 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 occur through these apps. The codes will be provided to you upon confirmation of registration to the program. Anyone needing direct access to the app must park their car and meet the sign-out person by the dismissal area.

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) has yet to be picked up by 6:00 p.m. for full-time and 4 p.m. for part-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 cause your child (ren) to be 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 Sheriff'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. If an injury or illness occurs, the Afterschool Program will notify you either by phone or by incident/accident report based on the injury or illness.

You must 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 the flu. The first dose should be given to children as early in the season as possible. Children should be vaccinated by the end of October. However, vaccinating later can still be protective if flu viruses are circulating. While seasonal influenza outbreaks can happen as early as October, influenza activity peaks between December and February in most seasons. Since it takes about two weeks after vaccination for antibodies to develop to protect against influenza virus infection, people should 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 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

A code of conduct has been implemented to provide a fun learning environment for each child in the Afterschool Program. 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 the FAU/Pine Jog Afterschool Program Code of Conduct will be as follows:

First Referral	30 minutes removal from the group
Second Referral	45 minutes removal from the 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.

Based on the severity of the incident, expulsion or any other consequences will be determined by the Director and Assistant Director. No Refunds will be provided.