

The St Pete Beach After School Program Policies, Rules, and Procedures

The After Care program at St Pete Beach Community Center offers children a safe, fun and healthy opportunity after school. Children in the program will have the opportunity to be involved in sports, games, arts and crafts, homework time, reading, and much more. Field trips, movies, and special events are planned. The City of St Pete Beach looks forward to serving you and your family.

Dates: August 13, 2018 – May 29, 2019
Ages: Currently enrolled in Kindergarten through 5th Grade
Time: School Ends – 6:00pm
Days: Monday through Friday except where noted below

No After Care on the following dates (Facility will be CLOSED):

September 3rd – Labor Day Holiday
November 12th – Observance of Veterans Day Holiday
November 22nd and 23rd – Thanksgiving Holiday
December 25th – Christmas Holiday
January 1st – New Years Holiday
January 21st – Martin Luther King Jr Holiday
February 18th – Presidents Day Holiday
May 27th – Memorial Day Holiday

Camp Available (for an additional fee) on the following dates (7:00am-6:00pm)

October 15th
November 19th – 21st (Thanksgiving Camp)
December 24th, 26th-28th, 31st (Holiday Camp)
January 2nd – 4th, 7th (Holiday Camp)
March 8th
March 11th-15th (Spring Break Camp)

Staff

Our after school program is licensed through the Pinellas County Licensing Board. Our staff is certified by taking 40 hours of childcare training offered by the Florida Department of Children and Families. All staff hired by the City of St Pete Beach has local, state, and federal background checks done and are at least 18 years of age.

Location

The program is based out of the St Pete Beach Community Center at 7701 Boca Ciega Dr, St Pete Beach 33706

Transportation

The City of St Pete Beach provides transportation service from your child's school to the St Pete Beach Community Center each day. All vehicles and drivers have annual inspections and follow all Pinellas County Licensing Board rules and regulations on transporting children.

Snacks

Children will be given nutritious snacks after school each day. Snack is served daily once they arrive at the center. No soda is allowed in the after school program.

Daily Activities

Rotations are approximately 1 hour long and the groups do a rotation inside then outside, so that they are not outside or inside the whole afternoon. The scheduled rotations and activities will be posted weekly on the bulletin board.

Swimming

When the weather and scheduling permits, we will take the children to the St Pete Beach Aquatic Center to swim. On those days, please provide your child with a swimsuit, towel, sunscreen, hat, sunglasses and anything else they may need for the pool.

School Day Outs and Holiday/Spring Break/Thanksgiving Camps

We will offer programs when school is out. This will be a separate fee. Schedule is listed at the beginning of this brochure. Cost is \$30.00 per day, per child.

While attending After School, all children are asked to comply with the already existing rules of their school, as well as, the After School rules. In order to maintain a safe environment, we ask that you please review them with your child.

1. Be respectful to other students, our coaches and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. You are only allowed to leave assigned area with a partner.
5. Keep hands, feet, inappropriate comments, and objects to yourself.
6. Walk appropriately on Recreation Center property.
7. Use respectful language at all times, using 'inside voices'.
8. Bring your school planners and all assigned work to the after school program every day.
9. If you come to after school without homework to complete during homework time, you will be asked to read silently or you will be given additional work.
10. You are not permitted to leave after school before scheduled time without proper advance notification from a parent or guardian, to an after school staff member.

After School Discipline Policy

The St Pete Beach After School Program is a means of providing recreational activities and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable environment, and will not be tolerated.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the After School Program.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the halls, minor defacement of property, and pushing or shoving others.
3. A student's persistent refusal to follow the instructions of program staff or program administrators. This shall also include a student's refusal or failure to properly identify oneself on request.

4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or 'look a like' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.

Disciplinary Actions

1. Verbal reprimand
2. Special assignments or removal from group
3. Program staff/student behavioral written warning
4. Parent Contact
5. Suspension from After School:
 - a. First Offense – 1 day suspension
 - b. Second Offense – 3 days suspension
 - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Permanent withdrawal of After School
7. Immediate notification of authorities if appropriate
8. Such policies must include standards that prohibit children from being subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment must not be administered by any child care personnel.

*Note: The program staff is responsible for utilizing different intervention techniques before a student is referred to the Recreation administration.

Attendance Policy

During the St Pete Beach Community Center After School Program enrollment process, the parent or guardian must identify the days their child will attend the program. This important information assists the Recreation Administration and staff to ensure that students are not being dismissed to extracurricular activities at the school or at the Community Center. The St Pete Beach Community Center and various Schools are working together to create a safe transition from school to After School and, therefore, attendance by students and communication with parents is very important. The Center cannot be held responsible for students and families who neglect to follow the attendance procedures in place. As a result of our need to ensure the safety of students, the following policies must be followed:

1. Students enrolled in the After School Program are expected to attend on all days identified by the parent/guardian during the initial enrollment process. Changes to that schedule must be submitted to the St Pete Beach Community Center one week prior to going into effect.

2. If your child is not going to be attending on a regularly scheduled day, we asked that the PARENT notify staff by email (crees@stpetebeach.org) by 1:00 pm that day in writing, prior to the absence.
3. Failure to attend three regularly scheduled days without notification to the Center staff will result in your child being placed on suspension from After School services, until the issue of non-attendance is addressed by the St Pete Beach childcare director and the parent/guardian. Notification of suspension will be conducted by phone and written correspondence. During the suspension period, your child will not be dismissed by the school to the After School Program.
4. Inconsistent or lack of attendance at the After School Program will result in the student's name being removed from the attendance roster. Notification for attendance roster removal will occur by written correspondence.
5. Arrangements to have your child re-activated can be made by contacting the St Pete Beach Community Center Childcare Director, Corey Rees (727-363-9245).

Inclement Weather Policy

*In the event of inclement weather, the St Pete Beach Community Center After School Program follows the school district's lead for school delays and cancellations.

*If your school is delayed, the After School Program will be in session.

*If your school is cancelled, the After School Program will be cancelled.

*In the event that the After School Program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the program.

Child Pickup Policy

*All parents shall pick up their child from the After School Program at the Main Entrance, to the right of the Community Center. Parents are reminded to drive slowly and park in a parking space. Please turn off your car's ignition and take your the key with you. Siblings of After School children should never be left unattended in the car.

*All parents or designated adult Pickup Person must enter the Main Entrance to pickup their child. The children will be in the lobby area with staff of the After School Program.

*For the safety of your children, he/she will only be released to the parents or designated pickup person. Should another adult be picking up your child, please send written notification and be advised that they may be asked for photo identification. Once a child is released to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.

*In order that your child is not left feeling confused or upset, we ask that you make every attempt to pickup your child on time. Pickup ends at 6:00pm. After 6:00pm, you may be charged an additional \$1.00 per minute late fee. The police will be contacted for any child left after 7:00pm.

*If there are special court orders regarding parental custody – please provide documentation.

Payment Policy

I understand that payments are due every month on or before the 5th of each month. A late fee of \$20.00 per child will be assessed on any late payments. If you choose to cancel services, you must do so in writing with a form that can be obtained by staff.

Homework Policy

The City of St Pete Beach after school program offers time for homework. During this time, the after school staff are available to assist in guiding the students when they choose to work on their homework. The after school staff does not make any child do their homework or work as a tutor with any student. They are solely for guidance when the student chooses to work on their homework.

Please do not ask staff to make your child do their homework or to tutor them one on one during homework time. Our staff needs to be available to all students and it is not recommended they force any child to do homework, it must be initiated by the student.

The after school program recognizes the importance of academics and incorporates time and assistance every day as a choice for each student to choose from to support their education.

Field Trip Policy

The St Pete Beach after school program may take field trips using the city's transportation. Additionally, the after school program will be walking to Horan Park and the St Pete Beach Aquatic Center. List of trips will be posted as needed and sent in the newsletter to parents.

Notice to Participants / Parents / Guardians

I/We the participant or parents/legal guardians of named children, hereby give my approval to my/his/her participation in programs and activities of the City of St Pete Beach Recreation Department. I/We do assume all risks or hazards incidental to such participation and use of equipment and facilities by myself or my minor dependents and do hereby agree to waive, release, absolve, and hold harmless the City of St Pete Beach, its employees, agents, and elected officials from any claim, loss, or injury of any kind, including losses or injury arising from the negligence of the City of St Pete Beach, its employees, agents and elected officials.

** My signature verifies that I give permission for the City of St Pete Beach to transport my child to safety in case of an emergency such as: hurricane, tornado, flood, toxic spill etc. We have arranged to walk the children to the St Pete Beach City Hall. This is the safest building structure for the children to be placed.

Release of Liability

I, for myself, my heirs and personal representatives, here by assume all liabilities, risks, injuries and hazards incidental to, or as a result of, participation in children's activities / I acknowledge the fact that this / these program(s) may have, and / or do involve, physical contact or other conditions or factual circumstances where physical or other injuries may occur. I do hereby waive, release and agree to indemnify and hold harmless the City of St Pete Beach, its officers, agents, employees, the organizers, sponsors, activity supervisors, co-sponsoring organizations and participants for any claim, demand, liability, costs, suits, charges or compensation for loss or injury of any kind arising out of a loss or an injury, including losses or injuries arising from the negligence of the City of St Pete Beach, its agents or employees and sponsors or activity supervisors, arising from my participation in the said activity. I assume all risk of injury, liability, and loss arising from my participation or presence at said activity. I acknowledge that the City of St Pete Beach, will not assumes any costs relating to any injury while I am involved in this activity. This Waiver, Release and Hold Harmless / Indemnification Agreement is inconsideration of the City of St Pete Beach, or activity sponsor permitting my participation in the activity or program at issue and in further consideration of the City of St. Pete Beach, not requiring self-funded liability insurance coverage on my part as a condition precedent to my participation in the activity. I freely and voluntarily assume all risk of loss or injury arising from my participation in the activity whether due to my negligence, or the negligence or intentional acts of others. I acknowledge that, absent this Release and Indemnification, the City of St Pete Beach, or other sponsors of the activity would not have offered me, the access to the activity because of unacceptable exposure to civil liability claims, or the expense of providing a program that is risk-free. I have read and understood this document and sign it freely and knowingly, intending that it shall be fully operative and effective in all respects and that it waives legal rights to which I might otherwise be entitled if I am hurt or suffer loss during my participation in the activity.

You must carefully read this document before signing it. You are waiving or releasing valuable legal rights. You are advised to seek the advice of an attorney if you do not fully understand this document.

I have read and reviewed the contents of the St Pete Beach Community Center's After School Policies Manual, and I agree to accurately carryout the policies and procedures of the St Pete Beach Community Center's After School Program.

I give consent for childcare personnel to have access to my child's records.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____