



# Before & After School Programs at Carrollwood Day School

## Parent Guide

### Welcome!

Dear Parents,

Here at CDS we believe that learning is not just for the classroom. For that reason, we offer before care and after care programs to students in grades 1<sup>st</sup> – 5<sup>th</sup> along with After School Study Hall for our Middle and Upper School students.

These programs were established to meet the need of working parents while providing children with a fun, safe and enriching environment. We believe that high quality afterschool and enrichment programs can make important contributions to a young person's development and well-being. With that, it is our duty to provide our youngsters with programs, experiences and an environment that will benefit the student socially, emotionally and academically.

We look forward to welcoming new faces into our before and afterschool program and we are so excited to see many of our friends returning! Hooray to a new school year, a new set of challenges waiting to be conquered and to new memories to be made!

Sincerely,

Melissa Hill

Auxiliary & Summer Programs Coordinator

Before Care

Aftercare

After School  
Clubs



**Before Care Start  
Time**  
(Bearss Avenue)  
**7:00am**

**Aftercare Start Time**  
(Early Childhood Campus)  
**2:15pm**

**Aftercare Start Time**  
(Bearss Avenue Campus)  
**3:30pm**

**Aftercare End Time**  
(Both Campuses)  
**6:00pm**

# Program Overview

## Before Care:

Our Bearss Avenue Campus offers an early morning care program that allows parents to drop their student/s off as early as 7:00am. Students from the ECC campus can also enjoy this service. Bussing to our ECC is available.

## Aftercare:

Both campuses offer an extended day program until 6:00pm daily as well as weekly special interest classes and clubs.

During a child's stay in the after school extended day programs he/she will be able to participate in supervised indoor/outdoor play, crafts and quiet time, while older students will have the option to work on homework.

Children may stay for before or after school care occasionally or daily, and reservations are not required.

## After School Clubs:

Learning does not stop at the end of the school day. Students can choose from a variety of after school programs designed to create enthusiasm for learning while building creativity, imagination and positive social skills. These programs are led by CDS staff and other professionals who want to share their talent and passion for their field.

**Please Note:** Registration for these programs closes one business day before the club is to start. Any parents that have missed the registration deadline should contact Auxiliary and Summer Programs Coordinator, Melissa Hill, by phone so that payment can be made before the student attends the club. *Students will not be able to attend the club if payment has not been received.*



# Hours of Operation

## Before Care:

- Monday – Friday starting at 7:00am until school starts (Bearss Avenue)
- Monday – Friday starting at 7:45am until school starts (ECC)
- Students will be sent to their classroom at 7:45am from the Multipurpose Room (Bearss Avenue)
- Students will be sent to their classroom at 8:45am from the Outdoor Play Area (ECC)
- For students using our bus service traveling from Bearss Avenue to the Early Childhood campus, the bus will leave at 7:50am.

## After Care:

- Monday – Friday as soon as school is dismissed until 6:00pm

## After School Clubs:

- Monday – Friday. Times vary

Please refer to registration site for more details.

## HALF DAYS AND DAYS OFF IN AFTERCARE:

### Half Days:

- **Wednesday, October 14, 2020**

*\*Students staying for Aftercare on half days will need to bring their lunch and a beverage. School lunches are not served on half-days.*

### Days Off:

AFTERCARE IS AVAILABLE UNTIL 6:00PM EVERY DAY THERE IS SCHOOL WITH THE EXCEPTION OF:

- **FRIDAY, OCTOBER 30, 2020**
- **FRIDAY, NOVEMBER 20, 2020**
- **FRIDAY, DECEMBER 18, 2020**
- **FRIDAY, MARCH 12, 2020**
- **FRIDAY, MARCH 7, 2020**
- **FRIDAY MAY 21, 2020**



## KidCheck

CDS uses KidCheck<sup>®</sup> to provide an online check in/check out system that improves the safety and tracking of our children. KidCheck<sup>®</sup> will also enhance our communication, security and administration of our extended day programs. **It is recommended that every family with students in grades 1 - 5 create an account on KidCheck. All students must be pre-registered in order to be able to attend after-care** This assures that our Aftercare program is equipped to care for your child in the event that unplanned circumstances prevent you from picking up your child at the regular dismissal time. Students can use aftercare daily or on an occasional basis.

### Authorized Pickup

Only the people listed in the KidCheck program are considered authorized. Family members, if not listed, are not considered authorized to pick up a child. Verification by the Auxiliary & Summer Programs Coordinator will need to be made before any child is released to a person not listed in KidCheck.

*\*Please display your car tag when pulling up to dismiss your student.*

## Billing

Aftercare is billed at an hourly rate of \$5/hour. All CDS elementary students are welcome to attend each day and reservations are not required. All Aftercare charges will be billed monthly to the family's school FACTS account.

**Please Note:** Aftercare is billed at full hour increments per day.

*\*A \$5/minute late fee will be assessed for every minute you are late after 5 minutes.*



## Refocusing Behavior in

### Aftercare

Carrollwood Day School Aftercare program follows the same behavior expectation of the Carrollwood Day School classroom. It is our priority to provide a safe, secure environment in which fosters the development of the **entire student** not only in academics, but also ethically, emotionally, and through social experience. Therefore, an appropriate consequence will always be given to any student(s) engaging in inappropriate behavior.

Our Aftercare staff issue **Refocus Forms** to any student in violation of our classroom rules. This allows the student to acknowledge the behavior and identify a more appropriate way of handling the situation in the future. The form is to be signed by both the student and the parent.

*\*After 3 **Refocus Forms** have been issued, a meeting involving the student, guardian and the Lower School Head must occur.*

## Our Vision

"Carrollwood Day School enriches the mind, strengthens the character and inspires the hearts of our students."



### Personal Belongings

Jackets, backpacks, lunchboxes and other items left at the end of the afternoon will be placed in the school Lost & Found. Parents are encouraged to frequently check lost and found. Children are asked not to bring personal items to the Before & Aftercare Program. The Before & Aftercare Staff is not responsible for items lost, broken, or stolen during program hours. These belongings include: video games, cellphones, iPods, iPads, toys, money, jewelry or any other item of high value.



## Contact Us:

Please feel free to reach out to our Aftercare department at any time during hours of operation. Normal daily hours are 3:05pm - 6:00pm, Monday through Friday.

- **Aftercare Direct Line: 813-920-2288 x466**
- **Aftercare Supervisor: [Melissa Hill](#),** Auxiliary and Summer Programs Coordinator