

# After School Program Parent Guide

Both campuses offer an extended day program until 6:00 pm daily as well as weekly special interest classes and clubs. The ECC also provides before school care beginning at 7:00 am. During a child's stay in the after school extended day programs for students through grade 5, he/she will be able to participate in supervised indoor and outdoor play and quiet time. Students will also be served a snack and 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.

## Registration for the KidCheck Program:

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.

## 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.*

## Picking up Your Child from Aftercare (at Bearss Avenue):

All elementary aftercare students will be dismissed from the bus loop side of the Elementary Multi-Purpose Room. After **3:30pm**, parents can pull into the school bus loop and pick-up children from the glass doors facing the bus loop. *\*Parents are requested not to come through the elementary school office to pick up for aftercare.*

## **Half-Days and Days- off in Aftercare:**

Aftercare is available until 6:00pm every day there is school with the exception of:

- **Friday, October 25, 2019**
- **Friday, November 22, 2019**
- **Friday, December 20, 2019**
- **Friday, March 13, 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.

## **Refocusing Behavior in Aftercare (at Bearss Avenue):**

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.*

## **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 offered 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 Aftercare Supervisor, 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.*

## **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 Cell Phone Line: 813-442-9163**
- **Aftercare Supervisor: [Melissa Hill](#), Auxiliary and Summer Programs Coordinator**