



**CARPE DIEM'
BEFORE & AFTERCARE
PARENT HANDBOOK
2018-2019**

Russell Byers Charter School
1911 Arch Street
Philadelphia, PA. 19103
Ph :(215) 972-1700
Fax: (215) 972-1701
www.byerschool.org



Carpe Diem Before and After Care Program Parent Handbook

Mission

To provide an extension of quality in education that is offered by Russell Byers Charter School. We strive to provide peace of mind for working parents, who demand and deserve safety and enriching activities for their children during out school hours.

Contact Information

Parents may contact the Director, Ms. Shirley Dyson, from 7:00 AM to 6:00PM to address any issues or concerns. A parent can request a meeting with the director of the program at anytime to discuss any matter of concern. It's best to email Ms. Dyson at sdyson@byerschool.org

Description of Services

The Daily Aftercare program will include:

- Snacks and Drinks
- Homework Assistance
- Outdoor Activities, including organized games
- Indoor Games and Enrichment Activities
- Access to the Technology Center
- Arts and Crafts and other scheduled activities such as special interest group's Karate, African dance, Drama, Cardio Fitness, Financial Literacy, etc.

Homework

All Students will be scheduled for a structured homework time, which includes assistance. If you wish for your child to miss an activity in order to complete their homework, please discuss this with Ms. Dyson.

Hours of Operation

- Before Care will begin at 7:00am and end at 7:50am.
- 4K-8th After-Care program will operate from 3:30pm – 6:00pm.
- Early dismissal days, the After Care program will begin at 12:00pm and operate to 6:00pm

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Enrollment Procedures

All children attending the program **must be** registered at the school. Registration forms need to be completed each year for each child, and a registration fee of \$20.00 is due for EACH student upon entry into the program.

Financial Information

Fees are paid at the end of each week on Friday for services. Non-payment of scheduled fees will result in the student being withdrawn from the program. Payment is due no later than Monday 6 p.m., or program closing time, of the scheduled payment due date. **Late fees will automatically be applied in the amount of \$25.00.** We accept money order, check and cash transactions.

Parents are responsible for keeping their receipts for payment.

Fees: All fees are based on a part-time day with the exception of early dismissals/Summer Care which day would be considered a full-time day.

The following are the fees for before and aftercare:

Registration fee: \$20.00

Before care: \$20.00 per week

Drop in rate for before care: \$10.00

Aftercare: \$75.00 per week

Drop in rate for aftercare: \$20.00 Early Dismissal days \$30.00

Sibling discount: \$65.00 (aftercare only/ one sibling only)

Late pick up: \$5.00 for the first minute late. \$1.00 every minute after the first minute

School Closures/Holidays-TBA-(Considered Full-Time days)

All fees are subject to change based on cost of providing continuous quality child care

Late Pick-Up

Children are to be picked up by the program's closing time of 6:00PM.

A late pick-up fee of \$5.00 will be charged for the first minute late \$1.00 every minute after the first minute.

Late fees must be paid at time of pick up or late fees will be applied to the account in the amount of \$25.00. **There are no exceptions to this policy.**

The clock used for time is the clock found at the pick-up location.

Three late pick-ups result in children being suspended from program for one week
Four late pick-ups result in children being withdrawn from the program.

Students **not** registered for the Before Care program will be charged \$10.00 a day.
Students **not** registered for the After Care program will be charged \$25.00 a day.
After Care **NON**-registered; late pick-up's; Students/Parents will be allowed (2) late arrivals pick-up grace to attend Carpe Diem at no cost if the student is picked up within 30 min. period from 3:30 PM-4:00 PM. After the (2) grace is exhausted then that student/parents/family will be invoiced for the Per Diem day rate \$20, \$30 on early dismissal days. Any student who remains in Carpe Diem after a period of 30 min will be charged the day rate of \$20 on regular school days On school early dismissals \$30. The rate will be applied during the grace as well if the student is not picked up within the 30 min allotted grace period.

*Failure to pay for Carpe Diem Services will forfeit students from class trips, special programs, participation in after-school clubs, programs and **release of files to parents or schools** (Playworks, Chess, Debate, Science, Art, and Choir,) Students/Parents/Families whom do not reconcile invoices within 30 days it may result in Students/Parents/Families being brought before Russell Byers School Board of Directors for violation of school policies.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the front of the building. Students enrolled in the Before Care program will not be permitted into the school until 7:00 AM and must not be dropped off prior to this time as there is no supervision present. Students **not** enrolled in the Before Care program will not be permitted into the school building until 7:45am.

After Care Program – Departure Procedure

- Students must be picked up by 6:00pm.
- Late fees will accrue after 6:00pm at \$5.00 for the first minute and \$1.00 for every minute after the first minute.
- Parents or authorized pick-up personnel must sign the child out with a signature at the front desk and or with the designated afterschool teacher. Photo ID may be required. Children will only be released to the Primary and Secondary Parent/Guardian as well as those listed on the Authorized Pick-up list.

Attendance is taken daily within the first fifteen minutes of the program's start time. If a child is not going to attend the program for any reason; it is the parent's responsibility to inform the Program Director by emailing sdyson@byersschool.org. To ensure that the director is notified in a timely manner, please do not ask the teacher to take on the responsibility of notifying the director that your child will not be attending the program. These procedures are in place to ensure the safety of all students attending the program.

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Student Behavior and Discipline Policy

All children attending the Program are expected to follow the “Code of Student Conduct” for Russell Byers Charter School, (RBCS).

Inappropriate behaviors are not acceptable and a parent conference will be scheduled.

The consequences for misbehaviors will vary from a time out, missing an activity, suspension or being exited from the program. **Any student that injures another child will be suspended from the program. If the behavior continues, the student will be terminated from the program.**

These actions are considered inappropriate:

- Any type of fighting
- Intimidating, harassing, or threatening others
- The use of profane language, gestures, or behaviors
- Disrespect of adult authority figures on campus
- Damaging and/or destroying property belonging to the school and/or others
- Leaving the school grounds without permission from the After Care Program Director

Discipline Policy:

- First Offense - Director/Student conference
- Second Offense - Director/Parent/Student conference
- Third Offense - Suspension from the program
- Fourth Offense - Termination from the program

If your child has a IEP/ IFSP/504 plan/ any special needs assessments or accommodations completed by a professional to inform classroom practice Carpe Diem will need copies.



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Before/After Care Program Parent Contract

PLEASE SIGN AND RETURN TO DIRECTOR

Attending: (check all that apply)

_____ **After Care Program**

_____ **Before Care Program**

_____ **Periodic Usage of the Before and After Care Program**

Child's Name _____

I understand the policies and procedures that have been outlined in the Parent Handbook.

I also understand that these are in place to ensure the safety and well being of my child while attending the program. I have read them and agree to follow them. I have also discussed the rules of the program with my child.

In addition, I understand some of my responsibilities as a parent/guardian include, but are not limited to:

- picking up my child by 6:00pm, or I will be charged a late fee
 - notifying the Director, if their child is going to be absent
 - following payment procedures
- keeping the Director informed of a change in emergency contact information
 - keeping their payment receipts for tax purposes
- notifying the Director, if their child is going to be withdrawn from the program
- notifying the Director of any change in child's health, if participation is limited

A child may be exited from the program, if a parent does not meet the above responsibilities on a consistent basis.

Parent/Guardian Signature

Date _____