



PLACE Program

Pasco Learning and Activity Centers of Enrichment

Quality...Integrity...Trust

Client Handbook Procedures and Guidelines

The **PLACE** Program will provide safe, quality care with a variety of enriching experiences and strive to create a positive link between child, family, school, child care and community.

Effective June 11, 2012



District School Board of Pasco County

Heather Fiorentino, Superintendent

Please take the time to read the information in this handbook for complete program details.

Following these very important procedures will assure continuation in the program.

- Tuition and fees are due in advance, even when the child is not in attendance. (See page 2)
- All past due balances must be paid **in full** by the last day of program in the week for which the balances are due to avoid disabling of and/or terminating the account. Students will not be permitted to re-enter program until past due balances are paid in full. A break in service will require completing the registration forms and paying a registration fee per child. (See page 3)
- **Client adjustments will not be issued for late payment of tuition, fees and late pick-up. (See page 2)**
- Changes in fee status will require the client's signature and a zero account balance. (See page 2)
- Drop-in service must be paid for at the time of service to avoid a late payment fee. (See page 3)
- Drop-in service will not be available to any client who owes money to any PLACE Program. (See page 3)
- Vacation requests and vacation credit will not be granted after the fact. Clients must have a zero balance at the time they request and/or take vacation. (See page 3)
- Beginning at 6:01 p.m., late pick-up fees will be assessed per child. (See page 4)
- **During Winter break, Spring break and Summer, programs will be combined and/or grouped into satellite locations. (See page 4)**

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Pasco Learning and Activity Centers of Enrichment **(PLACE)** is supported solely by fees paid for program services by clients and subsidies. No educational dollars are used to provide this service to families.

Welcome to the PLACE Program

Program Goals

A. The staff will strive to meet the social, emotional and intellectual needs of children in an environment that fosters:

- Positive self-esteem
- Initiative
- Independence
- Problem-solving
- Creativity
- Safety-awareness
- Sense of security
- Self-control
- Community involvement
- Environmental awareness

B. PLACE staff will be sensitive to the needs of clients utilizing their services by:

- Providing an enriching environment for students.
- Delivering age-appropriate curriculum to students.
- Communicating with clients through written communiques, bulletin boards, programs and conferences.
- Expanding services wherever the need is evident.

C. The **PLACE** Program will operate in a financially responsible and independent manner.

Description of Services

The before and after school activity program, **PLACE**, has been designed to provide an active and enriching environment for students who must arrive at school early, stay late and/or require supervised activities during school holidays and the summer.

The school cafeteria and outside play areas are utilized for **PLACE** activities. Supervision is provided at a ratio of 1 adult to 25 students. The number of students enrolled at each site is determined by how much physical space is available and the number of staff employed. The **PLACE** Program serves all Pasco County Elementary Schools.

Program activities may include:

- Homework and Reading
- Technology
- Recreational Activities and Cooperative Games
- Cultural Enrichment Experiences
- Special Interest Clubs
- Creative Expression through Music, Drama, Dance
- Arts and Crafts

Enrollment Criteria

A student may be enrolled in the **PLACE** Program when he/she is:

- able to be independent in daily self care needs, such as toileting, feeding and dressing self
- no danger to him/herself or others
- able to participate in large group activities with an adult/student ratio of 1 adult to 25 students
- able to remain within the program location and under adult supervision without running away

Registration Policy

Registration requires completion of all registration forms by the client, proof of health /accident insurance and payment of an annual nonrefundable registration fee, plus the weekly tuition for the first week of services. (Tuition will not be prorated for entering the program mid-week or later.) A registration fee is charged each time a client terminates and re-enters any **PLACE** Program.

- Proof of accident insurance coverage for each student enrolled is mandatory. School insurance may be purchased at a nominal fee if the student is not covered by private insurance.
- Accident insurance coverage must be maintained while the student is enrolled in the program.
- Transfer clients are required to complete registration forms for the new **PLACE** Program their children will be attending.
- A client or student may not have a balance due at any **PLACE** Program prior to enrolling.
- Clients who have children in attendance on alternating weeks will be expected to pay weekly tuition every week regardless of custody issues.

Hours of Operation

6:30 a.m. - 6:00 p.m.

Tuition and Fees

- Tuition and fees are payable by check or money order only. Checks and money orders must contain the check writer's name, address and current telephone numbers. Cash and starter checks are not accepted for payment of tuition or any other fees. The maximum allowable amount of each check or money order is \$500.00.
- An annual nonrefundable registration fee is required for each student. Subsidized clients are exempt. The registration fee is assessed for each new student being registered for the program. Registration paperwork will be accepted only with a check/money order for the registration fee for each student. All students attending the regular school year program, regardless of summer attendance, are required to re-register and pay the registration fee.
- Students who have been attending the **PLACE** program during the regular school year are not required to pay an additional registration fee to attend the summer program.

- Tuition is due in advance of the week's service. Tuition in full and all outstanding fees must be received by 6:00 p.m. on the second day of program to avoid assessment of a late payment fee, per student, even when the student is not in attendance. The **PLACE** Program is not responsible for interruptions in the delivery of the U.S. Postal Service which may delay receipt of payment. The **PLACE** Program is not responsible for payments sent in students' backpacks or left at the school office.
- A late payment fee is assessed when payment is not made at the time Drop-in service is utilized. Clients may not utilize Drop-in service if any past due balance is unpaid.
- All students must be signed out by 6:00 p.m. **Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 15 minutes or any part thereof, that a student is signed out after 6:00 p.m.** Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-up will result in termination from the program.
- Weekly tuition is not prorated for short program weeks, acts of God or circumstances beyond our control or when termination occurs on any day of the week.
- A fee status change may be made two times per school year and only if there is no past due balance on the account. Changes in fee status will require amending and signing the Enrollment Status Form. Additional status changes will incur an additional registration fee, per child. Status changes to Drop-in will not be considered for any client who has a balance due.
- Client adjustments will not be issued for late payment of tuition, fees and late pick-up, or if less than full tuition remains in the account balance.
- All past due balances must be paid by the last day of program in the week for which the balance is due to avoid disabling of account codes. Students will not be permitted to re-enter program until past due balances are paid in full.

- Students and/or clients may not transfer to another **PLACE** Program, re-enter any program, change status to Drop-in or continue in program with a balance due.
- Clients are billed weekly, regardless of their children's attendance.
- Nonpayment, continued untimely payment of weekly tuition/fees or failure to pay for returned checks to the collection agency will result in termination.
- When termination occurs during any part of a week, unused weekly tuition is nonrefundable.
- Pre-paid tuition for weeks when no attendance occurred will not be refunded.

Before School Only After School Only

Before school only care or after school only care status may be requested if the student attends mornings only or afternoons only. Any student who attends both morning and afternoon, in any week, is considered fulltime. Attendance for any portion of the day on a full day program requires payment of fulltime tuition for that week. Attendance outside of the registered part-time status will not be allowed except on full day program.

Drop-In Status

In response to clients' requests and needs, we have implemented a Drop-in plan for clients who require service other than fulltime or part-time. Drop-in status may not be used to avoid part-time or fulltime tuition. **Payment for Drop-in service is due at the time of service or a late payment fee will be assessed, per student.**

- Drop-in service will not be offered or continued for any client who owes money to any **PLACE** Program.
- Drop-in clients are not eligible for free vacation credit .

All other **PLACE** policies and procedures are applicable to Drop-in clients.

Vacation

- Free vacation means that students will not be in attendance and the clients will be given a vacation credit equal to the normal weekly tuition. **Clients must complete and return the Vacation Notification Form prior to the requested vacation date or they will be charged their weekly tuition. Vacation requests and vacation credits will not be granted after the fact. Vacation requests will not be granted to clients who have a past due balance. Vacation credit will not be given to clients who leave with a past due balance.**
- A vacation week is considered five continuous days beginning on a Monday. Students will not be eligible to attend the program on any day during the vacation week without being charged.
- Clients who enroll or re-enroll and attend during the regular school year program are eligible to take two weeks of vacation before the beginning of the next regular school year program for a maximum of two weeks during any regular school year.
- **Summer only clients are not eligible for vacation credit.**
- **Drop-in clients and subsidized clients are not eligible for vacation credit.**

Check-In/Check-Out

To assure that students are supervised while in our care, we employ the following system:

- Each student must be checked into and out of the program daily on the touch screen computer by the client or other authorized person. Each authorized person must use his/her own personal code which is established and recorded during the registration process.
- Only persons who have a written authorization from the client are permitted to sign out and pick up a student.
- Picture identification is required for anyone to sign out a student when they are unknown to site personnel.
- Students will not be released from areas other than the designated sign-in and sign-out areas.

PLACE employees are prohibited from acting as an authorized drop-off or pick-up person for any student enrolled in **PLACE** unless, that student is a family member or the employee has legal authority for the student.

Attendance

Students must report to the school cafeteria or the designated **PLACE** site area immediately upon school dismissal.

Late Pick-Up

If you will be late to pick up your child(ren), please notify the Site Manager. **All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed per student for every 15 minutes, or any portion thereof, if sign-out has not been completed by 6:00 p.m.**

The following steps will be taken if any student remains at the site 30 minutes after closing without notification from the client:

- The Site Manager will attempt to contact persons permitted to pick up the student as indicated on the Registration Form. Clients must maintain up to date telephone numbers for all persons permitted to pick up their children.
- If no authorized person is reached by 6:30 p.m., the Site Manager will contact local law enforcement to pick up the student.
- Sign in/out time will be determined by the clock on the touch screen computer at the **PLACE** site.

First Aid

A staff member trained in first aid will apply ice packs, wash scrapes with soap and water and provide first aid to minor cuts, scrapes and bruises.

Injuries

A log of accidents/injuries is maintained on the client information table at each site. Clients will be notified of minor injuries and requested to sign the log at the time the student is signed out. An effort will be made to telephone a client or emergency contact person if the injury requires additional treatment.

Health

If your child becomes ill while at **PLACE**, you will be called to pick him/her up. **It is very important that information on contact persons be current, so that someone can be reached in the case of illness or emergencies.** A client will be contacted if a student is suspected of having a communicable disease, has a fever or symptoms which include, but are not limited to, any one of the following: diarrhea, rash, pink eye, or skin infection. The student must be removed from the facility as soon as possible. Any student who has had a communicable disease may not return to the program until the signs and symptoms are no longer present or the student has a statement from a doctor.

Medication

School Board Policy JHCD “Administering Medicines to Students” states the following: “Administration of medicine during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.” All medication, must be in the original prescription container. Regulated non prescription medication will not be administered at school without a physician’s statement dated for the current school year.

Lice

PLACE staff will not check heads for lice. If staff members see “live bugs” they will contact the parent to pick the student up.

Nutrition

Clients must supply an adequate and nutritious lunch for students who attend the program on full days. Clients may also provide healthy snacks daily for students who attend the program. Please report all food allergies or special nutritional needs to the **PLACE** Site Manager.

Field Trips Mini-excursions Guest Presentations

Optional field trips and guest presentations will be scheduled throughout the year. There may be an additional cost over and above the weekly tuition for these activities. In order to schedule adequate supervision and transportation, students must be registered for optional field trips or guest presentations according to the deadline dates. Parent Release Forms for the respective activity must be turned in according to established deadlines. **No student will be allowed to go on any trip or attend any presentation without the client submitting the Parent Release Form prior to the deadline for the given activity.**

Behavior/Disciplinary Action

PLACE staff has developed guidelines for students' behavior using positive reinforcement and other disciplinary alternatives. The guidelines for behavior are posted at each site. Disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. Suspension will commence no later than 24 hours after the reported behavior incident occurs. A parent conference will be requested if disruptive behavior continues.

Parent/Client Information

Individual parent/client file folders are located beside the sign-out area in every center. Receipts and other important notices are placed in these folders. Please check the folder daily so that you do not miss any important announcements or information. A bulletin board which contains information for parents/clients is located at each site. It is advisable to check the board for updated information on a regular basis.

Personal Property

PLACE is not responsible for students' personal property. If students are required to bring technology tools to school for classroom use, these items may only be used in **PLACE** to complete classroom assignments or conduct related classroom activities. All District School Board electronic use agreements/policies, as outlined in the Student Code of Conduct, will apply. **PLACE** is not responsible for damage to, or loss of any item.

Employees of the District School Board of Pasco County

Current fulltime employees of the District School Board of Pasco County receive 10% discount on their weekly tuition. The application for this discount must be submitted every time a student is registered or reregistered. DSBPC employees who have registered for the Fall program and have not attended Summer program, will not be charged a Summer registration fee when DSBPC work calendars mandate returning to work prior to the new school year.

End-of-Year Sponsor Statements

PLACE does not automatically issue a receipt for every payment that you make for any amount of money. Receipts will be copied at the client's request only. A yearly charge/credit summary will be supplied upon request. Please check the parent/client file folders. The Employer Identification Number is 59-6000792.

Problem Resolution

When you are dealing with problems affecting your child's care that cannot be resolved at the **PLACE** site level, you may contact the District School Board of Pasco County PLACE Office, (813) 794-2298, (352) 524-2298 or (727) 774-2298 or the Web page at www.pasco.k12.fl.us for assistance.

Parent/Client Information

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public.

The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.

District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.

Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Code of Student Conduct.

Authority: 1001.41(2), F.S PCSB Policy: KFA



District School Board of Pasco County

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