

Cape Elementary – Cape Kids Care (CKC)

2022-2023 Before & After School Program Parent Handbook

The goal of the Cape Elementary Cape Kids Care (CKC) Before and After School Program is to provide a pleasurable environment for the children. The program includes arts and crafts, recreational activities, technology, and academic assistance with homework.



Hours / Days of Operation

- **6:15 A.M to 7:30 A.M.** (Morning) & **2:10 P.M to 6:00 P.M.** (Afternoon)
- We are open all regular school days.
- We will be open on the following **early dismissal days** this year. **Wednesday, August 31, October 26, February 22, and April 26. We will also be open Monday, June 5th.**
- We will be **CLOSED** on **December 21st** which is the last day before winter break and **June 6th** which is the last day of the school year.
- We are **not** open during holiday breaks, teacher duty days and teacher in-service days. Please look at our school calendar in your child's planner or on our school website for days school is not in session.

Registration

- You must read the entire Parent Handbook.
- You must read and sign where applicable on the registration form **before** your child attends the program.
- You must fill out the Lee County School District Medical Before School/After School Program Parent Permission Form.
- You must pay a **\$30 non-refundable** for the first child and **\$25** for each additional child which is also **non-refundable**.
- It takes 24-48 hours to process a student registration from the time we receive the completed application with paid registration fee. We will notify teacher/parent when complete.

Office

- **The CKC Office will open each afternoon at 2:45 p.m.**
- The CKC office is located in the back of the main office – near the small front parking lot.
- Direct line Phone: **239-542-5904** (after 3:00 P.M.)
- Students will only be dismissed from the CKC Office.
- Please bring I.D.

Fees

- Registration Fee: **\$30** for first child and **\$25** for each additional child (non-refundable)
- Morning program: **\$6** per day per child
- Evening program: **\$12** per day per child
- Early Dismissal: **\$18** per day per child (5 days during the school year)
- Late Payment Fee: **\$10** per child/per day
- **Late Pick Up Fee: \$20 for 6:00 P.M. to 6:10 P.M.; \$2 per minute after 6:10 P.M.**
- Returned Check Fee: **\$20** per check

Dismissal

- Every child has a going home routine that has been established. If your child's going home routine is CKC and it changes you must write a note in their planner that states PPU or bus. If you fail to do this and your child goes to CKC you will be charged \$12.00.

Communication

- We will be using the district wide communication system along with **Dojo CKC** to share with parents the CKC happenings, outstanding balances and emergencies.
- When needs or questions arise, please allow for a 24-hour turnaround time for a response.

Payments

- **Payments must be made on a weekly basis and are due on the Friday prior to the attendance week.**
- The Florida Constitution Article VII prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy. Please do not ask for other arrangements.
- **Failure to make your weekly payment will result in a \$10.00 late fee per child/per day.**
- Failure to make weekly payments three times will result in your child being **dismissed** from our program.
- Parents may have separate accounts due to custodial or financial reasons. (separate registration fee)
- You will only be charged for days your child attends.
- Payments will be accepted from 6:15 A.M. to 7:15 and from 2:45 to 6:00 in the CKC Office.
- Subsidized fee plans are available to Cape families meeting eligibility requirements. Please submit eligibility documentation to the Director of CKC.
- **No change** will be provided for cash payments. **Exact change only.**

Drop-Off Policy

- The morning program will begin at 6:15 A.M. in the CKC office/room.
- Children are not to be left unattended prior to this time.
- **Parents must walk students into the CKC office/room each morning and sign students in. The office door is in the main office building – facing the parent pick up ramp/small parking lot.**
- Please park in a designated parking space in the side parking lot or in the parent drop off area.

Pick-up Policy

- Students may be picked up from CKC starting at **2:45 P.M.**
- If you arrive prior to **2:45 P.M.** you will need to go to the front office to sign your child out from the program. Please remember, the CKC program begins at dismissal at 2:10.
- Your student will be called when the adult arrives to pick up. Please do not call ahead of time for your child to be ready. They will not be called until the adult arrives due to safety reasons.
- **For your child's safety, we will ask for photo identification for any authorized person picking up your child.**
- The evening program closes promptly at 6:00 P.M. each day. If you are unable to pick up your child by this time, please make arrangements with persons listed on your registration form.
- Anyone picking up your child/children **must be 18 years old** and listed on the CKC registration form.
- Unauthorized persons will NOT be permitted to remove a child from the facility.
- Please call **239-542-5904** if you are going to be late. We do not answer the main school phone line after 3:00 P.M.
- A penalty of **\$20.00** will be assessed for the first 10 minutes you are late (6:00-6:10 P.M. according to the Cape Elementary clock). Arriving after 6:10 P.M. will result in an additional fee of **\$2.00** per minute.
- If you are late picking up your child 3 times, your child will be dismissed from the program.

Paying by check

- Include the child's first and last name in the check memo area.
- Make check payable to: **Cape Elementary.**

Insufficient Funds/Returned checks

- All returned checks are subject to a \$20.00 service fee. The amount of the returned check plus the \$20 service fee must be paid in cash.
- Upon the return of a second check, the program fees must be paid in cash for the remainder of the school year.
- The bookkeeper will contact the family.

Dismissal from the Program

➤ Three late payments ➤ Three late pick-ups after 6:00 P.M. ➤ Three disciplinary referrals

Discipline Policy

To reduce discipline problems, the program staff places great emphasis on positive relationships and will follow the school wide SOAR along with the rules below. Parents will be notified of any misbehavior.

Children and parents should be aware of the policy below:

Program Rules for Students

1. I will follow directions.
2. I will take care of my materials and school belongings.
3. I will talk in a quiet tone.
4. I will treat all people with respect.
5. I will keep my hands, feet and objects to myself.
6. I will follow rules of good sportsmanship and the SOAR expectations.

First Offense: The child will be reminded of the rule broken (verbal warning).

Second Offense: The child will be removed from the group for 15 minutes (time out).

Third Offense: The child will be taken to the Program Director. A referral requiring parent signature will be written.

The Program Director may take one or more of the actions below:

- The child will sit in the CKC office.
- A conference with parent and child may be requested.
- Parents will be notified of behavior
- It may be necessary to pick up a child from the program.
- A suspension from the program will be determined.
- Lee County Code of Conduct will also be used to determine consequences.
- Dismissal from the program will occur if a child earns 3 referrals.

Immediate suspension or permanent dismissal will be enforced for:

- Stealing
- Destruction of school or personal property
- Refusing to follow program policies or directions
- Inflicting harm on another child, causing injury
- Insubordination to counselor

Homework

- There will be a 45-minute homework session Monday through Thursday for students in grades one to five. In the event homework is completed early, your child is required to have an AR book to read at all times. We will provide basic supplies for students to complete homework. Kindergarten will have a quiet time each day to prepare for homework later in the year.
- Please be aware that students may not finish homework in the allotted time.
- Please communicate with the CKC Director if your child is having any difficulty completing homework.

Internet Permission/PG movies

- As part of our CKC Program students may use chromebooks. The search engine is filtered by the Lee County School District.
- On Fridays or special occasions we may watch PG rated movies.
- ***Please be aware, when you sign the registration form you are also giving your child permission to use the internet in the CKC Program and also to watch PG movies.***

Medications

- Any medications that your child/children need to take during the program hours must be registered with the Program Director and the school clinic.
- If a child receives medication during the program hours, the parents MUST fill-out an authorization form and return it to school.

Snack (light dinner)

- A light dinner will be provided by CKC Program.
- You may also send a snack from home but please no soda or candy.



Cape Kids Care (CKC) Program at Cape Elementary

2022-2023 School Year

(Please print clearly)

Please Circle: **Full Time:** A.M. P.M. **Part Time:** A.M. P.M.

| Child's Name | Birthdate | Sex | Grade | Teacher 22-23 |
|----------------------|--------------|--------|-------|---------------|
| | | | | |
| | | | | |
| | | | | |
| Parent/Guardian Name | Relationship | Phone: | | Email |
| | | | | |
| | | | | |

Additional Person(s) who may remove child from program (must be over 18 years old)

| | | |
|-------|---------------|--------|
| Name: | Relationship: | Phone: |
| Name: | Relationship: | Phone: |
| Name: | Relationship: | Phone: |

Custodial Restrictions **YES** **NO** **If yes, please provide CKC with legal documents**

Medical Concerns:

Payment Policy:

My signature below indicates that I have read the payment policies and procedures inside the CKC Program Parent Handbook.

I understand that there is a registration fee of **\$30** for the first child in each family and **\$25** for each additional child. I understand that payments must be submitted weekly. I understand that the daily rate is **\$6** each morning and **\$12** each afternoon. (**\$18** on Early Dismissal Days).

I understand that there will be a **\$10 late fee per child/per day** for non-payment of weekly charges.

I understand that there is a late fee of **\$20** for the first 10 minutes after 6:00 p.m. and \$2 for each additional minute.

I understand and agree to pay any additional fees outlined in the CKC Parent Handbook.

I understand and agree that in not complying with the contract, my child/children may be dismissed from the program.

Signature:

Date:

Release Form:

My signature below indicates that I release Cape Elementary and any persons connected with Cape Elementary from any blame or responsibility in case of an accident or injury during the operation of the Before/After School Program (CKC). My signature also indicates that I have read the CKC Program Parent Handbook and will adhere to the program guidelines. I also give my child permission to use the internet and watch G/PG movies while attending the program.

Signature:

Date:

Relationship to Child:

OFFICE USE ONLY: Amount Reg. Paid _____ Date: _____ Check # _____ Cash _____

Please complete all medical information below:

The School District of Lee County
BEFORE SCHOOL/AFTER SCHOOL PROGRAM PARENT PERMISSION FORM

Student's Name:

School Location: **Cape Elementary**

Dates of School Program: **August 2022-June 2023**

Teacher/Sponsor:

Information to be completed by parent/guardian:

- My child has a medical condition and/or medication of which the school should be aware.
 My child does not have a medical condition.

As the parent or legal guardian of the student listed above, I give him/her permission to participate in this Before/After-school program. I hereby grant permission for the supervising teacher to act "in loco-parentis" (in place of parents) in the event of any medical emergency and I accept full responsibility for all medical costs in the event of such a medical emergency.

I do hereby release and hold harmless the School District of Lee County and all of its employees from any liability or injury to my child's person or property incurred during the course of this after school program which is not the direct result of willful action or culpable negligence by the School District or its employees.

Parent/Guardian Signature

Date

MEDICAL INFORMATION (Print Clearly)

Child's Name _____ Date of Birth _____

*All medication is to be administered by the After-School Supervisor or teacher/staff as directed.
Medication must be clearly labeled with the following:*

Name of Medication: _____

What is it to be used for: _____

How is it to be administered: _____

Quantity and times to be given: _____

Additional information or procedures: _____

By signing below, I am requesting that the After-School supervisor or teacher/staff administer medication/procedure as directed above.

Parent/Guardian Signature: _____ Date: _____

Cell Phone #: _____ Second Contact #: _____

Emergency Release:

IN CASE OF EMERGENCY: I hereby request the physician/emergency team selected by the supervisor to provide treatment for my child named above.

Parent/Guardian Signature: _____ Date: _____

IF PARENT/GUARDIAN CANNOT BE REACHED IN AN EMERGENCY, PLEASE CONTACT:

Name: _____ Relationship to Child: _____

Cell Phone #: _____ Second Contact #: _____

CKC 2022-2023 Updates: Please Read!

(as of 5/1/2022)

EARLY REGISTRATION for 2022-2023 School Year

May 1st - June 1st

- Please read the CKC Handbook and complete the registration & medical form.
- Registration and payment must be returned to CKC before June 1st in order to receive a discount.
- Registration discount of **\$20 for the first child and \$15 for the second child** will end on Wednesday, June 1st. (*\$10 savings per child*)
- Once registration and payment are received your child will be enrolled in the program for the 2022-2023 school year.
- Please be sure to sign all places indicated and fully complete medical information.



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