

**San Carlos Park Elementary
Center for the Arts**

Kids Care

Before and After School Program

17282 Lee Road
Fort Myers, FL 33967
(239)267-1027



Parent Handbook 2022 ~ 2023

Mrs. Christy Kutz, Principal

Kids Care

San Carlos Park Elementary Before and After-School Program

San Carlos Park Elementary Kids Care Program provides our students with a safe and enriching environment before school, after school, and on non-school days.

HOURS OF OPERATION

Morning Care:	6:30 A.M. to 7:30 A.M.
Regular School Day:	2:10 P.M. to 6:00 P.M.
Early Dismissal Day:	12:10 P.M. to 6:00 P.M.

RATES

(No Family Discounts)

Registration Fee:	\$10.00 (one time non-refundable fee)
Daily Rate:	\$12.00
Weekly Rate:	\$55.00
Morning Care Rate:	\$2.00
Last Week (May 14th-17th)	Please verify your child's account balance. Last week payment is pre-paid and non-refundable. Please plan accordingly.

PAYMENTS

The Kids Care Program works on a **pre-paid** basis. **Payment is due prior to participation***. Payment may be made in the Kids Care office or in the main school office during school hours. Accounts on **Daily Rate** status will also need to maintain a \$55.00 credit balance prior to the week of participation. All weekly credit balances carry forward except for the last week's payment. **Last week payment is pre-paid and non-refundable. Please plan accordingly.**

**According to Florida Constitution Article VII, Section 10, Pledging Credit. "Neither the state nor any county, school district, municipality, special district or agency of them, shall become a joint owner with, or stockholder of, or give, lend or use its taxing power or credit to aid any corporation, association, partnership or person."*

Children will NOT be accepted into Kids Care with an unpaid balance. It is very important to maintain a zero balance every week. Please be aware, if your account becomes past due, you will be called to pick up your child. Unpaid balances are subject to collection.

LATE FEES AND OTHER CHARGES

1. After one returned check, Kids Care will only accept cash, cashier's check or money order as payment.
2. Students who are picked up after hours will be charged a late fee. The fee is \$15.00 from 6:05 P.M. to 6:15 P.M., \$30.00 from 6:16 P.M. to 6:30 P.M., and \$45.00 from 6:31 P.M. to 6:45 P.M. for each child and is due the next business day. Students picked up late frequently will be subject to the District Revocation Policy.
3. Credit Balances are refunded upon request on or before May 14th.

Kids Care will be CLOSED on non-student school days. Please refer to the District Calendar.

MORNING DROP OFF PROCEDURES

Please enter the **bus entrance** to the school and go to the covered entrance when checking in or picking up your child. The Kids Care Office is through the glass doors and at the immediate right. Parents **must** check students in and out of the program.

The safety of your child is our first priority. Therefore, if the person picking up your child appears to be under the influence of alcohol or other drugs, or unable to drive safely, the following procedures will be implemented:

1. Kids Care staff will offer to call a taxi or another driver.
2. If the person insists on driving with your child, the Kids Care staff will call 911 to report the concern and give information to make sure the child gets home safely.

BEFORE SCHOOL CARE

Morning care is offered from 6:30 a.m. to 7:30 a.m. and is a very relaxed atmosphere. Students can bring breakfast, do their homework from the day before, watch cartoons, draw, or play games.

AFTER SCHOOL CARE

After school care is offered from 2:10 P.M to 6:00P.M. Students are provided a snack and participate in activities such as, outside play, arts/crafts and computer lab. Students will be provided time for homework and our staff will assist them. Please be advised that homework time is not a time to tutor. Parents are responsible for reviewing their child's homework for completion and understanding.

TRANSPORTATION CHANGES

When there is a change to your child's regular schedule, parents must use the dismissal portal to enter the change. If your child reports to Kids Care, there will be a charge for the full day.

MEDICATION POLICY

Students who need to take medication will need a parent permission form on file with the clinic. Parents must provide medication for after-school hours and camp days.

DISCIPLINE POLICY

The San Carlos Park Elementary Kids Care Program creates a fun, caring, yet structured, environment for children. To provide this environment, counselors will set rules and expectations for student behavior. These rules will include:

1. Respect each other, adults and students, at all times.
2. Follow directions when given.
3. Keep hands and feet to yourself.
4. Follow all health and safety expectations.

Students who choose not to follow rules may have the following consequences (not necessarily in this order):

1. Verbal warning from Counselor
2. Time out from group (length of time appropriate to age)
3. Parents notified verbally at pick-up. Conference with parent/guardian.
4. Temporary suspension from the program for a duration of 3-5 days. (first program suspension)

5. Temporary suspension from the program for a time period of more than 5 days. (second program suspension)
6. Parent/Director Conference to discuss possible removal of a student from the program until the next school year will be scheduled should behavior continue.

If infraction warrants, parents will be notified and may be required to pick up the student. Written documentation of the incident will be kept on file. Parents will be made aware of the incident the day of the incident. Students who disrupt the atmosphere, are verbally or physically aggressive or hurtful toward adults or other students, or refuse to follow safety expectations may have their enrollment revoked with prior notification to parents. Students may be either temporarily or permanently excluded from the program at the discretion of the Director.

ENROLLMENT AND REVOCATION PROCEDURES

Kids Care is a fee-based program for students in kindergarten through fifth grade who are enrolled at San Carlos Park Elementary. Students must be able to appropriately function in a group with a supervision ratio of 25:1 and be self-sufficient in bathroom procedures.

Registration is required yearly and is offered on a first-come first-serve basis. Registration may be suspended if enrollment reaches program capacity.

In accordance with the District Policy for Fee Based Programs, the Principal or Director has the authority to revoke the enrollment of a student in a fee-based program if the following situations occur:

1. The student becomes a behavior problem as defined in the program discipline policy.
2. Non-payment of regular weekly fees.
3. The student is picked up late in the evening.

[Click this link to Register](#)