



2021-2022

# Parent Handbook

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## Welcome to Brevard Before & After School (BAS)!

Brevard Before & After School (BAS) Programs and/or 21<sup>st</sup> Century Community Learning Centers (CCLC) operate in most public elementary schools.

BAS programs maintain a safe and healthy environment beyond the school day that challenges and encourages children to participate in a variety of activities while being supervised by caring, qualified staff. Children have time to socialize with peers, eat an afternoon snack, join in organized games, partake in free play inside and outside, and choose from a variety of age-appropriate materials and activities. The program also provides an organized space and supervision for homework time. Due to COVID-19, processes and procedures are subject to change.

### Parent Responsibilities/Communication for Program Safety:

- ☆ Communicating all changes to pick-up arrangements to the coordinator in writing.
- ☆ Communicating to the coordinator in writing if their child will be attending any after school activities on campus.
- ☆ Identifying and updating their contact list for authorized persons for pick-up.
- ☆ Providing updated telephone contacts for themselves and emergency/authorized contacts who can be reached by telephone and who will promptly reply to messages left on voicemails.
- ☆ Assuring that they and their authorized contacts have a valid photo ID available at sign-in and sign-out every day.
- ☆ Providing an emergency code word at registration.
- ☆ Providing PIN (Personal Identification Number) for and to all authorized persons for pick-up and adhere to all PIN procedures.
- ☆ Respecting the program location/environment as a cell free zone.
- ☆ Respecting the critical times for safe student arrival after school by minimizing check-out requests until the afternoon student check-in process is complete (typically 20-30 minutes after school dismissal).
- ☆ Having their child(ren) checked-out from the program by closing at 6:00pm every day.



### **Days/Hours of Operation-**

- Programs are open on all regular school days.
- Most programs open at 6:30am and close at 6:00pm.
- All programs are closed on non-school days and during winter/spring breaks.
- The coordinator of your program will be able to provide a list of sites offering summer programs each spring.
- BAS programs will follow the same emergency/weather closings as declared for each individual elementary school.

### **Sign-In/Sign-Out Procedures:**

The safety of children is the most important aspect of our care. Knowing who picks up every child, every day is paramount to that safety. Children must be signed in upon arrival and signed out upon departure by an authorized contact 18 years of age or older. Children are released ONLY to authorized contacts listed on the child's registration information. Be sure to update your contact list as you change authorized names. A valid photo ID is required to be available at sign-in and sign-out every day. Photo ID will ALWAYS be reviewed by a staff member who does not know the identity of the person picking up children. Those authorized for pick up are asked to provide a full, legible signature at both sign-in and sign-out times if the electronic signature process is unavailable. Face to face interaction between parent/guardian and BAS personnel is crucial. We request the sign-in/out areas of the programs be respected as cell phone free zones. Cell phone calls may be made or completed outside of the program area. Thank you for your cooperation!

Please communicate the following information to all persons authorized to pick-up.

- Know your individual PIN (**P**ersonal **I**dentification **N**umber).
- NEVER use another person's PIN.
- Bring photo ID every time you pick up a child.
- Respect the sign-in/sign-out environment as a cell phone free zone.

Beginning at 6:01pm, a Late Pick-up Fee is assessed to each account. The late pick-up fee of \$15.00 applies to each 15-minute (or portion of 15 minute) increment beyond closing time. Late pick-up fees are due immediately at the time of the occurrence and are subject to the assessment of late payment fees. Assessments are based on the program's clock/computer time setting. Continued late pick-ups (2/semester or 3/school year) may result in the discontinuation of services.

Under no circumstances, will a child be allowed to walk himself/herself home without supervision of any sort. If there are extenuating circumstances that require your child to be released to an individual that is not eighteen years of age or older to be driven in a car by a minor, please see the site coordinator and allow three (3) business days to process the special release paperwork.

An emergency code word is requested during the registration process. **Children do not need to know the emergency code word.** This word will only be used in emergencies that prohibit you from providing written changes to departure information. Emergencies that prohibit you from providing written changes may be accepted if BOTH the following criteria are met: 1) we can contact you at a telephone number listed on the registration information, and 2) you identify the emergency code word indicated.

Each custodial parent can identify authorized persons for pick-up of their child. If a custodial parent is not the primary account holder and chooses to have additional persons authorized for pick-up, this parent may complete and submit an additional Registration Form Page 4 (Contact and Departure Information Form) to the site coordinator. The primary account holder who has access to the automated account management system (EZChildTrack) will not make any changes to these additional names, contact information, or PIN information. Misuse of the parent portal access may ultimately result in the termination of services.

Personal Identification Numbers (PIN) are individual, and each number is to be used ONLY by the person to which it is assigned. Unauthorized use of PIN will result in a warning. Continued misuse will result in discontinuation of the person being authorized to pick-up and ultimately may result in termination of services.

#### **Parent Electronic Account Management Portal:**

Brevard Before & After School's parent electronic account management portal is called EZChildTrack. Through this portal parents may:

- register their child/ren for BAS services by completing all information online.
- update/change many registration fields.
- enroll their child/ren into select weekly programs.
- make one-time payments or schedule automatic payments.
- select PINs for adults authorized to pick-up/sign-in and sign-out.
- obtain electronic receipts, customer statements, and tax statements.
- add and update authorized pick-up persons/authorized contacts.

#### **Registration/Enrollment:**

NON-REFUNDABLE registration fees are required for every student for both school year and summer programs.

A student may be registered in the BAS program when he/she is:

- at least five (5) years old on/before September 1<sup>st</sup> and enrolled in a Kindergarten or higher grade level at the same elementary school (Summer program enrollment: Child must have completed Kindergarten and meet BPS eligibility for entry to 1<sup>st</sup> Grade).
- 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.

Upon registration you must complete and submit to the site coordinator a BPS OPT-OUT FORM for Student Photographs/Videos and Directory Information. The form is used to allow you the opportunity to restrict the release of "directory information", and to provide appropriate permissions. Please complete this form and return it to your child's school within 15 business days after registration. If signed form is not received by the school and/or options selected, it will be assumed that permissions for release of information and/or permission to publish photos and videos have been granted.

Online registration is available for most weekly fee-based programs. Paper registration forms are available at each site or available for download on the BAS website. [Click here for Parent Forms](#)

**Registration fees are NON-REFUNDABLE.**

Online enrollment for regular weekly programs (AM Only, PM Only, AM and PM) is available at sites where services are offered. Daily drop-in options or other limited use services, discounts and activities should be discussed with the site coordinator at your child's school.

The registration process requires completion of all registration forms, payment of all non-refundable registration fees, and payment of all outstanding balances.

- Families may not have a balance due at any BAS Program prior to enrolling.
- Additional registration fees apply each time you change and re-select the type of program your child(ren) will attend. The first **change** during each school year or summer session is not assessed a charge. The second change is billed at the regular registration amount. Three or more changes are billed at a higher rate.
- Parents who enroll their child for one program and use time beyond the specified times, will be reclassified into the appropriate program that aligns with their child's attendance. If the family chooses to re-enroll for the original program after the re-classification, additional registration fees will apply as **Program Change Fees**.
- Parents must complete and submit Program Change/Flex /De-Enroll/Refund Form prior to the child's attendance in their new program enrollment.
- Parents must complete and submit Program Change/Flex /De-Enroll/Refund Form prior to any billing adjustments credited to accounts.
- When de-enrolling, it is the responsibility of parents who may be enrolled in the auto-pay feature to cancel their auto-payment through the parent portal to avoid further postings to their debit/credit cards.
- Continuous enrollment means a child continues to be always enrolled in a program. There may be a change of program type, e.g.- a child may be enrolled as an AM and PM through Friday of this week but changes to an AM ONLY beginning Monday of next week.
- Break in service means your child stopped attending their enrolled program without notice or was withdrawn from their enrolled program. Thanksgiving week, winter break, spring break and summer are NOT considered breaks in service.

If your child is enrolled in any weekly program and requires a discontinuation of services for any period of time, we recommend you complete a Program Change/Flex /De-Enroll/Refund Form and **select Daily Drop-In**. While your child is enrolled as a daily drop-in you will not be billed for absences or for any days your child does not attend. This will allow "no charges" to apply while your child is not attending. If services are unexpectedly needed for an emergency during this time, the program is set up to bill at the daily drop-in rate. When you re-register your child to a regular weekly fee the registration fee may be less expensive since program fee changes w/continuous enrollment does not constitute a break in service.

***It is very important that all registration information be current, so that someone can be reached in the case of illness or emergencies.***

**Tuition and Activity Fees:** Please refer to the current Fee Schedule for fee details and payment due dates.

[Click here for Fee Schedule and Payment Calendar](#)

Regular Weekly Tuition Options (available for online enrollment)

AM Only (Before School); PM Only (After School); AM and PM (Before and After School)

***Some elementary schools offer after school services ONLY based on student participation/needs.***

The full weekly fee will be billed weekly to every child who is enrolled in a weekly program and **will be billed to your account every week whether your child is present or absent.**

- Weekly tuition will not be prorated for entering the program mid-week or later.
- Each child is entitled to two flex weeks for no service/no cost within the school year. A parent request: Program Change/Flex /De-Enroll/Refund Form must be completed and submitted prior to the week of non-attendance OR on the day the child returns after the week of non-attendance.
- Flex credits will be applied only after the attendance for the requested week has been submitted and reviewed. Credits will generally appear by the second business day of the week following the non-attended week. If you are set-up for automatic payments, it is important to note that you will be billed regularly for the week the child misses and the following week until the credit appears. ***If you do not want a regular automatic payment to be processed for this period, YOU MUST turn off your automatic payments by the Thursday prior to your child's missed week, for the two billing weeks until the credit appears.*** Be sure to make timely one-time payments for the week your child will attend. Late payment fees for weeks billed that are used for flex weeks will be cancelled at the time the credits are applied if regular payments are made for the weeks the child is in attendance.
- Partial weeks that include three or more school calendar days will not be adjusted or credited.
- Tuition will not be adjusted or credited for absences/non-attendance, except in the case of flex week eligibility as described above.
- Families who have children in attendance on alternating weeks are expected to pay weekly tuition every week regardless of custody issues.
- Weekly tuition is not prorated for circumstances beyond our control or when termination occurs on any day of the week.

Automatic prorated fees WILL apply to weeks that include ONLY one or two (1-2) school days within the BPS calendar.

Daily Drop-In: (See site coordinator for enrollment)

You may find it beneficial to use the Daily Drop-In fee if you do not expect your child to use regular services. There are no restrictions to the use of the fee. The Daily Drop-In fee is \$27.50/day on school days. If you use one day/week your fee is \$27.50, but if you use five days/week your fee is \$137.50.

Below is a comparison of rates:

Fee Type	AM and PM Fee	PM Only Fee	Daly Drop-In Fee
Fee Amount	\$67.00/week	\$62.00/week	\$27.50/Day
Avg. # School Weeks	39	39	How many annual days of service would you expect to use?
Estimated Annual Cost	\$2,613.00	\$2,418.00	Multiply the number of days by \$27.50 to calculate the estimated annual cost.
This is the annual amount divided by Daily Drop-In Rate (\$27.50). If your child needs a greater number of childcare service days than shown, it is a better value to enroll/pay for a weekly service for the entire year.	95 days	87 days	Compare rates to get the best value.

Limited Use/Occasional Use Fee Option: (See site coordinator for enrollment information)

**Annual Pass fee:** May be used for any 15 school days of service within a school year.

This fee is designed to better meet the needs of families who have limited need for childcare services. One pass may be used for multiple children in the same family.

Every child in the family who may need services must be registered for the program and enrolled under this pass. The number of passes purchased per family is limited to the number of children registered in the BAS program.

(2 children registered=maximum of 2 Annual Passes).

The Annual Pass fee:

- must be paid for in full at the time of purchase.
- may be used on any of the 180 school days.
- must be used within the current school year.
- is non-refundable.
- is not retroactive.
- is not prorated.
- is non-transferrable to another family account.
- does not allow for any additional discounts.
- is not eligible for summer camp.

One child in a family: The family may purchase one pass during the school year and use it for any 15 school days. If a family uses more days than the **15** days, additional days will be charged at the daily drop-in rate.

More than one child/family: The family may purchase one pass at the beginning of the school year and use it for any 15 school days. Each child who is registered in that family is eligible to use the days. When the 15 days are used, the family is eligible to purchase additional Annual Passes not to exceed the number of children in the family registered for the BAS program. If a family uses more days than **15** days/pass, additional days will be charged at the daily drop-in rate.

**Brevard Public Schools Employees:** Brevard Public Schools' employees may be eligible to an alternate program fee schedule. Please see site coordinator for employee eligibility, fees, and forms. [Click Here Option to BPS Employee Portal](#)

**Payments:** Please refer to the current BAS 2021-2022 Payment Calendar for fee details and payment due dates.

To avoid late payment fees, please pay all fees **IN ADVANCE OF SERVICES!**

Payments for tuition and fees are payable on site by check or money order only. Online payments made with VISA, Master Card, or Discover via EZChildTrack Parent Portal. (3.25% service fees will be charged to all credit card payments equal to or greater than \$30.77 OR a \$1.00 service fee will be charged to all credit card payments less than \$30.77). **Programs NEVER accept cash.** Checks and money orders must include the payer's name, address, and current telephone number. Temporary checks are not accepted. Weekly Fees are billed on the Friday morning before the week of services. **Payment for tuition is due IN ADVANCE OF SERVICES.** Tuition paid by check or money order in full including all outstanding fees must be received before 6:00pm on the Thursday before the week of services. Tuition paid as a one-time payment online in full including all outstanding fees must be received prior to 11:59pm on Sunday evening before the week of services. Weekly auto-payments may be scheduled online. Auto-payments will be processed early Sunday morning before the week of services. Payment for daily drop-in tuition must be received prior to or upon pick-up of children on the day of service to avoid assessment of a late payment fee.

A Late Payment Fee of \$15.00 is assessed weekly to all accounts that are not paid accordingly or that have any outstanding balance due. Continued late payments (3/semester or 5/school year) may result in discontinuation of services.

Payment for daily drop-in tuition must be received prior to or upon pick-up of children on school days to avoid assessment of a late payment fee.

Returned checks shall be charged a returned check fee of \$10.00 and after two occurrences will not be accepted for the remainder of the school year.

**Paper reduction information:** It is the parent's responsibility to make timely payments based on the child's attended program and according to the current BAS 2021-2022 Payment Calendar. "Primary Account Holders" may access all current account information online through the Parent Account Management Portal. Parents will receive paper statements ONLY when services are scheduled for termination within three days due to delinquent account or penalty activities.

**Financial/PIN Information:**

Primary account holders may request receipts, customer statements or tax statements; and primary and secondary custodial parents may request PIN by completing a [Parent/Sponsor Request for Information Form](#). Please allow three business days to process. Electronic receipts, customer statements, tax statements, and PIN information are available online.

**Student Conduct and Discipline:**

All school personnel in the Brevard Before & After School Programs shall be responsible for all school board administrative rules concerning discipline. A good faith effort shall be made by the coordinator and principal to employ parental/legal guardian assistance when addressing chronic discipline issues.



Brevard Before & After School Programs follow the guidelines of the Elementary and Secondary Code of Student Conduct and Brevard Public School's Discipline Plan. It is the individual student's responsibility to become knowledgeable of these conduct policies and to abide by them while enrolled in the Brevard Before & After School Program. Additionally, the discipline plan at each program is consistent with the school wide discipline plan at the elementary school in which they are located. Parents are an integral part of student success and will be notified immediately of any discipline concerns and recurring behavior incidents. At the principal's discretion, program services for a child may be terminated for continued behavior that violates the Code of Student Conduct. The BAS Participation Consequences of Inappropriate/Dangerous Behaviors form may be found on the Brevard Before & After School website under Parent Forms.

*Parent Questions/Concerns: Parents are always welcome to contact the BAS Coordinator to further discuss behavior concerns for their child(ren). Telephone or face-to-face meetings may be scheduled to collaborate, develop strategies, and aid to resolve behaviors/situations.*

### **Snacks:**

An afternoon snack is provided. A list of snack offerings shall be posted for parent information. Students may choose to bring a snack from home to meet dietary /health needs. Refrigeration/heating for snacks brought from home is not available.

### **Illness/Emergencies:**

If a child becomes ill while attending the program, the parent(s) or guardian(s) will be contacted to remove the child from the program. Until the parent arrives, the child will rest in a quiet area under the supervision of a staff member. Under no circumstances will the ill child be permitted to go home alone. Families will be notified of injuries. Efforts will be made by telephone to a parent or emergency contact person if the injury requires additional treatment.

In the event of a medical emergency:

- First aid shall be administered per BPS guidelines by the nearest person with first aid training.
- The student's parent(s) or legal guardian shall be notified as soon as possible.
- If the parent or legal guardian is unable to be reached, one of the persons listed as contact shall be called. 911 shall be called to arrange transportation of the child to the hospital if necessary.

### **Accident Insurance:**

Student medical and dental insurance shall be the responsibility of parents or guardians. An Accident Insurance Program for all Brevard County students is available for purchase. Parents are encouraged to purchase the insurance as the school board accepts no financial responsibility for accidents occurring on school grounds. *School Insurance of Florida* allows a parent to purchase this insurance through their web page at [www.schoolinsuranceofflorida.com](http://www.schoolinsuranceofflorida.com). If a parent elects to purchase the insurance in this manner, the effective date of policy will begin the next day. If parents would prefer this method, once they get to the home page they type in "Brevard Public Schools" to search for our district's coverage then click on the important links section. From the "Important Links" section, they click on the "Excess Student Accident Insurance Overview" to review the coverage. If they chose to purchase the policy, then they just need to have their credit card handy and click on the words "click here to purchase insurance now."

**NON-DISCRIMINATION NOTICE  
SCHOOL BOARD OF BREVARD COUNTY**

Educational Services Facility  
2700 Judge Fran Jamieson Way  
Melbourne, FL 32940-6601

**SUPERINTENDENT**

Dr. Mark Mullins, Ed.D.

**SCHOOL BOARD MEMBERS**

Misty Belford, Chairman

Matt Susin, Vice Chairman

Katye Campbell

Jennifer Jenkins

Cheryl McDougall



The School Board of Brevard County, Florida does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information or any other factor protected under applicable federal, state, or local law. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. The School Board of Brevard County is in compliance with the Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAA), the Florida Education Equity Act of 1984, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1964 including: Title II, Title VI, and Title VII, United States Education Amendments of 1972 - Title IX, Age Discrimination in Employment Act (ADEA), and Individuals with Disabilities Act (IDEA). If you have questions, concerns, or wish to report possible violations involving any of the above or below items, please contact either individual below for assistance:

For Concerns involving the public or students, including IDEA and 504 matters contact:

Title IX Coordinator

Stephanie Archer

2700 Judge Fran Jamieson Way

Melbourne, FL 32940

(321) 631-1911, Ext. 11395

[Archer.Stephanie@Brevardschools.org](mailto:Archer.Stephanie@Brevardschools.org)

For concerns involving employees or job applicants contact:

Director of Human Resources and Labor Relations

Karyle Greene

2700 Judge Fran Jamieson Way

Melbourne, FL 32940

(321) 631-1911, Ext. 11265

[Green.Karyle@Brevardschools.org](mailto:Green.Karyle@Brevardschools.org)

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Employee/Job Applicant Equity Coordinator for assistance. In the event that the district's equity coordinators are not able to resolve your concerns, consider contacting the Office of Civil Rights for assistance. This Publication or portions of this publication can be made available to persons with disabilities in a variety of formats, including large print, braille or audiotape. Telephone or written request should include your name, address, and telephone number. Requests should be made to the Office of Exceptional Education Projects, (321)633-1000, ext. 11535, at least two (2) weeks prior to the time you need the publication.

**MISSION STATEMENT**

*Our Mission is to serve every student with excellence as the standard*