



August 2, 2019

Re: Important Parent Information—**New Drop off and Pick Up Location**

Welcome to Brevard After School at Port Malabar. Our group leaders, Ms. Marcia, Ms. Cherry, and Ms. Michelle, are very excited and are planning an OZmazing year for your child. Each month your child will experience a variety of games, art and crafts, team and individual activities centered on a particular theme. If you have something to share, please let us know.

There are some important program changes and reminders for your information:

1. For the safety of our students, the program has moved from the cafeteria location to Building 3, near the playground. This location enforces the single point of entry requirement and provides three levels of security for our students and staff. When facing the school, use the far right perimeter gate to enter the parking area on the left. Once parked, proceed to the right black iron gate. The security cameras will indicate you are at the gate. Please be patient for the child care coordinator or staff member to open the gate and escort you to the parent sign-in/out area. ID verification may be requested at the gate area.
2. During transition between the main building and Building 3, children cannot be signed out before 2:50 p.m. or 1:50 p.m. (early release days). If you need to pick up your child before that time, please arrive earlier and sign-out through the front office. Authorized persons (18 years or older) stated in your registration paperwork must have an assigned Person Identification Number (PIN) to electronically sign in or out your child. In order for a person of 16 or 17 years of age to be an authorized person, an eligibility form must be approved and on file. Please have your identification ready for verification prior to signing. The primary account holder may add and remove authorized persons using the Parent Portal.
3. Remember to sign out your child prior to 6:00 p.m. to avoid late pick-up fees. Late pick-up fees have increased to \$15.00 and are automatically charged starting at 6:01 p.m. for every 15 minutes (or portion of 15 minutes). Our center promptly closes at 6:00 p.m.
4. In the morning, you cannot “drop off” your child. You must follow the procedures above and electronically sign in using our kiosk system. Last time for signing in your child is 7:15 a.m. due to traffic in the car loop.
5. Transportation changes (i.e., bus rider, picked up and not attending BAS) must be submitted in writing to your child’s teacher. You can also email me.

6. Accounts are billed for weekly services on Friday, early morning hours. Tuition payment must be paid prior to the next service week. Checks or money orders, payable to Brevard After School, are due Thursday on-site by 6:00 p.m. Online payments via credit card or debit card must be submitted prior to 11:59 p.m. on Sunday. There is a small processing fee to pay online; however, that fee is less than the late payment fee charges of \$15.00. You may set up autopay through your account. Auto payments are processed early Sunday morning before the next service week. Should your child not attend the program for an entire week, you can request a flex week for credit. A Program Change/Flex/De-Enroll form is available at the parent table.

Please visit Port Malabar Elementary website, select "Parents & Students" and then Brevard After School. At the website, if you select the link "Click here for further information and forms" you are directed to the Brevard after school website: www.brevardafterschool.com. Should you have any questions, please feel free to contact me at 321-725-0070, ext. 4002 or email buchness.mary@brevardschools.org.

Fran Buchness
Site Coordinator
Brevard After School
Port Malabar Elementary