

PARENT HANDBOOK



ALL STAR CHILD CARE

AFTER SCHOOL CARE PROGRAM

at

INDIAN TRACE ELEMENTARY SCHOOL – 400 INDIAN TRACE, WESTON, FL 33326



ALL STAR CHILD CARE

"Where our children always shine!"

Thank you for choosing All Star Child Care (ASCC)! Our goal is for your child to have a wonderful after school experience at Indian Trace Elementary!

All Star Child Care provides families a safe, caring, fun and nurturing environment during after school hours. Our program is specialized for Indian Trace students in kindergarten through fifth grades.

Age appropriate activities are supervised by our **Super Leaders!** Our leaders and activities are designed and trained to promote kindness, safety, enrichment, healthy habits, mindfulness, development of social skills, physical activity, and emotional development through hands-on experiences. All staff members will be fingerprinted and must pass a background check before they start working. All staff must wear a current vendor badge on campus.

Owners: Litza and Asmer "Ish" Monterrey
Program Director: Litza Monterrey
Program Email Address: allstarcareweston@gmail.com
Contact Number: (754) 802-9763
On Site Contact Number: (754) 323-6300

Days and Hours of Operation

- All school days from 1:50 pm (11:50 am on Early Release Days) until 6:00 pm.
- Only students from Indian Trace Elementary may attend.

Ratios

- Allowable ratio is 1:20

Registration

- All students must be registered online.
- Students may attend the program **AFTER** parent/guardian receives confirmation of successful registration.
- Students have a two-week trial period. If the student's needs cannot be met, the student will be withdrawn from the program.
 - If applicable, a refund will be issued for the unused days left in the period.

Attendance Procedures

- Attendance is taken daily.

- Notify ASCC via email if your child will be absent from the program:
allstarcareweston@gmail.com
- Notify your child's teacher if your child will have a change of dismissal.

Dismissal/Sign Out Procedures

- It is required that you physically come into the facility to sign your child out daily.
- Always bring a valid ID with you, as the front desk person may not always be the same.
- Call "aheads" are not allowed. For safety reasons, students cannot wait in the sign-out area for parents/guardians to arrive.
- Please park in designated spaces.
- Do not leave valuables in your car.

Meals

- ASCC will not provide meals or snacks.
- All food must be provided by parents/guardians.
- Please note that we have students who have very serious allergies to peanuts and tree nuts. We ask that you refrain from sending these types of snacks with your child.

Personal Belongings and Phone Usage

- Items such as jackets, water bottles, backpacks, lunch boxes, etc. should be labeled with the child's name
- Please keep personal toys, electronics and items of sentimental value at home.
- We are not responsible for loss or damage of any personal items.
- Cell phone usage is not allowed during after care hours. If a student needs to call home, he/she will be directed to use the school's landline or program phone. If you need to contact your child, please call the school.

Homework Assistance

- Monday through Thursday, quiet homework time is provided after school for all grade levels.
- Students are encouraged to complete their homework during this time.
- Leaders provide minimal assistance, as they are not certified teachers/tutors.
- Students who are having difficulty completing their homework assignments during after care, are expected to complete it at home under parent supervision.
- All Star Child Care does not assume responsibility for students completing all homework assignments during after school hours.

Daily Schedule

- A wide variety of activities, including, but not limited to board games, academic activities, quiet games, STEM, special events, drama and physical active play will be included in the schedule.
- Leaders will guide students to locations and through activities.

Physical Activity Policy:

- A minimum of 30 minutes of active play (indoor/outdoor), for every three-hour time block, is scheduled each day.
- May include organized games and activities or free play

Fees and Payment Schedules

- Pay periods are based on an 18 day pay period schedule.
- A copy of a current payment schedule will be available at time of registration.
- Pay periods include Early Release Days.
- If payment is made after the due date, a re-registration fee of \$35 per child will be incurred. If a payment has not been made, and the student attends the program, the parent/guardian will be called to pick the student up, and the student will remain at the designated sign out area until the parent/guardian arrives.
- All payments must be made for the entire period.
- ASCC does not have a daily or weekly fee.
- There are no refunds or credits.
- A late pick up fee of \$15 per child per every 15 minutes late. For example, 6:01-6:15 = \$15, 6:16-6:30 = \$30, and so on. Sign-out will record time of pick-up; this will be the official clock used.
- After 6:30, if the program is unable to reach the parent/guardian or alternative designee on the registration, the local police department will be called.
- Failure to pay fees will result in the child being exited from the program.
- The program will not intervene in conflicts between custodial parents over payment issues.

Discipline & Expulsion Policy

- Consequences vary from time out, missing an activity, suspension, or being withdrawn from the program.
- If a student's behavior endangers or injures him/herself or another individual, the student may be immediately exited from the program.
- After three documented incidents, of which the parent has been notified, a student may be exited from the program.
- Students who are serving an "external suspension" from school, may not attend the program during their suspension.
- Students who are placed on "internal suspension", may attend the program.
- Fees will not be refunded for suspension days.

Health and Safety

- All on-site staff members hold a CPR/AED and First Aid certification.
- To better service your child, please include all health/special needs information on their registration form.
- If your child takes medication, please include all pertinent information on the registration form.
 - A medication authorization form will need to be filled and signed by physician before medication is administered at the program.
- Program staff will follow all HIPPA procedures.
- Parents/guardians will be notified immediately if medical attention is necessary.
 - If the injury is serious, 911 will be called first and then the parents/guardians will be contacted.

Drills and Active Emergencies

- Fire, lockdown and tornado drills will be conducted throughout the year.
- Please be patient if you arrive during a drill. Your child will be called for dismissal when the drill is complete.
- Drills are conducted to ensure the safety and security of everyone in the program.
- If you arrive during a real lockdown, no one will be allowed to enter or leave the building until the program has received an all clear from local authorities.

Program Concerns

- Contact the program director to resolve concerns.
- It is strictly prohibited for parents/guardians to question or reprimand other students/parents/guardians in the program.
- Failure to follow these guidelines may result in the student being removed from the program.

Custody Situations

- Legal parents have rights to assign emergency contacts and persons for pick-up.
 - Only court orders will delimit access to assign.

Thank you for entrusting us with your children. We hope to surpass your expectations.

If there is anything you would like to discuss, please reach out via email with your name, contact number and child's name. We will return your email or call within two business days.