



After-Care Contract/Handbook

The Program Director and Staff would like to welcome you and your child to our Before and After-Care Program at BrightStar Learning Center.

Hours of Operation:

Program	Time
Before-Care	7:45AM-8:00AM
After-Care	2:00PM-6:00PM

Mission: Our mission is to be your childcare provider by assisting your children with necessary essentials that they need in order to succeed in life by providing them with an educational, caring, learning and recreational environment.

General Program: The After-School Care program has a variety of activities including assistance with home learning and educational, recreational activities that tie to math, literacy, technology and the arts.

Code of Student Conduct: Your child will be under the supervision of qualified personnel familiar with his or her school. The Miami- Dade County Public School Code of Conduct which is utilized during the day will also be applied during our after and before care program. Students who exhibit a pattern of misbehavior outlined by the Student Code of Conduct will be removed from the after-school program after three documented warnings by the after-care teacher and/or director.

Communication: Communication is an integral between the parent and the after-care teacher. For issues involving an individual the school counselor or after care class, parents address their concerns to the following individuals in the diagram below. All requests will be answered within 24 hours (Monday-Friday during school days). Parents should direct their concerns to the school counselor before requesting a conference with the director and/or administrator. In addition, the chain of communication outlined in the diagram below will be used when scheduling conferences. We strive to maintain open lines of communication between the home and the after-school program, and are confident that you will have timely resolution of any problem or concern that may arise regarding the education of your child.

Before-Care Program- Arrival Procedure: Students can arrive as early as 7:45 am. All parents must drive around the drop off area and stop at the round-about for your child to be escorted out of their car by one of our staff members.



Dismissal Procedures: Students will be escorted to their after-care classroom by a school counselor as soon as they are dismissed by their classroom teacher. At 5:55 P.M. all after-care students will be dropped off in the main office to be dismissed to their parent or guardian.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures, please notify the school the school directly or send an email to the program director immediately. This will ensure your child's safety.

Silent Dismissal: If student is being pick up during silent dismissal and is enrolled in after care, the parent MUST report to the office designated for after-care and communicate with after care office personnel. Main office personnel will be designated for school purposes such as (conferences, school procedure question, etc.)

Authorized Contacts: All authorized contacts to pick up your child must be listed on the contact card. Please note that students will not be dismissed to an unauthorized person. Please note that identification will be required for student pick-up.

Program Fees: A \$50 registration fee is due before your child attends the program.

The After-Care program is an addition \$175.00 a month.

Payment Methods: CASH/DEBIT/CREDIT/CHECKS (checks payable to BrightStar Learning Center) *Student's first and last name must be written on the check to ensure proper processing.

Payments can be made on the BrightStar Website under the After-Care tab.

Insufficient Funds/ Returned Checks: If a check is returned to BrightStar for any reason, we WILL NOT redeposit another check. For your child to remain in the program, you will be required to pay the amount of the check plus an additional \$35 fee in cash, within 24 hours of notification. In addition, if a check is returned, we will only accept CASH for the future payments.

Monthly Payments: All monthly payments are due by the 17th day of the month.

- If the after-care tuition is not paid by the 17th of the month, the child will not participate in the after-care program and other arrangements will need to be made for the child's dismissal until payment is received.



Late Fees: A late fee of \$25 will be applied if payment is not received by the 15th of every month.

Late Pick Up: A fee of \$15 per 15 minutes will be charged after 6:00 P.M. if a student is picked up late two times in one month a fee of \$100 will be added to the monthly charge. Please be advised that late fees will apply for all tardy parents/guardian*

Unenrolled students: If an unenrolled student is placed in after-care due to late school dismissal pick up (15 minutes late after school dismissal) the student will be held in after-care until the parent or guardian signs them out in the office. There will be a flat fee of \$15 for the day, which must be paid in full upon parent arrival for pick up. If fees are not paid, it will constitute a breach in the schools' contract and an additional \$1 per day will be included in the bill. After 3 late pick-ups in one month the parent will be billed the \$35 registration fee and the student will be enrolled in the program.

Refund Policy: BrightStar will not refund any payments if a student is absent or if a student brings his or her own snack.

Withdrawal: If student is being withdrawn from the program, please email or call the program director so that we may be aware, and the proper paperwork may be filled out.

Medication: The program does not and will not administer any kind of medication. If an Epi-pen is required, please submit a medication authorization form must be signed off by a doctor. Please make sure to notify the After-Care director.

Safety: For safety reasons, under no circumstances are students allowed to go to their homeroom classes to pick up home learning, belongings, or any other materials that they have forgotten.

Illness and Injury: If a student becomes ill or is injured the parent will be contacted and must arrange for the student to be picked up and treated. In the case of emergencies where the student needs immediate treatment, the director will contact rescue.

All before and after-care program teachers are screened by Miami- Dade County Public Schools.