

Cornerstone Classical Academy

Before/After-Care Handbook

AFTER SCHOOL CARE PICK UP

Students will only be allowed to leave with parents or individuals listed at registration with confirmation of proper identification. Students will **NOT** be allowed to go home with person(s) not listed without a prior written approved request by the before/after-care director.

EMERGENCY CARE

In case of an accident or serious illness and the school is unable to reach the parent, the school is authorized to contact emergency care to transport the child(ren) to the nearest hospital and have a member of CCA staff ride along in the transport. This authorization also allows the director or staff in charge to make any decisions necessary for providing care and treatment for the child(ren) until parent arrival.

MEDICATION POLICY

A policy has been established in Duval County to govern the administration of medicine to students in public schools. The policy states that before medicine can be administered in the school, a statement from the physician concerning the medicine must be on file at the school. Directions taken from the prescription bottle or box will not suffice. Only a written statement from the physician is acceptable, and a Medication Release Form. This form should be on file at your school. If the medical form is not in the students file, they should complete the standard DCPS form. Please reach out to the Before/After-Care Director if you have any questions or need a form.

ILLNESS/ACCIDENTS/EMERGENCIES

Registration and emergency information is to be completed by parents and maintained on file with the program prior to children being allowed to participate in the program. In the event of illness, accident, and/or medical emergency, the parent(s) or guardian(s) will be notified. Specific instructions regarding actions to be taken shall be obtained and documented. If parents and/or their designee cannot be reached, the director of the program will take whatever actions are deemed necessary for the health and welfare of the child. Actions initiated by the program staff do not obligate them, the school or the district, to assume financial responsibility for the treatment of the child.

All accidents to children must be reported, no matter how slight. Notification of the principal and director must be made immediately. Notification must include the proper accident report form. Accident reports are not to be written after the fact if not witnessed or reported at the time. If you are instructed to prepare the report “after the fact”, you should write a statement on the report specifying the requestor name and the date requested. Example: “This incident was reported by parent/other on date_____.”

Emergency safety drills are required periodically for before and after school sessions just as they are for the regular school day. These should be arranged by the director. Through enrollment in the program, you agree to your child's participation in the drills. **Current safety drill routes and locations should be posted and reviewed with staff prior to safety drills. These drills must be conducted monthly.**

NUTRITIONAL SNACKS

The program will offer your student a snack. Program staff will make note of authorization to offer a snack and any medical/nutritional allergies that were disclosed at registration. In addition, parents may furnish their children enrolled in the program with a snack as well.

BEFORE/AFTER-CARE POLICIES

HOMEWORK

Before/After-Care employees are not certified tutors, nor are they responsible for providing your student with homework assistance. Students will be given 30 minutes of quiet time a day to read or start their homework. Please provide your student with a book in the event of no homework.

ATTENDANCE

Attendance is taken daily in aftercare. If a student is absent during the school day, they will not be allowed to attend before/after-care program on the day of the absence. If the student is taken from school early and is not returned to school before the school day ends, they will not be able to attend before/after-care program. Absenteeism does not constitute a refund.

ENROLLMENT CHANGES

If you need to change your child's enrollment status (switching a session or withdrawing from before/aftercare), you must notify the school in writing by sending an email to csalazar@cornerstoneclassical.org.

A minimum two-week notice is required for all enrollment changes to allow time for billing adjustments and staffing arrangements. Changes that are not submitted with at least two weeks' notice may result in continued billing during that notice period.

PAYMENT

The payment method for monthly fees is only accepted on MySchoolBucks. A late fee of \$25 will be added to payments received after the due date as determined in the Payment Schedule. **Students with past balance may not remain in the Before/After-Care Program unless their account balances are current.** Programs approved by Cornerstone Classical Academy are required to

receive payment prior to services being rendered. A late fee of \$25 must be added to payments received after the due date. Payment notices may be issued to remind parents. Continual problems with overdue payments may result in a child not being allowed to remain in or return to the program. The registration fee is due upon enrollment of your child and must be paid before attendance begins. Registration fees do not carry over from previous school years and are required each year a child is enrolled in the program.

REFUND POLICY

The only time a refund will be given is when students withdraw from the program. Refunds of \$10 or less will not be given. No claims for refunds will be made more than 30 days after the withdrawal date.

FEE RECOVERY

Payments returned for insufficient funds will be submitted to an outside agency for collection. Any fees associated with the recovery of failed payments will be the responsibility of the account holder and must be paid directly to the collection agency, not to Cornerstone Classical Academy. The Director will provide contact information for the collection agency if a payment is referred for collection.

DROP-IN CARE

Please email csalazar@cornerstoneclassical.org if you need drop-in care.

HOURS

Children may not arrive earlier than 6:45 A.M. and must be picked up by 6:00 P.M. Late pick-ups after 6pm are documented and only allowed three times per school year. **Non-compliance with this policy may result in dismissal from the program.**

WARNINGS/Disciplinary

Discipline warnings will be given to children who disobey instructors or the Student Code of Conduct. **Guidelines are to be followed with no exceptions.**

First time – Warning

Second time – Parent Meeting

Third time – Removal from program

Cornerstone Classical Academy and its students are held to the same code of conduct as Duval County Public Schools. This code of conduct can be located at:

<https://dcps.duvalschools.org/conduct>

PROPERTY

Children are responsible for their own belongings. Names should be written on all belongings.

PICK-UP

Children will be allowed to leave with their parents/guardians and those individuals listed in the After School Pick Up Authorization list or who have written consent from parents only. **We will not accept notification by telephone.** All Before/After-Care students being picked up must be in a designated supervised location, which is the Lobby. Those individuals signing students out must be prepared to present proper identification. Only those persons authorized in writing on the Before/After-Care registration form will be allowed to remove students from the program.

ARRIVAL & DISMISSAL PROCEDURES

Before/After-Care program hours begin at 6:45A.M. and end at 6:00 P.M. If the student arrives prior to 6:45 A.M. or departs after 6:00 P.M., the parent must be notified the first time. For violations occurring thereafter, the parent will be assessed \$20.00 for the first five minutes and \$1.00 per every minute thereafter. **This fee is due by the close of the next school day. If three (3) violations occur, or if the parent does not pay the late fee the following school day, the student should be removed from the program.** Please note that the school clock is used as a point of reference when determining fees. **★ DEPARTMENT OF CHILDREN AND FAMILIES WILL BE NOTIFIED OF STUDENTS ARRIVING PRIOR TO 6:30 A.M. OR BEING PICKED UP AFTER 6 P.M. IF VIOLATIONS PERSIST.** Parents experiencing unavoidable emergency situations can always contact the Before/After- Care Program by calling and speaking with the Before/After-Care Director or their designee. Please be advised that all decisions are at the discretion of the Director.

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BEFORE/AFTER-CARE PROGRAM MONTHLY FEES

Cornerstone Classical Academy's Federal Identification Number 83-2643245. It is frequently referred to as the TIN (Taxpayer's Identification Number). The number is used by parents filing income tax return forms for childcare credits. Before/After-Care Programs are required by law to furnish the TIN to the legal parents of children enrolled in the program and issue receipts for payments costs. **Upon request only, programs will provide copies of payment.**

PAYMENT SCHEDULE:

Payments are due on the 1st of every month. A late fee of \$25 will be applied to your account after the 5th of the month.

- If payment is not received within the validity period, your child will be removed from the program for non-payment.
- The days you are paying for do not include holidays or days that school is not in session. Early release days are included in the cost.
- We do not issue year-end statements. Please retain this schedule and your receipts for your records.
- Absences are not grounds for refunding of a payment or crediting a payment to another session.