

# CKC 20-21 Updates: Please read!

- Please read the CKC Handbook and complete the registration form.
- Based on feedback and direction from the Lee County School District Audit Department, in the 20-21 CKC will strictly enforce late pick up fees, bounced check fees, and late payment fees after three late payments, you will be removed from the program.
- CKC will be **closed** on two school days: December 18, 2020 and June 17, 2021. Please plan accordingly.

## **REGISTRATION for 20-21:**

- Registration and payment must be returned to CKC before the first day of school in order to attend.

## **SAFETY Guidelines:**

- CKC will now have a CKC DOJO account to assist with communication about CKC updates, balances and other information.
- We must have an accurate phone number and email address for emergencies and health updates.
- We will continue to follow district and CDC guidelines during CKC and will update families as changes happen.

## **AM Drop off Procedures:**

- Parents will sign student (s) in at the sign in table each day outside the CKC door.
- Parents will adhere to social distancing markings placed on the sidewalk and wait to sign students in.
- A hand hygiene station will be available for students to sanitize hands before entering the building upon arrival.
- Students will be asked to wear their masks as they arrive.
- Students will place their backpack on the back of their assigned seat. Backpacks are not to touch other student's backpacks.
- Students will remain with the same cohort and staff, as appropriate.
- Student and staff contact will be documented for each day.
- Before and After School staff and students will adhere to all one-way direction traffic patterns when transitioning on campus.
- Breakfast will be available at 7:25 AM, prior to going to their morning cohort classroom for students to pick up a bag breakfast outside the cafeteria on their way to being dismissed to their classroom.

## **PM Drop Pick Up Procedures:**

- Parents will pick up outside the front office. We won't be using the CKC office this year for PM pickup.
- Parents will need to present a form of identification when picking up their child.
- Parents will then sign out students in the sign out book on the desk located outside the office door.
- Staff will check ID then call students for dismissal.
- Students will come through the side clinic door and exit out the front door to their parents.
- Parents will place all payments in the mailbox outside of the front office. Receipts will be written at a later date. Monies should be placed in an envelope and students' name should be written on the outside along with the amount written.
- Counselors will be using the intercom system to communicate with parents.

## **Cape Elementary – Cape Kids Care (CKC) Before & After School Program Parent Handbook for 2020-2021**

The goal of the Cape Elementary Cape Kids Care (CKC) Before and After School Program is to provide a pleasurable environment for the children. The program includes recreational activities: development of arts and crafts, physical education, computer skills, and social skills will be stressed.

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

- 6:30 - 7:30 A.M.
- 2:10 - 6:00 P.M.
- We are open all regular school days.
- We will be open on all early dismissal days - except the last day of school (June 17).
- We will be **closed** on December 18 which is the last day before winter break and June 17 which is the last day of the school year.
- We are **not** open during holiday breaks, teacher duty days and teacher in-service days. Please look at our school calendar in your child's planner or on our school web-site for days school is not in session.

### **Registration**

- You must read the entire Parent Handbook.
- You must read and sign the bottom of the registration form **before** your child attends the program.
- You must fill out the Lee County School District Medical Before School/After School Program Parent Permission Form.
- You must pay a **\$30 non-refundable** for the first child and \$25 for each additional child which is **non-refundable**.
- During Open Enrollment – July 27 through August 21 a discount of **\$10.00** will be deducted from the registration fee for each member of a family that is pre registered for the 2020-2021 school year.

### **Office**

- **The CKC Office will open each day at 3:00.**
- CKC office is located in the back of the main office – near the small front parking lot.
- Phone: **542-5904** (after 3:00 P.M.)
- Students will only be dismissed from the CKC Office.
- Please bring I.D.

### **Dismissal**

- Every child has a going home routine that has been established. If your child's going home routine is CKC and it changes you must write a note in their planner that states PPU or bus. If you fail to do this and your child goes to CKC you will be charged \$12.00.

### **Communication**

- We will be using the district wide communication system along with **Dojo CKC** to share with parents the CKC happenings, outstanding balances and emergencies.
- CKC Directors are Mary Hood and Gilda Wooley. When needs or questions arise please allow for a 24-hour turnaround time for a response. You may also email Mrs. Hood at [MaryMHo@leeschools.net](mailto:MaryMHo@leeschools.net)

### **Fees**

- Registration Fee: \$30 for first child and \$25 for each additional child (non-refundable)
- Morning program: \$5 per day per child
- Evening program: \$12 per day per child
- Early Dismissal: \$17 per day per child (5 days during the school year)
- Late Payment Fee: \$10 per child per day
- **Late Pick Up Fee: \$20 for 6:00 P.M. to 6:10 P.M.; \$2 per minute after 6:10 P.M.**
- Returned Check Fee: \$20 per check

## Payments

- **Payment is made on a weekly basis and is due on the Friday prior to the attendance week.**
- The Florida Constitution Article VII prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy. Please do not ask for other arrangements.
- **Failure to make a payment on the Friday will result in a \$10.00 late fee.**
- Failure to make payment three times will result in your child being **dismissed** from our program.
- You will only be charged for days your child attends.
- Payments will be accepted from 6:30 to 7:15 and from 3:00 to 6:00 in the CKC Office.
- Subsidized fee plans are available to Cape families meeting eligibility requirements. Please submit a letter of request to the Director of CKC.
- **No change** will be provided for cash payments. Exact change only.

## Insufficient Funds/Returned checks

- All returned checks are subject to a \$20.00 service fee.
- The amount of the returned check plus the \$20 service fee must be paid in cash.
- Upon the return of a second check, the program fees must be paid in cash for the remainder of the school year.
- The bookkeeper will contact the family.

## Paying by check

- Include child's first and last name in the check memo area.
- Make check payable to: **Cape Elementary.**

## Drop-Off Policy

- The morning program will begin at 6:30 A.M. in the CKC office/room.
- Children are not to be left unattended prior to this time.
- **Parents must walk students into the CKC office/room each morning and sign students in. The office door is in the main office building – facing the parent pick up ramp.**
- Please park in a designated parking space in the side parking lot or on the parent drop off area.

## Pick-up Policy

Students may be picked up from CKC starting at **3:00**. If you arrive prior to **3:00** you will need to go to the front office to sign your child out from the program.

Your student will be called when the adult arrives to pick up. Please do not call ahead of time for your child to be ready. They will not be called until the adult arrives due to safety reasons.

- Parents must walk into the CKC office and sign out students.
- A photo ID may be required when picking up students.
- The evening program closes promptly at 6:00 P.M. each day. If you are unable to pick up your child by this time, please make arrangements with persons listed on your registration form.
- Please call **542-5904** if you are going to be late. We do not answer the school number after 3:00 P.M.
- A penalty of **\$20.00** will be assessed for the first 10 minutes you are late (6:00-6:10 P.M. according to the Cape Elementary clock).
- Arriving after 6:10 P.M. will result in an additional fee of **\$2.00** per minute.
- If you are late picking up your child 3 times, your child will be dismissed from the program.
- Unauthorized persons will **NOT** be permitted to remove a child from the facility.
- **For your child's safety, we will ask for photo identification for the first month of their attendance.**
- Anyone picking up your child/children must be 18 years old.

## Dismissal from the Program

- ▶ Three late payments
- ▶ Three late pick-ups after 6:00 P.M.
- ▶ Three disciplinary referrals

## Discipline Policy

To reduce discipline problems, the program staff places great emphasis on positive relationships and will follow the school wide SOAR along with the rules below. Parents will be notified of any misbehavior. Children and parents should be aware of the policy below:

## Discipline Policy (continues)

### **Program Rules for Students**

1. I will follow directions.
2. I will take care of my materials and school belongings.
3. I will talk in a quiet tone.
4. I will treat all people with respect.
5. I will keep my hands, feet and objects to myself.

**First Offense:** The child will be reminded of the rule broken (verbal warning).

**Second Offense:** The child will be removed from the group for 15 minutes (time out).

**Third Offense:** The child will be taken to the Program Director. A referral requiring parent signature will be written.

### **The Program Director may take one or more of the actions below:**

- The child will sit in the Program Director's Office.
- A conference with parent and child may be requested.
- Parents will be notified of behavior and it may be necessary to pick up a child from the program.
- A suspension from the program will be determined.
- Lee County Code of Conduct will also be used to determine consequences.
- Dismissal from the program will occur if a child earns 3 referrals.

### **Immediate suspension or permanent dismissal will be enforced for:**

- Stealing
- Destructing school or personal property
- Refusing to follow program policies or directions
- Inflicting harm on another child, causing injury
- Insubordination to counselor

### **Homework**

- There will be a 45-minute homework session Monday through Thursday for students in grades one to five. In the event homework is completed early your child is required to have an AR book to read at all times. We will provide basic supplies for students to complete homework.
- Students may not finish homework in the allotted time. Please communicate with the CKC Director if you want your child to **complete** homework each day.
- Kindergarten will have homework time after Winter Break.

### **Internet Permission / PG movies**

As part of our CKC Program students may attend the Technology Lab. Students may use the internet guided by one of our counselors. The search engine is filtered by the Lee County School District.

On Early Dismissal Days we may watch PG rated movies.

***When you sign the registration form you are also giving your child permission to use the internet in the CKC Program and also to watch PG movies.***

### **Medications**


Any medications that your child/children need to take during the program hours must be registered with the Program Director and the school clinic. If a child receives medication during the program hours, the parents MUST fill-out an authorization form and return it to school.

### **Snack(light dinner)**

- A light dinner will be provided by CKC Program.
- You may also send a snack from home but please no soda or candy.

### **Toys, Games and Personal Items**

- Put your child's name on all personal belongings (book bag, lunch box, coats/jackets).
- Toys, games, and electronic devices must be kept at home.

	<b>Cape Elementary Cape Kids Care(CKC) Program 2020-2021 School Year</b>	Please circle Full -time            AM            PM Part-time            AM            PM		
Child's Name	Birthdate	Sex	Grade	Teacher for 20 - 21
Parent/Guardian Name	Cell Phone	Second Contact Phone Number (Work or Home)		
Email address ( <i>will be used for CKC DOJO</i> ):				
LIST ADDITIONAL PERSON(S) WHO MAY REMOVE CHILD FROM PROGRAM:				
Name:	Relationship:	Phone:		
Name:	Relationship:	Phone:		
Name:	Relationship:	Phone:		
<b>Custodial Restrictions            Yes            No            If yes, please provide CKC with court papers.</b>				
Medical Problems:				
<p><b>Payment Policy:</b> My signature below indicates that I have read the payment policies and procedures in the CKC Program Parent Handbook. I understand that my daily rate is <b>\$5</b> each morning and <b>\$12</b> in the afternoon (<b>\$17</b> on early dismissal days). I understand payment must be rendered on Friday for the following week's services. I understand there will be a <b>\$10</b> late fee for non-payment. I understand and agree to pay the registration fee of <b>\$30</b> (non-refundable) per child. I understand and agree to pay any additional fees that are stated in the Parent Handbook. I understand that <b>no change</b> will be provided for cash payments. I understand and agree that not complying with the contract my child/children may be dismissed from the program.</p> <p><b>Release Form:</b> My signature below indicates that I release Cape Elementary and any persons connected with Cape from blame or responsibility in case of an accident or injury during operation of the Before/After School Program. My signature also indicates I have read the CKC Program Parent Handbook and will adhere to the program guidelines. I also give my child permission to use the internet during the B/ASP and watch PG movies.</p>				
Signature:				Date:
Relationship to Child:				
OFFICE USE ONLY: Amount Reg Paid _____ Check ___ # _____ or Cash _____				



The School District of Lee County
BEFORE SCHOOL/AFTER SCHOOL PROGRAM PARENT PERMISSION FORM



Student's Name: School Location:
Dates of School Program: Teacher/Sponsor:

Information to be completed by parent/guardian:

- My child has a medical condition and/or medication of which the school should be aware.
My child does not have a medical condition.

As the parent or legal guardian of the student listed above, I give him/her permission to participate in this Before/After-school program. I hereby grant permission for the supervising teacher to act "in loco-parentis" (in place of parents) in the event of any medical emergency and I accept full responsibility for all medical costs in the event of such a medical emergency.

I do hereby release and hold harmless the School District of Lee County and all of its employees from any liability or injury to my child's person or property incurred during the course of this after school program which is not the direct result of willful action or culpable negligence by the School District or its employees.

Parent/Guardian Signature Date

MEDICAL INFORMATION

Your Child's Name:
Date of Birth:

All medication is to be administered by the After-School supervisor or teacher/staff as directed. Medication must be clearly labeled with the following:

Name of medication:
What it is to be used for:
How it is to be given:
Quantity and times to be given:
Additional information or procedure:

By my signature below, I am requesting that the after-school supervisor or teacher/staff administer medication/procedure as directed above.

Parent/Guardian Signature: Date:

Phone # Cell # Work#

IN CASE OF EMERGENCY: I hereby request the physician/emergency team selected by the supervisor to provide treatment for my child named above.

Parent/Guardian Signature: Date:

IF PARENT/GUARDIAN CANNOT BE REACHED IN AN EMERGENCY, PLEASE CONTACT: (please print clearly):

