

Before and After School Care  
Program Parent Handbook  
2021-2022



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Kissimmee, FL 34744  
407-379-5999

<https://victorycharterk5.org/>

# Victory Charter School K-5 Before and After School Care Program Parent Handbook

## Philosophy/Mission:

The philosophy of the Victory Charter School K-5 Before/After School Care program is to provide an extension of the excellence in education standard set forth by Victory K-5. We will provide a safe, caring, fun learning environment while encouraging your child's social, physical, and academic development.

## Registration:

A \$50 registration fee is required for each student. The registration fee and first month's tuition is due at the time of registration.

## Hours of Operation:

The Before School Care program will open its doors at 6:30 AM. The After School Care program operates from 4:00 PM - 6:00 PM (during regular school days). There will be no program offered on student holidays or during breaks. For your convenience the school calendar is available through [this link](#).

## **Before School Care Program**

### Arrival Procedure:

Children enrolled in the Before School Care Program must enter through the cafeteria door.

## **After School Care Program**

### Arrival Procedures:

Elementary students will arrive at their assigned After School Care program area with a teacher. They will be divided into groups based on grade level and begin their afternoon activities.

Middle school students will be dismissed by their teachers at the end of the school day. Students are expected to report to their assigned After School Care area where an After School Care staff member will meet them.

### Departure Procedure:

Students must be picked up by 6:00 PM sharp. A late fee will begin to accrue at 6:01PM (\$25.00, for each child remaining in the aftercare program). Please carry your Photo ID, as it will be required in order to pick up your child/children. Students will only be released to those listed on the Before/After School Care registration form and their emergency contact card.

No exceptions will be made for traffic or weather.

## Description of Services:

The Victory K-5 Before/After School Care program will provide activities that support the following goals:

- To provide a safe, nurturing, and fun learning environment for children before and after regular school hours.
- To promote a positive development of self in a child.
- To provide a quite supervised academic session.
- To provide and encourage a love of literacy.
- To provide supervised structured activities.
- To provide fine and gross motor skill activities on a daily basis.

## Contact Information:

Parents may contact Beverly Baumer, Before/After School Care Director, between 12:00pm – 5pm at 407-205-2035 through text message only. Mrs. Baumer will answer any questions and/or concerns you may have with the program. Mrs. Baumer may also be reached via email at: [bbaumer@naepartners.org](mailto:bbaumer@naepartners.org)

## Discipline Policy:

The Victory K-5 Before/After School Care Program follows all school-wide discipline procedures with some additional policies specific to the B/A School Care Program. Students are also expected to adhere to the policies and procedures contained in the 2021-22 [Code of Student Conduct](#).

### **Student Behavior & Discipline Policy:**

Actions below are deemed inappropriate:

- Any type of fighting.
- Intimidating, harassing, or threatening of others.
- The use of profane language, gestures, or behaviors.
- Damaging and/or destroying school property and/or other property of others.
- Leaving the assigned Before/After School Care area without permission from the after-school care counselors.
- Use of electronic devices i.e., cell phones, iPods, tablets etc.

### **Discipline Policy for Offenses:**

First Offense - Director/Student conference

Second Offense - Director/Parent/Student conference

Third Offense - Director/Parent/Student conference and 1 week suspension from the program

Fourth Offense - Director/Parent/Student conference and termination/ expulsion from the program

Some types of misbehavior may require **immediate** suspension or termination from the program. These include but are not limited to:

Alcohol, arson, aggravated battery, bullying, disruption on campus- major, drug use/possession/distribution, explosives/fireworks, and malicious destruction of school or personal property of staff, refusing to wear a cloth face mask, etc.

## Payment procedures:

Parents are required to make payments on the first day of each month. Tuition is due in full for the entire month regardless of the number of days your child attends the program. Our monthly fees/rates will not be reduced for winter recess, spring break, illness, national holidays, or school closures due to inclement weather. Our fee schedule is based on the total cost of Before/After School Care for the entire school year, and divided by the months. Tuition that is not received by the due date will be assessed a late fee of \$25.00. [\[Payment Collection Information Here\]](#)



**Before/After School Care Registration Form 2021 - 2022**

**PLEASE SELECT:**  Before Care Only     Aftercare Only     Both - Before & Aftercare

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Siblings attending **VCS K-5:** \_\_\_\_\_

Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian Information:**

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Father's Cell Phone: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_ Father's Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Other Adults Authorized to Pick-Up Student:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**PLEASE LIST ANY ALLERGIES:** \_\_\_\_\_

**EPI PEN:**

YES: \_\_\_ NO: \_\_\_

**MEDICAL CONDITIONS:** \_\_\_\_\_

**BEFORE AND AFTER CARE PAYMENT RECORD 2021-2022**

In-Person, 5 Days a week

**OFFICIAL USE ONLY - DO NOT WRITE IN THIS AREA**

Month	Amount Paid	Credit Card	Date Received	Late Fee
August				
September				
October				
November				
December				
January				
February				
March				
April				
May/June				



## BEFORE AND AFTER CARE PAYMENT SCHEDULE 2021-2022

In- Person, 5 Days a week

**PAYMENTS ARE DUE THE FIRST OF EVERY MONTH TO AVOID A \$25.00 LATE FEE.**  
**NON-REFUNDABLE REGISTRATION FEE \$50.00 PER STUDENT**

### Before Care Only

Service Period	Payment due	1 Child	2 Children	3 Children
August	1st Day of the Month	\$65	\$90	\$115
September	1st Day of the Month	\$130	\$180	\$230
October	1st Day of the Month	\$130	\$180	\$230
November	1st Day of the Month	\$130	\$180	\$230
December	1st Day of the Month	\$130	\$180	\$230
January	1st Day of the Month	\$130	\$180	\$230
February	1st Day of the Month	\$130	\$180	\$230
March	1st Day of the Month	\$130	\$180	\$230
April	1st Day of the Month	\$130	\$180	\$230
May/June	1st Day of the Month	\$130	\$180	\$230

### After Care Only (Snack Included)

Service Period	Payment due	1 Child	2 Children	3 Children
August	1st Day of the Month	\$100	\$137	\$175
September	1st Day of the Month	\$200	\$275	\$350
October	1st Day of the Month	\$200	\$275	\$350
November	1st Day of the Month	\$200	\$275	\$350
December	1st Day of the Month	\$200	\$275	\$350
January	1st Day of the Month	\$200	\$275	\$350
February	1st Day of the Month	\$200	\$275	\$350
March	1st Day of the Month	\$200	\$275	\$350
April	1st Day of the Month	\$200	\$275	\$350
May/June	1st Day of the Month	\$200	\$275	\$350

**Before and After Care (Snack Included for After Care)**

Service Period	Payment due	1 Child	2 Children	3 Children
August	1st Day of the Month	\$150	\$200	\$250
September	1st Day of the Month	\$300	\$400	\$500
October	1st Day of the Month	\$300	\$400	\$500
November	1st Day of the Month	\$300	\$400	\$500
December	1st Day of the Month	\$300	\$400	\$500
January	1st Day of the Month	\$300	\$400	\$500
February	1st Day of the Month	\$300	\$400	\$500
March	1st Day of the Month	\$300	\$400	\$500
April	1st Day of the Month	\$300	\$400	\$500
May/June	1st Day of the Month	\$300	\$400	\$500

**Occasional Or Emergency Care:**

**Daily fee for occasional care: \$25.00**

**Early Release Fee: 2:00 PM to 4:00 PM**

**Students that are not enrolled in aftercare will be charged a \$10.00 fee.**

**Additional Fees:**

**Daily fee for Late Pick-Up: \$25.00**

**Daily fee for Late Payment: \$25.00**

**\*Discount for additional siblings is already applied**