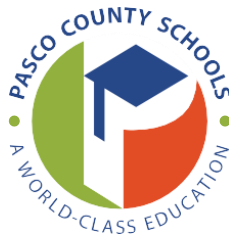


After School Enrichment Programs



Client Handbook Procedures and Guidelines

Effective August 10, 2020



After School Enrichment Programs
(813) 794-2298 • (727) 774-2298 • (352) 524-2298
<http://myasep.com>

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Civility Policy

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public.

The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud insulting or threatening manner.

Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Code of Student Conduct. Authority: 10001.21(2), F.S PCSB Policy: KFA

Non-Discrimination Policy

Pasco County Schools does not discriminate on the basis of race, color, sex/gender, religion, national origin, marital status, disability, age or genetic information in its educational programs, services or activities.

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After School Enrichment Programs (ASEP) is supported solely by fees paid for program services by clients. No educational dollars are used to provide this service to families.

Hours of Operation

PLACE - 6:30 a.m. – 6:00 p.m.
Beyond the Bell – 11:00 a.m. – 6:00 p.m.

Client Calendar

The **PLACE** client calendar is located at www.myasep.com/place/ under the Client/Parents section.

The **Beyond the Bell** client calendar is located at www.myasep.com/btb/ under the Client/Parents section.

Mission Statement

By connecting family, school and community ASEP is committed to providing excellence in childcare which impacts and inspires lifelong learners and global citizens.

Vision Statement

ASEP will assist children in becoming college, career and life ready by fostering a caring and creative environment which emphasizes the social, emotional, physical and intellectual development of each child.

Program Goals

The staff will strive to meet the social, emotional and intellectual needs of students in an environment that fosters:

- Positive self-esteem
- Initiative
- Independence
- Problem-solving
- Creativity
- Safety-awareness
- Sense of security
- Self-control
- Environmental awareness

ASEP staff will be sensitive to the needs of clients utilizing their services by:

- Providing an enriching environment for students
- Delivering age-appropriate curriculum to students
- Communicating with clients through written communiques, bulletin boards, digital signage and conferences

ASEP will operate in a financially responsible and independent manner, expanding services wherever the need is evident.

Registration Policy

Registration requires completion of online registration, additional required forms by the client, health/accident insurance, payment of all nonrefundable registration fees and full payment of the weekly tuition for the first week of services.

- Tuition will not be prorated for entering the program mid-week or later
- Health/accident insurance must be maintained while student is enrolled in **ASEP**
- Transfer clients are required to complete online registration and additional required forms for the new **ASEP** program their students will be attending
- A client or student may not have a balance due at any **ASEP** program prior to enrolling
- Clients who have students in attendance on alternating weeks will be expected to pay weekly tuition every week, regardless of custody issues

Enrollment Criteria

A student may be enrolled in **ASEP** when he/she is:

- Able to be independent in daily self-care needs, such as toileting, feeding and dressing self
- No danger to him/herself or others
- Able to participate in large group activities with an adult/student ratio of 1 adult to 25 students
- Able to remain within the program location and under supervision without running away

Tuition and Fees

- ❖ Tuition and fees are payable by check, money order or via credit/debit card only. Checks and money orders must contain the check writer's name, address and current telephone numbers.
- ❖ The maximum allowable amount of each check, money order or credit/debit card transaction is \$300.00.
- ❖ Cash and starter checks are not accepted for payment of tuition or any other fees.
- ❖ An annual nonrefundable registration fee is required for each student.
- ❖ All clients are required to re-register online along with additional required forms and pay the registration fee each school year. Registration is not considered complete until the registration fee has been paid.
- ❖ **ASEP** is not responsible for interruptions in the delivery of the U.S. Postal Service which may

delay receipt of payment.

- ❖ **ASEP** is not responsible for payments sent in students' backpacks or left at the school office.
- ❖ A late payment fee is assessed when payment is not made at the time Drop-In service is utilized. Clients may not utilize Drop-In service if any past due balance is unpaid.
- ❖ All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed, per student, for every 15 minutes or any part thereof. Late pick-up fees are due immediately at the time of the occurrence. Repeated late pick-up may result in termination from the program.
- ❖ Weekly tuition is not prorated for short program weeks, acts of God or circumstances beyond our control, or when termination occurs on any day of the week.
- ❖ A fee status change may be made two times per school year and only if there is no past due balance on the account. Changes in fee status will require amending and initialing the Enrollment Status Form. Each additional status change will incur an additional registration fee, per student. Status changes to Drop-In will not be considered for any client who has a balance due. A change in fee status will be effective on Monday of the following week. A change in fee status will not be granted after the fact.
- ❖ Client adjustments will not be approved for late payment of tuition, late pick-up, or registration fees.
- ❖ Client adjustments will not be approved for late pick-ups due to traffic related incidents.
- ❖ Tuition is due in advance of the week's service. Tuition in full must be received by 11:59 p.m. on the second day of program to avoid assessment of a late payment fee, per student, even when the student is not in attendance.
- ❖ All past due balances must be paid by the last day of program in the week for which the balance is due to avoid termination of the account. Students will not be permitted to re-enter program until past due balances are paid in full. Failure to pay past due balance will result in a break in service
- ❖ A break in service will require completing online registration and additional forms and paying the registration fee, per student.
- ❖ Students and/or clients may not transfer to another **ASEP** program, re-enter any program, change status to Drop-In or continue in program with a balance due.
- ❖ Clients are billed weekly, regardless of their student's attendance.
- ❖ Nonpayment of weekly tuition/fees or failure to pay for returned checks/fees to the collection

agency will result in termination of the account.

- ❖ **ASEP** reserves the right to require payment by money order.
- ❖ When suspension or termination occurs during any part of a week, unused weekly tuition is nonrefundable.
- ❖ Pre-paid tuition for weeks when no attendance occurred will not be refunded.
- ❖ Students who have been attending the **PLACE** Program during the regular school year are not required to pay an additional registration fee to attend the summer program (not applicable to **Beyond the Bell**).

Early Release Days

Clients who require service only on Early Release Days will need to reach out to the manager at the program location the child attends to obtain information about available options. Clients will be responsible for paying the nonrefundable registration fee even if services are only required on Early Release Days. The dates of early release and answers to frequently asked questions can be found at www.myasep.com/earlyrelease.

Late Pick-Up

Sign in/out time will be determined by the clock on the touch screen computer at the **ASEP** site. All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed per student for every 15 minutes, or any portion thereof, if sign-out has not been completed by 6:00 p.m. Clients must maintain up to date telephone numbers for all persons permitted to pick up their students. The following steps will be taken if any student remains at the site 30 minutes after closing without notification from the client:

- The Site Manager will attempt to contact persons permitted to pick up the student as indicated on the authorized pick-up list
- If no authorized person is reached by 6:30 p.m., the Site Manager will contact local law enforcement to pick up the student(s)

Custody Issues

Certified copies of any court orders provided by the custodial parent, which restricts a parent's ability to seek release of his/her student, should be submitted to the **ASEP** office. Should a parent come to program and request to remove his/her student, the **ASEP** staff cannot prohibit the action unless these papers are on file.

At no time is **ASEP** to be used to conduct any form of visitation. Any custodial/noncustodial visitation

agreements must be conducted outside of **ASEP** hours.

First Aid/Injuries

A staff member trained in first aid will apply ice packs, wash scrapes with soap and water and provide first aid to minor cuts, scrapes and bruises. A log of accidents/injuries is maintained on the client information table at each site. Clients will be notified of minor injuries and requested to sign the log at the time the student is signed out. An effort will be made to telephone a client or emergency contact person if the injury requires additional treatment.

Health

Clients will be notified if their student becomes ill while at **ASEP** and needs to be picked up. **It is very important that information on contact persons be current, so that someone can be reached in the case of illness or emergencies.** A client will be contacted if a student is suspected of having a communicable disease, has a fever or symptoms which include, but are not limited to, any one of the following: diarrhea, rash, pink eye, skin infection. The student must be removed from the facility as soon as possible. Any student who has had a communicable disease may not return to the program until the signs and symptoms are no longer present, or the student has a statement from a doctor.

Lice

ASEP staff will not check heads for lice. If staff members suspect lice, they will notify the client. Staff can refer the parents to the school nurse for treatment advice.

Medication

School Board Policy JHCD “Administering Medicines to students”: states the following:

“Administration of medicine during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.”

All medication must be in the original prescription container. Regulated nonprescription medication will not be administered at school without a physician’s statement dated for the current school year.

Field Trips & Guest Presentations

In order to schedule adequate supervision and transportation, students must be registered for optional field trips or guest presentations according to the deadline dates. Parent Release Forms for the respective activity must be turned in according to established deadlines. **No student will be allowed to go on any trip or attend any presentation without the client submitting the Parent Release Form prior to the deadline for the given activity.**

Volunteer

ASEP uses approved adult volunteers to chaperone field trips and special events or provide program enhancement. All volunteers must be approved prior to volunteering in any capacity in **ASEP**. All volunteers who are not employees of the District School Board of Pasco County must submit a School Volunteer Application online at : www.pasco.k12.fl.us/comm/volunteer to be renewed July 1st of each year. Volunteers must be 18 or older and not attending Pasco County Schools.

Parent/Client Information

A parent information area is located at each site. It is advisable to check the area for updated information on a regular basis. In addition, each site will have a digital signage with important program information. Program information is also available on the **ASEP** website, which includes such items as: Tuition and Fee Schedule, location information, site schedules, monthly activity calendars, and special announcements.

Please visit www.myasep.com to keep abreast of important program information.

Personal Property/ Technology Devices

Students may bring their own electronic devices to **ASEP** to assist in their learning experiences. For the purposes of **ASEP**, “Device” means privately owned, wireless and/or portable electronic handled equipment. This includes, but is not limited to: mobile phones, laptop computers, tablets. The device is intended to be used for educational purposes and not as a gaming system or to communicate. It can be used at the discretion of the Site Manager and only in designated areas.

Students must adhere to the District School Board of Pasco County’s “Responsible Electronic Use Agreement for Students”. Violations of this agreement will result in disciplinary actions.

ASEP is not responsible for damage to or loss of any student's personal property. In the event of an emergency, communication between clients and students can be made using the **ASEP** office phone.

Students are NOT permitted to return to their lockers or classrooms once the regular school day is over.

Employees of the District School Board of Pasco County

Current full-time employees of the District School Board of Pasco County receive 10% discount on their weekly tuition.

- The application for this discount must be submitted every time a student is registered or re-registered
- The discount will take effect following district office approval

DSBPC employees who have registered for the fall program and have not attended summer program will not be charged a summer registration fee when DSBPC work calendars mandate returning to work prior to the new school year.

End-of-Year Client Statements

ASEP does not automatically issue a receipt for payments made. Receipts will be provided at the client's request. A yearly charge/credit summary will be supplied upon request. The Employer Identification number is 59-6000792.

Problem Resolution

When dealing with problems that cannot be resolved at the **ASEP** site level, you may contact the Pasco county Schools **ASEP** Department at (813) 794-2298, (352) 524-2298 or (727) 774-2298. You can also visit the web page at www.myasep.com for further assistance.

Behavior/Disciplinary Action

ASEP staff has developed guidelines for students' behavior using positive reinforcement and other disciplinary alternatives. The guidelines for behavior are posted at each site. Disciplinary action is noted

on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. Suspension will commence no later than 24 hours after the reported behavior incident occurs. A parent conference will be requested if disruptive behavior continues. A complete copy of the **ASEP** Behavior Policy is located on page 10.

PLACE Information

PLACE Description of Services

The before and after school enrichment program, **PLACE**, has been designed to provide an active and enriching environment for students who must arrive at school early, stay late and /or require supervised activities during school holidays and the summer.

The school cafeteria and outside play areas are utilized for **PLACE** activities. Supervision is provided at a ratio of 1 adult to 25 students. The number of students enrolled at each site is determined by how much physical space is available and the number of staff employed. The **PLACE** Program serves all Pasco County Elementary Schools.

Program activities may include:

- Homework and Reading
- Science, Technology, Engineering, Math
- Recreational Activities and Cooperative Games
- Cultural Enrichment Experiences
- Special Interest clubs
- Creative Expression through Music, Drama, Dance, Art and Crafts

PLACE Status Descriptions

The following services are provided at each **PLACE** Program:

- **Full Fee** – For clients who require both morning and afternoon services
- **Before Care** – For clients who require morning services only
- **After Care** – For clients who require afternoon services only
- **Drop-In** – For clients who require service other than full-time or before/after school only
- **PEEPS** – A service provided at no cost to families of 4-year-old students registered and attending Headstart and/or VPK. This service is only available at select sites
- **Summer** – For clients who require service during the summer months
- **Early Release** – For clients who require service only on early release days. Must be registered by September 9, 2020.

PLACE Drop-In Status

In response to clients' requests and needs, we have implemented a Drop-In plan for clients who require service other than full-time or part-time. **Payment for Drop-In service is due at the time of service or a late payment fee will be assessed, per student.**

- Drop-In service will not be offered or continued for any client who owes money to any **ASEP** program
- Clients may not change status to Drop-In at any time to avoid full-time or part-time tuition. All other **ASEP** policies and procedures are applicable to Drop-In clients
- **PLACE** Drop-In clients are not eligible for vacation credits.

PLACE Before/After School Only

Before/After school only care status may be requested if the student attends mornings only or afternoons only. Attendance outside of the registered status may only occur on full day program or during the school holiday breaks (Thanksgiving break, winter break and spring break).

- Any student who attends any portion of any day during any of the three holiday breaks will be charged the Full Fee tuition for that week.
- Any student who attends any portion of a full day will be charged an additional \$14 fee. The additional fee is due at the time of service. Failure to pay the additional fee can result in a late payment fee, per student.

Full day calendar is located at myasep.com/place/ under the client information section.

Due to staffing ratios, attendance outside of the normal part time schedules is discouraged. Attendance outside the normal schedule will be granted on an emergency basis only, providing it does not affect staffing. Excessive emergency use can result in a permanent change to Full Fee status. Students who require this emergency service will require an additional \$14 fee per day that is utilized. The additional fee is due at the time of service. Failure to pay the additional fee can result in a late payment fee, per student.

PLACE Vacation Policy

PLACE Vacation credit means that students will not be in attendance and the clients will be given a vacation credit equal to the normal weekly tuition.

- Clients must complete and return the Vacation Notification Form prior to the requested vacation date or they will be charged their weekly tuition.
- **Vacation requests and vacation credits will not be granted after the fact.**
- Vacation requests will not be granted to clients who have a past due balance.
- A vacation credit will not be given to clients who leave with a past due balance.
- A vacation week is considered five continuous days beginning on a Monday. Students will not be eligible to attend the program on any day during the vacation week without being charged.
- Clients/students who enroll or re-enroll and attend during the regular school year program are eligible to take two weeks of vacation before the beginning of the next regular school year program for a maximum of two weeks during any regular school year.
- **Drop-In and Summer only clients are not eligible for vacation credit.**
- **Clients must be registered as Full Fee or Before/After Care by May 1st to be eligible to receive vacation credits during the summer.**

PLACE Nutrition

PLACE Clients must supply an adequate and nutritious lunch for students who attend the program on full days.

Clients may also provide healthy snacks daily for students who attend the program. Please report all food allergies or special nutritional needs to the **ASEP** Site Manager.

PLACE Check-In/Check-out

To assure that students are supervised while in our care, we employ the following system at **PLACE**:

- Each student must be checked in to and out of **PLACE** daily on the touch screen computer by the client or other authorized person. Each authorized person must use his/her own personal code or identifier
- Only persons who have written authorization from the client are permitted to sign out/pick up a student
- Picture identification is required for anyone to sign out a student when they are unknown to site personnel
- Students will only be released from the designated sign-in and sign-out areas
- **ASEP** employees are prohibited from acting as an authorized drop-off or pick up person for any student enrolled in **ASEP** unless the employee is a family member, has legal authority for the student, or is a member of his/her household. A liability waiver must be signed by the client.

PLACE Attendance

Students attending **PLACE** must report to the school cafeteria or the designated **PLACE** site area immediately upon school dismissal.

Beyond the Bell Information

Beyond the Bell Description of Services

The **Beyond the Bell** (BTB) Program is an after-school enrichment program for middle school students. Our goal is to provide a safe, supervised environment that incorporates academic enrichment, skill building, and positive youth development.

Enrichment activities will be offered through fun, project based learning opportunities that incorporate science, technology, engineering, the arts and math (STEAM), as well as, healthy living, community service and sports instruction. In addition, homework assistance and group tutoring by certified teaching staff will be offered in the program.

The BTB staff will focus on fostering and maintaining collaborative, caring and positive relationships with their students.

Beyond the Bell Status Descriptions

The following services are provided at each **Beyond the Bell** Program:

- **Full Fee** - For clients who require afternoon services.
- **Drop-In** - For clients who require service other than full-time.
- **Special Interest Activities** - For clients who only want to participate in a special interest activity that may occur throughout the program.

Beyond the Bell Vacation Policy

The **Beyond the Bell** Program operates on all days that school is open for students. We do not provide service on teacher planning days, spring or winter breaks or any other day that school is closed to students. Therefore, the program does not allow for unbilled vacation time.

Beyond the Bell Check-In/Check-out

To assure that students are supervised while in our care, we employ the following system at **Beyond the Bell**:

- Each student must be signed in and out of the program daily on the touch screen computer by the parent, student or other authorized person.
- Only students with a written permission slip signed by the parent/guardian are permitted to sign themselves out to attend another activity on campus or to leave campus for the day.
- Picture identification is required for anyone to sign out a student when they are unknown to site personnel.
- Clients must sign a "Walk Home Authorization Form" for your student(s) to leave campus without adult supervision.
- Student(s) walking or riding their bike home must check themselves out before they may leave the program.
- Walking student(s) are expected to walk directly off campus and are not allowed to linger on school property.
- Student(s) are expected to walk home and only allowed to return in case of emergency.
- **ASEP** employees are prohibited from acting as an authorized drop-off or pick up person for any student enrolled in **ASEP** unless the employee is a family member, has legal authority for the student, or is a member of his/her household. A liability waiver must be signed by the client.

Beyond the Bell Attendance

Students attending **Beyond the Bell** are to report to the **Beyond the Bell** Program immediately upon school dismissal unless other arrangements have been made. Clients must notify the Site Manager, in writing, if their student participates in any type of authorized after school activity that would delay their attendance at **Beyond the Bell**.

Beyond the Bell Nutrition

Beyond the Bell Students will receive an afternoon snack provided by the DSBPC Food and Nutrition Department. Please report all food allergies or special nutritional needs to the **ASEP** Site Manager.

Beyond the Bell Special Interest Activity

In the **Beyond the Bell** programs, special interest activities are planned throughout the year. Students who are not registered as a full-time participant, may participate in the special interest activity with the following provisions:

- Student must be completely registered in the program for Special Interest Activity status.
- Payment for a special interest activity is due at the time of service or a late payment fee will be assessed per student.
- If the special interest activity is conducted on a select number of days, the client may pay for all days in advance.

Beyond the Bell Peer Volunteer

DSBPC students who wish to be peer volunteers for **Beyond the Bell** must download and complete MIS form #661 and submit it to the District Volunteer Program Office. The volunteer coordinator and student's parent must sign the form. A background check is not required for peer volunteers.

Pasco County Schools

After School Enrichment Programs

myasep.com

BEHAVIOR POLICY

ASEP staff are committed to provide a safe, positive and enriching environment for all students in our program. Although ASEP are a different setting than the regular school day, appropriate behavior is still expected. Please review the following expectations of appropriate behavior:

1. Listening and following directions
2. Keeping hands, feet, legs and objects to oneself
3. Speaking in a normal tone of voice, in a courteous manner and utilizing acceptable language
4. Using materials and equipment appropriately
5. Following safety rules

ASEP staff will use positive behavior management techniques that include:

1. Guiding students by setting clear, consistent expectations for program behavior
2. Redirecting students to a more acceptable behavior or activity
3. Using positive reinforcement
4. Making eye contact and listening when students talk about their feelings and frustrations
5. Guiding students to resolve their own conflicts through the use of conflict resolution skills

ASEP staff will use the following discipline action steps:

1. Verbal communication to client regarding student's behavior
2. Written Behavior Notice
3. Suspension from program – Serious or repeated behavior problems will result in a 1- 2 day suspension from the program
4. Client Conference with site and/or District Office ASEP staff member(s)
5. Termination - ASEP will be unable to serve students who display chronically disruptive and/or dangerous behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to:

- Behavior that requires constant attention from staff
 - Behavior that inflicts physical or emotional harm on other students or self
 - Behavior that is abusive toward staff and/or non-compliant with the program rules
6. If a student's ASEP service is terminated because of a violation of this Behavior Policy, the client may seek to re-enroll their student no earlier than one year from the date of termination. The decision to approve re-enrollment will be made on a case-by-case basis and may require documentation that the child's behavior has significantly improved.

ASEP does not discriminate and gives students with disabilities an equal opportunity to participate in all services, which includes the provision of reasonable accommodations that do not fundamentally alter the program, provided that the student's participation does not pose a direct threat to the health or safety of himself or others. If reasonable efforts have been made and a student continues to pose a direct threat to the health or safety of himself or others, ASEP services may be terminated.





Pasco County Schools

Providing a world-class education for all students

Kurt S. Browning, Superintendent of Schools

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