



Parent Handbook

Where to find information about:

BAS Programs: Welcome	P. 2
Days/Hours of Operation	P. 2
Sign-in/Sign-Out Procedures	P. 2-3
Parent Electronic Account Management Portal	P. 4
Registration/Enrollment	P. 4-5
Tuition and Activity Fees	P. 6-8
Payments	P. 9
Financial/PIN Information	P. 9
Discipline Policy	P. 10
Snacks	P. 10
First Aid/Injuries	P. 10
Accident Insurance	P. 10



Welcome to Brevard After School (BAS)!

Brevard After School (BAS) Programs and/or 21st Century Community Learning Centers (CCLC) operate in most public elementary schools.

BAS programs maintain a safe and healthy environment beyond the school day that challenges and encourages children to participate in a variety of activities while being supervised by caring, qualified staff. Children have time to socialize with peers, eat an afternoon snack, join in organized games, partake in free play inside and outside, and choose from a variety of age appropriate materials and activities. The program also provides an organized space and supervision for homework time.

Days/Hours of Operation:

- programs are open on all regular school days.
- most programs open at 6:30am and close at 6:00pm.
- all programs are closed on non-school days and during winter/spring breaks.
- the coordinator of your program will be able to provide a list of summer camps each spring.
- BAS programs will follow the same emergency/weather closings as declared for each individual elementary school.

Sign-In/Sign-Out Procedures:

The safety of children is the most important aspect of our care. Knowing who picks up every child, every day is paramount to that safety. Children must be signed in upon arrival and signed out upon departure by an authorized contact 18 years of age or older. Children are released ONLY to authorized contacts listed on the child's registration information. Be sure to update your contact list as you change authorized names. A valid photo ID is required to be available at sign-in and sign-out every day. Photo ID will ALWAYS be reviewed by a staff member who does not know the identity of the person picking up children. Those authorized for pick up are asked to provide a full, legible signature at both sign-in and sign-out times. Face to face interaction between parent/guardian and BAS personnel is crucial. We request the sign-in/out areas of the programs be respected as cell phone free zones. Cell phone calls may be made or completed outside of the program area. Thank you for your cooperation!

It is projected that all BAS programs will implement electronic sign-in and sign-out procedures by January 8, 2018.

Please communicate the following information to all persons authorized to pick-up:

- Know your individual PIN (**P**ersonal **I**dentification **N**umber)
- NEVER use another person's PIN
- Bring photo ID every time you pick up a child
- Respect the sign-in/sign-out environment as a cell phone free zone

Beginning at 6:01pm, a Late Pick-up Fee is assessed to each account. The late pick-up fee applies to each 15 minutes (or portion of 15 minute) increment beyond closing time. Late pick-up fees are due immediately at the time of the occurrence. Assessments are based on the program's clock/computer time setting. Continued late pick-ups may result in the discontinuation of services.

Under no circumstances, will a child be allowed to walk himself/herself home without supervision of any sort. If there are extenuating circumstances that require your child to be released to an individual that is not eighteen years of age or older to be driven in a car by a minor, please see the site coordinator and allow three (3) business days to process the special release paperwork.

An emergency code word is requested during the registration process. **Children do not need to know the emergency code word.** This word will only be used in emergencies that prohibit you from providing written changes to departure information. Emergencies that prohibit you from providing written changes may be accepted if BOTH the following criteria are met: 1) we can contact you at a telephone number listed on the registration information, and 2) you identify the emergency code word indicated.

Each custodial parent can identify authorized persons for pick-up of their child. If a custodial parent is not the primary account holder and chooses to have additional persons authorized for pick-up, this parent may complete and submit an additional Registration Form Page 4 to the site coordinator. The primary account holder who has access to the automated account management system (EZChildTrack) will not make any changes to these additional names, contact information, or PIN information.

Personal Identification Numbers (PIN) are individual and each number is to be used ONLY by the person to which it is assigned. Unauthorized use of PIN will result in a warning. Continued misuse will result in discontinuation of the person being authorized to pick-up and ultimately may result in termination of services.

Parent Electronic Account Management Portal:

Brevard After School's parent electronic account management portal is called EZChildTrack.

Through this portal parents may:

- register their child/ren for BAS services by completing all information online.
- Update/change many registration fields.
- enroll their child/ren into select weekly programs.
- make one-time payments or schedule automatic payments.
- select PINs for adults authorized to pick-up/sign-in and sign-out.
- obtain electronic receipts, customer statements, and tax statements.

Registration/Enrollment:

NON-REFUNDABLE registration fees are required for every student for both school year and summer programs. A student may be registered in the BAS program when he/she is:

- at least five (5) years old on/before September 1st and enrolled in a Kindergarten or higher grade level at the same elementary school (Summer program enrollment: Child must have completed Kindergarten but may have attended another school location).
- 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 adult supervision without running away.

Online registration is available for fee-based programs. Paper registration forms are available at each site or available for download on the BAS website.

[Click here for Parent Forms](#)

Registration fees are NON-REFUNDABLE

Online enrollment for regular weekly programs (AM Only, PM Only, AM and PM) is available at sites where services are offered. Daily drop-in options or other limited use services, discounts and activities should be discussed with the site coordinator at your child's school.

The registration process requires completion of all registration forms, payment of all non-refundable registration fees, and payment of all outstanding balances.

- families may not have a balance due at any BAS Program prior to enrolling.
- additional registration fees apply each time you change and re-select the type of program your child(ren) will attend. The first **change** during each school year or summer session is not assessed a charge. The second change is billed at the regular registration amount. Three or more changes are billed at a higher rate.
- parents who enroll their child for one program and use time beyond the specified times, will be reclassified into the appropriate program that aligns with their child's attendance. If the family chooses to re-enroll for the original program after the re-classification, additional registration fees will apply as **Program Change Fees**.
- parents must complete and submit Program Change/Flex Form prior to the child's attendance in their new program enrollment.
- parents must complete and submit Program Change/Flex Form prior to any billing adjustments credited to accounts.
- continuous enrollment means a child continues to be enrolled in a type of program at all times. There may be a change of program type, e.g.- a child may be enrolled as an AM and PM through Friday of this week but changes to an AM ONLY beginning Monday of next week.
- break in service means your child stopped attending their enrolled program without notice or was withdrawn from their enrolled program. Thanksgiving week, winter break, spring break and summer are NOT considered breaks in service.

If your child is enrolled in any weekly program and requires a discontinuation of services for any period of time, we recommend you complete a Program Change/Flex Form and **select Daily Drop-In**. While your child is enrolled as a daily drop-in you will not be billed for absences or for any days your child does not attend. This will allow "no charges" to apply while your child is not attending. If services are unexpectedly needed for an emergency during this time, the program is set up to bill at the daily drop-in rate. When you re-register your child to a regular weekly fee the registration fee may be less expensive since program fee changes w/continuous enrollment does not constitute a break in service.

It is very important that all registration information be current, so that someone can be reached in the case of illness or emergencies.

Tuition and Activity Fees: Please refer to the current Fee Schedule for fee details and payment due dates. [Click here for Fee Schedule and Payment Calendar](#)

Regular Weekly Tuition Options (available for online enrollment)

AM Only (Before School); PM Only (After School); AM and PM (Before and After School)

Some elementary schools offer after school services ONLY based on student participation/needs.

The full weekly fee will be billed weekly, every week, to every child who is enrolled in a weekly program.

- weekly tuition will not be prorated for entering the program mid-week or later.
- each child is entitled to two flex weeks for no service/no cost within the school year. A parent request: [Program Change/Flex Form](#) must be completed and submitted prior to the week of non-attendance OR on the day the child returns after the week of non-attendance.
- flex credits will be applied only after the attendance for the requested week has been submitted and reviewed. Credits will generally appear by the second business day of the week following the non-attended week.
- partial weeks that include three or more school calendar days will not be adjusted or credited.
- tuition will not be adjusted or credited for absences/non-attendance, except in the case of flex week eligibility as described above.
- families who have children in attendance on alternating weeks will be expected to pay weekly tuition every week regardless of custody issues.
- weekly tuition is not prorated for circumstances beyond our control or when termination occurs on any day of the week.

Automatic prorated fees WILL apply to weeks that include ONLY one or two (1-2) school days within the BPS calendar.

Daily Drop-In: (See site coordinator for enrollment)

You may find it beneficial to use the Daily Drop-In fee if you do not expect your child to use regular services. There are no restrictions to the use of the fee. The Daily Drop In fee is \$25.00/day on school days. If you use one day/week your fee is \$25.00, but if you use five days/week your fee is \$125.00.

Below is a comparison of rates:

Fee Type	AM and PM Fee	PM Only Fee	Daly Drop-In Fee
Fee Amount	\$55.00/week	\$51.00/week	\$25.00/Day
Avg. # School Weeks	38	38	How many annual days of service would you expect to use?
Estimated Annual Cost	\$2,090.00	\$1,938.00	Multiply the number of days by \$25.00 to calculate the estimated annual cost.
This is the annual amount divided by Daily Drop-In Rate (\$25.00). If your child needs a greater number of child care service days than shown, it is a better value to enroll/pay for a weekly service for the year.	83 days	78 days	Compare rates to get the best value.

Limited Use/Occasional Use Fee Options: (See site coordinator for enrollment information)

Early Release Day fee: May be used for all early release days within a school year.

This fee is designed to meet the needs of families who need child care services only on Early Release Days. Every child in the family who may need services must be registered separately and be assigned an individual Early Release Day Fee.

The Early Release Day fee:

- may be accommodated on a payment plan
- may be used ONLY on Early Release days
- must be used within the current school year
- is non-refundable
- is not retroactive
- is not prorated
- is non-transferrable to another family account
- does not allow for any additional discounts

Annual Pass fee: May be used for any 15 school days of service within a school year.

This fee is designed to better meet the needs of families who have limited need for child care services. One pass may be used for multiple children in the same family.

Every child in the family who may need services must be registered for the program and enrolled under this pass. The number of passes purchased per family is limited to the number of children registered in the BAS program (2 children registered=maximum of 2 Annual Passes).

The Annual Pass fee:

- must be paid for in full at the time of purchase.
- may be used on any of the 180 school days
- must be used within the current school year
- is non-refundable
- is not retroactive
- is not prorated
- is non-transferrable to another family account
- does not allow for any additional discounts
- is not eligible for summer camp

One child in a family: The family may purchase one pass during the school year and use it for any 15 school days. If a family uses more days than the **15** days, additional days will be charged at the daily drop-in rate.

More than one child/family: The family may purchase one pass at the beginning of the school year and use it for any 15 school days. Each child who is registered in that family is eligible to use the days. When the 15 days are used, the family is eligible to purchase additional Annual Passes not to exceed the number of children in the family registered for the BAS program. If a family uses more days than **15** days/pass, additional days will be charged at the daily drop-in rate.

Brevard Public Schools Employees:

Brevard Public Schools' employees may be eligible for certain discounts to program fees. Please see site coordinator for employee eligibility and forms.

Payments: Please refer to the current Fee Schedule for fee details and payment due dates.

In order to avoid late payment fees, please pay all fees **IN ADVANCE OF SERVICES!**

Payments for tuition and fees are payable on site by check or money order only. Online payments made be made with VISA, Master Card, or Discover via EZChildTrack Parent Portal. (3.25% service fees will be charged to all credit card payments equal to or greater than \$30.77 OR a \$1.00 service fee will be charged to all credit card payments less than \$30.77). **Programs NEVER accept cash.** Checks and money orders must include the payer's name, address and current telephone number. Temporary checks are not accepted.

Payment for tuition is due **IN ADVANCE OF SERVICES.** Tuition paid by check or money order in full including all outstanding fees must be received before 6:00pm on the last program day before the week's service (typically Friday prior to each school week). Tuition paid online in full including all outstanding fees must be received prior to midnight on day before the week's service (typically Sunday prior to each school week).

Payment for daily drop-in tuition must be received prior to or upon pick-up of children on school days to avoid assessment of a late payment fee.

A late payment fees is assessed weekly to all accounts that are not paid accordingly or that have any outstanding balance due.

Returned checks shall be charged a returned check fee and after two occurrences will not be accepted for the remainder of the school year.

Financial/PIN Information:

Primary account holders may request receipts, customer statements or tax statements; and primary and secondary custodial parents may request PIN by completing a Parent/Sponsor Request for Information Form. Please allow three business days to process. Electronic receipts, customer statements, tax statements, and PIN information are available online.

Discipline Policy:

The discipline plan at each program is consistent with the elementary school's discipline policy. Staff members use positive reinforcement to encourage appropriate behavior. Corporal punishment is not permitted. Parents will be notified of recurring behavior problems. At the principal's discretion, program services for a child may be terminated for repeated or severely disruptive behavior.

Snacks:

An afternoon snack is provided. A list of snack offerings shall be posted for parent information. Students may choose to bring a snack from home to meet dietary /health needs. Refrigeration/heating for snacks brought from home is not available.

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. Families will be notified of minor injuries. Efforts will be made by telephone to a parent or emergency contact person if the injury requires additional treatment.

Accident Insurance:

Student medical and dental insurance shall be the responsibility of parents or guardians. An Accident Insurance Program for all Brevard County students is available for purchase. Parents are encouraged to purchase the insurance as the school board accepts no financial responsibility for accidents occurring on school grounds.