

# Blue Wave After School Parent Handbook

Welcome to Blue Wave After School Program!

The information given in this handbook describes our program policies and daily operating procedures. We will be happy to answer any additional questions you may have.

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## Price Guide

Scholarship rates are available and based on household income. The parent must complete an application for reduced after school fees and income verification to determine after school fees to be charged. Until this form is processed everyone will pay the full rate. Registration Fees are \$50 per child

for full pay and \$30 per child for scholarship rates II and III. Every account will be charged **weekly tuition** fee once registration is complete.

Our weekly rates are as follows:

		Full Time (3-5 days)	Part Time (1-2 days)
Full Pay	First Child	\$70	\$35
	Siblings	\$64	\$32
Scholarship Rate II	First Child	\$46	\$30
	Siblings	\$40	\$20
Scholarship Rate III	First Child	\$30	\$15
	Siblings	\$26	\$13

Weekly fees are due the week of attendance. Nonpayment will result in dismissal from the program until fees are paid.

Payments can be made by check during pickup, or you may pay online through our Procure portal. Checks should be made payable to Blue Wave After School.

### Procure

Blue Wave After School uses an online system, [Procure](#), that will supply you with weekly invoices, sign in/out notifications for your child, and online billing, along with many other features. Upon registration, you will receive an email from Procure with a registration code and another email with your unique 4-digit pickup pin that will allow you to pick up your child at the end of the day.

Other Features: Notification and history of accident reports

Adding emergency contacts to pick up list

Annual tax reports  
Newsletters  
Easily message after school staff

### **Pickup Procedures**

After school operates until 5:30 pm Monday–Friday. Pick up is in the front circle with Mrs. Janice. We are asking parents to stay in their cars for pickup. Please be ready to provide staff with your 4–digit pin. You must have your ID to pick up your child until we become familiar with you.

If your child is not picked up by 5:30, we will apply a fee of \$5 per quarter hour that you are late. Habitual tardiness will result in dismissal from after school. No child will be released to anyone who has not been authorized in writing by the custodial parent on file.

### **Notification of absences**

If your child will be absent we must be notified before noon on the day they will not be attending. This includes if they are going to parent pickup, are absent from school, or are participating in a club, sport, or tutoring after school. If your child is not present we must call you in order to locate them. It is important that your child knows to come to after school on the days they are scheduled to attend.

### **Discipline/Expulsion Policy**

The Blue Wave After School Program holds students accountable for their behavior. A number of factors will be considered in determining the level of misbehavior and the resulting consequences. These factors include, but are not limited to:

- Seriousness of offense
- Planning or impulse
- Age
- Disability, if any
- Reliability of evidence
- Cooperation/remorse
- Disciplinary history, if any

Behaviors and their consequences are divided into three levels, beginning with Level 1, each level represents progressively more serious misbehavior and consequence.

### Level I

Behaviors:

- Inappropriate language
- Disruptive behavior
- Defiance
- Unsafe acts

Consequences: Parent Conference, Behavior Plan, Time out, withdrawal of privileges

### Level II

Behaviors:

- Repeated Level I misconduct
- Fighting
- Bullying
- Theft
- Vandalism
- Sexual harassment

Consequences: Suspension, Parent/Director/Student conference prior to returning to the program, Behavior Plan, Withdrawal of privileges, Restitution

### Level III

Behaviors:

- Repeated Level I or II misconduct
- Assault on fellow student/staff
- Battery on fellow student/staff

- Arson
- Possession or use of a weapon
- Possession or use of drugs

Consequences: Expulsion from program for remainder of school year, Parent/Director/Student conference prior to returning to the program, Report to Law Enforcement.

### Program Activities

The program will vary from class to class according to the interest of the children and talents of the staff. All classes will include snack time as well as recreational, academic and enrichment activities.

Sample daily schedule:

	2:30-3:15	3:15- 4:00	4:00-4:45	4:45-5:30
Kindergarten	Playground	Snack/Art	Playground	Centers
1 <sup>st</sup> Grade	Snack	Playground	Centers	Court
2 <sup>nd</sup> Grade	Playground	Snack/Art	Court	Playground
3 <sup>rd</sup> Grade	Court	Snack/Art	Playground	Field
4 <sup>th</sup> Grade	Field	Snack/Art	Court	Playground
5 <sup>th</sup> Grade	Field	Snack	Centers	Gaga Pit

### Contact Us

Email: [bluewaveafterschool@gmail.com](mailto:bluewaveafterschool@gmail.com)

Director Cell: 352-871-3979

Messages can also be sent through Procare.  
We will respond to all emails, messages, and voicemails as soon as possible.