



AFTER SCHOOL ENRICHMENT CENTER
TREAT PROGRAM
Tutoring Reading Enrichment Art & Training

Tuff Start, Inc
501c3 Non Profit Organization
6850 W Atlantic Blvd
Margate FL 33063
954.900.TUFF (8833)
startchange@tuffstart.org
www.tuffstart.org

2019-2020 School Year



Dear Parents

We welcome you and your family to our After School TREAT Program. We are excited that you chose us to be your After School Care provider! Our goals are to provide a safe and enriching environment with fun activities, especially designed to enhance the academic and social development of our students. Our five core areas of success are Tutoring, Reading, Enrichment, Art & Training (TREAT).

The Tuff Start After School Program includes:

- Tutoring (Daily Homework help)
- Reading (Literacy activities and assistance)
- Enrichment (Life skills/High School and/or College Prep)
- Art (Painting, Drawing, Music, etc)
- Training (Physical/athletic training- mind, body & soul wellness)

Daily Schedule:

- 45-60 Minutes of Homework
- 45-60 Minutes of TREAT Activities (Tutoring, Reading, Enrichment, Art & Training)
- 30 Minutes of down time until dismissal
- Snack time is permitted and available

Schedules and timelines are subject to change without notice in order to best suit the greater needs of the students and/or programs. At times, certain TREAT activities may take more or less time depending on the activity or program.

Registration: All students must be registered in the After School Program prior to attending the program. A one - time Non - Refundable Registration Fee is required to enter the After Care Program: \$30.00 for one child or \$50.00 for families of two or more .

Hours of Operation: After Care Program operates from 4:00 p.m.-6:30 p.m. during regular school days. After Care is also provided to all registered students on Early Release Days for no additional charge from 12:30 – 6:00 p.m.. No care is offered when school is not in session, however we offer one day camps for Teacher Planning days, Winter break, Spring Break and Summer Break.

After Care Program: After Care is available from 4:00 p.m. until 6:30 p.m. Students will have 45-60 minutes of quiet homework time. They are allowed to bring age appropriate books from home that is in regulation with school policy. We ask that each child come prepared to their After Care class with their necessary supplies, such as paper, pencils, books etc. Students enrolled in the After Care program are provided nutritional snacks on a daily basis. Please provide us with information concerning any allergies or special needs your child may have to the staff in a written form. All grades levels will have 60 minutes of a TREAT activity scheduled daily. Children that misbehave may have their TREAT time taken away upon their counselor's discretion. Participation in TREAT activities does not in any way imply or give an impression that students will gain proficiency in such activities. TREAT activities are presented in an introductory format in order to enhance and add value to the students time. Tuff Start in no way assures students/parents/guardians or school that students will be understand or master any of the programs or opportunities offered in our After School and/or TREAT program.

Pick-up Procedures: ALL STUDENTS MUST BE PICK UP BY 6:30 P.M.. After Care pick begins at 4:15 p.m.. For normal After Care pick up procedures please be aware that all students to individuals that are listed on the registration form only. If students will be walking or riding their bikes their application must be noted or our office must be contacted prior to the student leaving our Center.

Transportation: Transportation is offered TO our center at an additional cost of \$20/Week. At this time, we have limited pick-up locations. Please contact us at the studio to determine if your child's school is on our current pick up list. At this time we do not offer transportation FROM our center TO your home/place of business or any other location. Transportation fees must be paid at the time of tuition on the Friday before the coming week. Limited space is available, and space is on a first come, first serve basis.

Student Behavior and Discipline Policy: In order to promote a safe and stimulating environment for the children, developmentally appropriate rules and expectations will be clearly communicated to parents and children. Parents should review these basic after school care rules with their children.

1. Always demonstrate appropriate student behavior.
2. Be courteous to all adults and peers.
3. The following behaviors should not be exhibited in the After Care program: - Any type of aggressive behavior including but not limited to: hitting, pushing, kicking, biting, bullying, or horseplay - Intimidating, harassing, or threatening others - The use of profane language or gestures - Damaging and/or destroying property belonging to others and/or to the Center.

Students are expected to be respectful and responsible at all times. In the event a child is disrespectful or inflicts injury on another person, the parents will be contacted to meet with school personnel/administration. Any student that deliberately injures another student will be automatically suspended from school. If the behavior continues, the student will no longer be able to participate in the program. Such behavior is a serious concern and requires prompt and firm action.

Disciplinary Procedures: The After Care program disciplinary procedures are as follows:

- First Offense - Counselor/Student Conference/Behavior write up
- Second Offense - Director/Parent/Student Conference
- Third Offense - Suspension from the program
- Fourth Offense - Expulsion from the program

Electronics: Electronic devices are allowed in After Care, this includes all cell phones, pads and gaming systems. Tuff Start, Inc. After Care program will not be held liable for any broken, lost or stolen electronic items.

Program Payment Procedures/Fees After Care is paid on a weekly or monthly basis. For weekly payments, payments must be made no later than Monday of the starting week. For monthly payments (10% discount), payments must be made by the Friday nearest the 28th of the month. If payments are not received by the 3rd business day from the due date, a late fee of \$25.00 will be charged. Late payments will not be accepted without the late fee included. If more than 2 weeks of payments are not paid, your child/children will be withdrawn from the program. We accept cash, money orders, and checks. A receipt will be issued for all payments. Students attending weekly/monthly will be charged the program rate regardless of the number of days your child attends in that service period. Additionally, students not withdrawn from the program will be charged the weekly/monthly fee regardless of attendance (see

Withdrawals below). Late Fees: Program payments not received by the due date will be assessed a \$25.00 late fee. Children will not be permitted to attend After Care until the payment is received. Late payments will not be accepted without the late fees . NSF Checks: If a check is returned for Non - Sufficient Funds (NSF), your child/children will be exited from the program until payment is received in full. Payment must be made in cash or by money order for the amount on the NSF check plus an additional \$30.00 (bank charge). Late payment fee of \$ 25.00 may incur if the payment is not made by the end of the business day.

Sick Calls: Parents will be called to pick up student if the student exhibits any of the following ailment during After Care: -Critical injuries - Head injuries - Vomiting/Nausea - Shortness of Breath, Headache, Fevers Absences Credit for absences will only be given for extreme situations where a lengthy absence period (minimum 10 days) has occurred due to illness. To receive a credit, a doctor's note **must** be provided covering the dates of the absences and permission to return to school.

Withdrawals: To withdraw your child from the After Care Program, please notify the After Care director at startchange@tuffstart.org. A withdrawal confirmation notice needs to be filled out and confirmed before any refunds will be provided upon withdrawal. Notice must be given two weeks prior to withdrawal to receive prorated refund, if applicable. If a confirmation notice is not provided, an additional Registration Fee is required to re-enter the Program if/when space is available. If you wish to re-enroll in the program after withdrawal, a re-entry to the After Care program must be submitted. Student will not be allowed back in After Care program without Re-enrollment confirmation form submitted and approved by TUFF director. If you have any questions or concerns regarding the After Care program, please contact the After Care Director, Mrs. Rehman, at startchange@tuffstart.org.

Contact Information Parents may contact Mrs. Rehman, the After Care Director, to address any concerns or situations that you feel we need to know. A conference will be scheduled if deemed necessary.