

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

Children who qualify for free or reduced lunch will receive discounted rates for after school. Those who qualify for free or reduced lunch will have to reapply each year through the Alachua County Food Services Program and supply documentation to after school in order for us to approve these rates. Registration Fees are \$50 per child for full lunch, and \$30 per child for free or reduced lunch.

Our weekly rates are as follows:

		Full Time (3-5 days)	Part Time (1-2 days)
Full Lunch	First Child	\$50	\$25
	Siblings	\$40	\$20
Reduced Lunch	First Child	\$35	\$19
	Siblings	\$28	\$14
Free Lunch	First Child	\$23	\$12
	Siblings	\$18	\$8

Study Hall Rate (middle school study hall only):

\$4/day (\$20 weekly)

Late fee of \$6/day after 3:40

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

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

Kinderlime

Blue Wave After School uses an online system, [Kinderlime](#), 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 Kinderlime 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 dirt parking lot on the corner of SW 11th Street and Depot Avenue underneath the overhang located by the portables. You must have your ID to pick up your child until we become familiar with you. To check your child out, you will enter your 4-digit pin into the tablet located at the checkout table.

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

Blue Wave After School Program provides a wide range of enriching activities, including homework help, dance, cooking, French, sports, jewelry making, arts & crafts, gardening, and indoor games. Students will also have time for free play on the field, court, and playground.

Sample daily schedule:

2:30-3:00	Free play outside/Homework Help
3:00-3:30	Snack time
3:30-4:30	Structured activity time (choices include, but are not limited to, activities listed above that are offered that day)
4:30-5:30	Free play outside

Our program is based on student choice. Students can choose any activity they would like to daily, as long as the classroom is not full due to capacity limits. In this case, they will have to choose another room.

Middle School Study Hall

The Blue Wave After School Program will provide a study hall option for PK Yonge middle school students. Parents of the students who would like to have this option available must register with the Blue Wave After School for the 2018-2019 school year. This option will be available until 3:30 Monday through Friday. There will be a \$4/day to participate in this program (or \$20/week). Students who are signed out after 3:40 will automatically be charged a \$6 late fee. All payments should be made in advance of attendance. There will be a standard of conduct that will be expected from participants. The guidelines to participate will be in accordance with P. K. Yonge Student Code of Conduct. If a student is going to be absent or tardy it is the responsibility of the parent or student to communicate such issues in advance. Three non-communicated attendance issues will result in dismissal

from the program. There will be a limitation on cell phone usage during this time. If a parent or student needs to communicate, it will go through the Blue Wave After School phone service that will be provided. This plan is in place to remove distractions and focus on the task at hand. Pick up for all students will take place in the dirt parking lot underneath the overhang. Students will not be released to anyone who is not on their list of authorized pickups. Each student will be signed out using a pin number assigned to each parent or authorized pickup person.

Contacting BWASP

Office Number: 352-692-3007

Email: bluewaveafterschool@gmail.com

Director Cell: 352-871-3979

Messages can also be sent through Kinderlime.

We will respond to all emails, messages, and voicemails as soon as possible.