

MACS Blue Wave After School Parent Handbook

Welcome to Blue Wave After School Program at MACS!

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.

Table of Contents

	Page
Price Guide	1
Kinderlime	1
Pickup Procedures	2
Notification of Absences	2
Behavior Plan	2
Discipline/Expulsion Policy	3-4
Program Activities	5
Contacting BWASP	5

Price Guide

Registration Fees are \$30 per family.

Our weekly rates are as follows:

	Full Time (3-5 days)	Part Time (1-2 days)
First Child	\$46	\$23
Siblings	\$40	\$20

Weekly fees are due the first day of 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, dropped off to the front office in the morning, 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 is located in the Strobes center on the North West side of campus. We are open until 5:30 pm Monday-Friday. 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.

Behavior Plan

Blue Wave uses a color chart to monitor student's behavior during after school. Students can move up or down on the chart every day based on their behavior. The colors of the chart are listed below:

Blue- AWESOME behavior

Pink- GREAT behavior

Green- GOOD behavior (Students start on green everyday)

Yellow- Issued a warning and a possible 5 minute time out

Orange- 10-15 minute time out and parent notification of behavior

Red- 30 minute time out, parent phone call, and parent conference

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.

Contacting BWASP

Office Number: 352-870-1538

Email: bluewaveafterschoolmacs@gmail.com

Director Cell: 352-871-3979

Katie Cell: 352-231-0081

Messages can also be sent through Kinderlime.

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