

MACS 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.

Table of Contents

	Page
Price Guide	1
Procare	2
Pickup Procedures	2
Notification of Absences	2
Discipline/Expulsion Policy	3-4
Program Activities	5
Contacting BWASP	6

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 \$30 per

family. 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. 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. It is important that your child and teacher 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 day to day 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:

	2:10-3:00	3:00-3:30	3:30-4:30	4:30-5:30
VPK/Kindergarten	Playground	Snack	Sport/Craft/Games	Playground
1 st Grade	Playground	Snack	Sport/Craft/Games	Playground
2 nd Grade	Playground	Snack	Sport/Craft/Games	Playground
3 rd Grade	Playground	Snack	Sport/Craft/Games	Playground
4 th Grade	Playground	Snack	Sport/Craft/Games	Playground
5 th Grade	Playground	Snack	Sport/Craft/Games	Playground

Children will have a choice each day as to what activity they would like to participate in that day.

Contact Us

Email: bluewaveafterschoolmacs@gmail.com

Director Cell: 352-871-3979

Assistant Director Cell: 352-316-5696

Messages can also be sent through Procure.

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