

Before/Aftercare Program Handbook 2023-2024



PALM BEACH
SCHOOL *for* AUTISM

Before/Aftercare Program 2023-2024

This Program Is Not Guaranteed

Eligibility:

All students at the Palm Beach School for Autism (PBSFA) are eligible for this program unless the student demonstrates high rates of self-injury and/or aggression and/or high rates of disruptive behavior during the school day; however, there is a process and waiting period before any student is accepted. An application must be submitted through our Administrative Assistant or Operations Managers only. PBSFA will be the sole authority on whether a student may participate in the Before/Aftercare ("Program").

Registration and Process:

All student's requesting this program, must be a registered student at Palm Beach School for Autism. Registration forms need to be completed and delivered to the Administrative Assistant or Operations Manager each year for each student. Program space is not guaranteed and is limited and will be allotted on a first-come, first serve basis. Any student who has an outstanding balance or unpaid registration fee, will not be eligible to register for the program.

If no space is available and the student meets all other eligibility requirements, then the student will be placed on the program's waiting list.

Notification of program acceptance will be done through the Administrative Assistant or Operations Manager only. For existing students, you will be contacted before the end of Summer School/Extended School Year (ESY) each year. For new students, a behavior evaluation will be conducted and you will be contacted when approval is completed.

Rules:

PBSFA, in its sole discretion, reserves the right to remove a student from the program at any time.

BEFORE/AFTERCARE IS NOT AVAILABLE ON A DAILY NEEDS BASIS.

No refunds on program fees.

Hours of Operation:

| | |
|----------------|---|
| Pre-K: | Beforecare begins at 7:30am Aftercare begins at 2:15pm |
| Elementary: | Beforecare begins at 7:30am Aftercare begins at 2:45pm |
| Middle School: | Beforecare begins at 7:30am Aftercare begins at 2:45pm |
| High School: | Beforecare begins at 7:30am Aftercare begins at 2:45 |
| Project Next: | Beforecare begins at 7:30am Aftercare begins at 2:45 |

Students who report to school before it begins, and are not registered in the program, must remain with their parent/guardian until school begins. No classroom teacher will be called until carpool is complete.

If a student arrives before drop off ends at 8:20am, and is not registered in the program, a charge of \$45.00 will be collected at time of drop off, regardless of the time.

Palm Tran students dropped off before 8:20am, and are not registered in the Program, will be charged \$45.00. You will have 3 opportunities to address Palm Tran early drop off. After the third time, you will incur the current months block charges for this time period. If payment is not made, we will not accept your child in the program at drop off. Palm Tran students must be picked up by 2:45 pm, if not a charge of \$45.00 will apply regardless of the time. It is not the responsibility of Palm Beach School for Autism to schedule Palm Tran, it is the parents.

Any student not picked up by 2:45pm, and is not registered in the Program, will be charged \$45.00 (other charges may apply depending on time of pick-up). **This is due at time of pick-up.**

Note: We will make one phone call to the parent/guardian. If we are unable to reach the parent/guardian, we will make one call from the pick-up list on file. If we are unable to reach anyone, governmental authorities will be notified, this could constitute as child abandonment by authorities.

Description of Services:

The aftercare program will include:

- Outdoor activities
- Indoor games and activities
- Arts and crafts and other scheduled activities

Beforecare Program Procedure:

Students enrolled in the beforecare program must pull-up at the back of the school, do not get out of your vehicle, and a staff member will be outside to receive your child. All parents are required to sign their child in each morning. Students enrolled in the beforecare program will not be permitted into the school until 7:30am.

Aftercare Program Procedure:

1. All students (Pre K; Elementary; Middle; High School & Project Next) must be picked up by 5:30pm **SHARP**. At 5:30pm parents will be contacted and the policy outlined at the top of the page will be followed. Late fees will accrue after 5:30pm at \$3.00 for every minute until 5:45pm at which time the rate will be \$6.00 a minute. After 5:45pm the emergency list will be contacted and if there is no response from emergency list the policy outlined at the top of the page will be followed. Parents or authorized pick-up personnel must sign the child out with a signature and indicate time of pick-up on the aftercare sheet.

PHOTO ID WILL BE REQUIRED AT ALL TIMES.

Students will only be released to the primary and secondary parent/guardian as well as those listed on the Authorized Pick-Up list.

NO ONE UNDER THE AGE OF 18 WILL BE PERMITTED TO PICK UP ANY CHILD. For safety reasons, the staff will bring your child out to your vehicle. Please wait patiently until your child arrives.

Parents late picking up their child more than three (3) times within a month after 5:30pm will be removed from the program with no refunds.

*** These procedures have been updated to adhere to the highest standard of security for our families and staff. Please remain in your vehicle and be patient until your child is picked up or brought to you ***

Payment Options:

All payments must be made by credit/debit card (we only accept debit cards as credit cards), cash, money order or check. If a check is returned for insufficient funds, there will be a minimum return check fee of \$50. Please print your child's name on the bottom of all checks/money orders. Make payable to PBSFA. Special arrangements must be made through Stacey Trozolino via email: staceyt@pbsfa.org and/or Sherri Gallagher via email: sherrig@pbsfa.org or by calling the school: 561-533-9917 in advance.

Withdrawals:

If your child has been enrolled in the Program and you wish to withdraw him/her, please notify Stacey Trozolino via email: staceyt@pbsfa.org and/or Sherri Gallagher via email: sherrig@pbsfa.org. All withdrawals require a 30 day notice.

Financial Assistance:

Families seeking financial assistance may request an application and guidelines by contacting Stacey Trozolino via email: staceyt@pbsfa.org and/or Sherri Gallagher via email: sherrig@pbsfa.org.

If payment is not made in full on the scheduled due date and no payment arrangements have been made for financial assistance the student is not allowed in our program.

Failure to pay outstanding balances by Block due date, including the late pick-up or early drop off fees or financial agreement arrangements will result in a \$50.00 charge and the student will not be allowed to participate in the program.

Payment Procedure:

All students attending the Program must be signed up for the entire Block (1st, 2nd & 3rd Blocks equals 3 months; 4th Block equals 1 month; 5th Block equals Extended School Year (ESY)). **Daily service is not available.**

Payments must be made in Block installments: **(space is limited)**

(Block #1)

August, September, October **(due on or by Monday, July 10, 2023)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

(Block #2)

November, December, January **(due on or by Monday, October 23, 2023)**

Before Care \$245.00

After Care \$490.00

Before/After Care \$685.00

(Block #3)

February, March, April **(due on or by Monday, January 22, 2024)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

(Block #4)

May **(due on or by Monday, April 22, 2024)**

Before Care \$110.00

After Care \$215.00

Before/After Care \$300.00

(Block #5)

June & July - ESY **(due or by Monday, May 20, 2024)**

Before Care \$90.00

After Care \$180.00

Before/After Care \$250.00

If paying with credit card, payment will automatically be taken on the day payment is due. If an emergency arises and you cannot make payment on-time, you must call in advance of payment due date to make special arrangements.

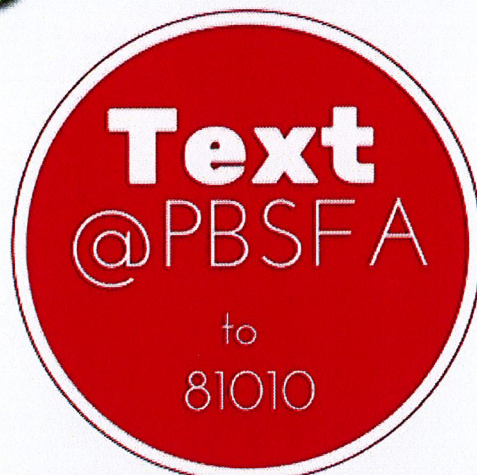




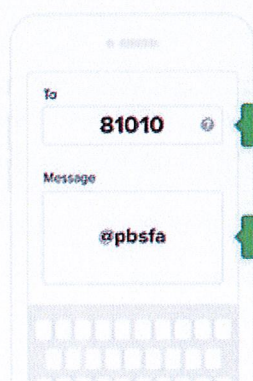
Text Alerts



PALM BEACH
SCHOOL for AUTISM



To receive the most up-to-date information on weather alerts, school closings, emergency situations and events, we highly recommend **ALL FAMILIES** sign up for text message alerts.



Enter this number

This is the Remind number we created to keep your personal number private.

Text this message

This is the unique class code for 14-15 parents. Students and parents use this to join the right class.

To receive messages via text, text @pbsfa to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @pbsfa'.

If you are already getting text messages from us you do not need to sign up again!

WHAT IS REMIND AND WHY IS IT SAFE?

Remind is a one-way text messaging and email system. With Remind, all personal information remains completely confidential. PBSFA staff will never see your phone number, nor will you ever see theirs. Visit remind.com to learn more.

* Standard text messaging rates apply *