

Before and Aftercare Handbook 2026-2027



Eligibility

All students at the Palm Beach School for Autism (PBSA) are eligible unless the student demonstrates high rates of self-injury and/or aggression and/or high rates of disruptive behavior during the school day. PBSFA will be the sole authority on whether a student may participate in the Before/Aftercare ("Program")

Registration and Process:

1. All student's attending the program must be registered students at the Palm Beach School for Autism.
2. Registration forms need to be completed and delivered to PBSA each year for each student. Program space 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.
3. If no space is available and student meets all other eligibility requirements, then the student will be placed on the Program's waiting list.
4. Notification of Program acceptance will be done before the end of Extended School Year..

Rules:

1. Palm Beach School for Autism, in its sole discretion, reserves the right to remove a student from the Program at any time.
2. **BEFORE/AFTERCARE IS NOT AVAILABLE ON A DAILY NEEDS BASIS.**
3. No refunds on program fees.

Hours of Operation:

Beforecare begins at 7:30am for all students in **Pre-K, Elementary, Middle, High School & Project Next**

Beforecare ends at 8:20am for Elementary/Middle/High school/Project Next
Beforecare ends at 8:50am for Pre-school

Aftercare begins at 2:15pm for Pre-K

Aftercare begins at 2:45pm for Elementary, Middle, High School & Project Next

Students who report before school begins and are not registered in the before care program must remain with their parents until school begins. No classroom teacher will be called until carpool is complete.

If a child is dropped off before drop off ends at 8:20am, and is not registered in the Program, a charge of \$45.00 will be charged, 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 solely the parents responsibility.

Any student not picked up by 2:45pm and is not registered in our aftercare program, will be charged \$45.00. This is due at time of pick-up. We will make one phone call to the parent/guardian. If we are unable to reach parent/guardian we will make one more 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

Attendance:

Attendance is taken daily within the first 15 minutes of the Program's start time. If a child is not going to attend the Program for any reason, it's the parent's responsibility to inform the school:561-533-9917

Beforecare Program Procedure:

Students enrolled in the beforecare program must pull-up in front of the school, do not get out of your vehicle, and call the school: 561-533-9917. A staff member will check the before care list and come to your vehicle to get the student. 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. Students must be picked up by 5:30pm **SHARP**, Pre K, Elementary, Middle, High School & Project Next. At 5:30pm parents will be contacted.
2. 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 emergency list will be contacted and if there is no response from
3. emergency list, governmental authorities will be contacted.
4. Parents or authorized pick-up personnel must sign the child out with a signature and indicate time of pick-up on the aftercare sheet.
5. **PHOTO ID WILL BE REQUIRED AT ALL TIMES.** Children will only be released to the Primary and Secondary Parent/Guardian as well as those listed on the Authorized Pick-Up list.
6. **NO ONE UNDER THE AGE OF 18 WILL BE PERMITTED TO PICK UP ANY CHILD.** For safety reasons, the staff will bring your child to the front lobby. Please wait patiently until your child arrive.

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, cash, money order or check. If a check is returned for insufficient funds, there will be a minimum return check fee of \$45. Please print the child's name on the bottom of all checks/money orders. Make payable to PBSFA. Special arrangements must be made through Stacey Trozolino at the school or via email: staceyt@pbsfa.org 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. All withdrawals require a 30 day notice.

Financial Assistant:

Families seeking financial assistance may request an application and guidelines by emailing Stacey Trozolino at staceyt@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 balance 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 Tuesday, July 1, 2026)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

(Block #2)

November, December, January **(due on or by Wednesday, October 1, 2026)**

Before Care \$245.00

After Care \$490.00

Before/After Care \$685.00

(Block #3)

February, March, April **(due on or by Thursday, January 1, 2027)**

Before Care \$265.00

After Care \$535.00

Before/After Care \$750.00

(Block #4)

May **(due on or by Wednesday, April 1, 2027)**

Before Care \$110.00

After Care \$215.00

Before/After Care \$300.00

(Block #5)

June & July - ESY **(due or by Friday, May 1, 2027)**

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.



ONLY SELECT ONE OPTION

☐ Beforecare
☐ Aftercare
☐ Before/Aftercare



PreK _____ Elementary _____ Middle School _____ High School _____ Project Next _____

BEFORE/AFTERCARE REGISTRATION INFORMATION 2026-2027

(Please Print Clearly)
One Registration per child

Student: _____

Address: _____

City: _____ State: _____ Zip Code: _____

List all siblings name attending program at this time:

1.

2.

Mother name or Legal Guardian: _____

Address: _____ City: _____ Zip code: _____

Contact number: _____

Father name or Legal Guardian: _____

Address: _____ City: _____ Zip code: _____

Contact number: _____

If you make any changes to this program please call Stacey Trozolino at the school or email: staceyt@pbsfa.org immediately, please do not tell the teacher.

Block #1 _____ Block #2 _____ Block #3 _____ Block #4 _____ Block #5 _____

Approved: _____ **Date:** _____ **Time:** _____

Before/After Care Program Parent Contract 2026-2027

Child's Name: _____

I understand the policies and procedures, which have been outlined in the Program materials provided. I also acknowledge these are in place to ensure the safety and well-being of my child while attending the Program. I have read and agree to follow the Before/Aftercare policies and procedures.

In addition, I understand my responsibilities as a parent/guardian to include, but are limited to:

- ◆ 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 governmental authorities will be contacted
- ◆ Paying scheduled program fees on or before the due date
- ◆ Paying late fees prior to the next required payment
- ◆ Notifying the school office if my child will not be attending the program
- ◆ Student and Parent understand the Discipline Policy and Procedures

Parent or Legal Guardian's Initials: _____

I have completed this form to the best of my knowledge. I also give my child permission to participate fully in the Palm Beach School for Autism Before/Aftercare program. I agree to comply with all the rules, regulations and policies as set forth in this handbook. In addition I agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees, and possible expulsion of the student from Program. I also understand and agree that any past due balances may be submitted to a collection agency and that I will be responsible and pay any cost to PBSFA resulting from the collection, including collection agent or legal fees.

Parent or Legal Guardian's Initials _____

Photographs - Pictures and photos are taken of activities from time to time for purposes of art activities, Palm Beach School for Autism web page, Facebook, local newspaper or other publications.

Any children pictured in these publications will not be identified by name.

I am willing to allow my child to be photographed in the PBSFA Before & After Care Program.

Yes _____ No _____

Parent/Guardian Signature

Print Name

Date

Before/Aftercare Charge Card Payment Information 2026-2027

Child's Name: _____

Name on Card: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact phone number: _____

Credit Card #: _____

Expires: _____ Security Code: _____

Signature: _____

Date: _____

Charge my account for Block fees or agreed upon amount.

(Note: please include a copy of the front and back of your credit card)

