



## IACA After School Care Parent Handbook

### Administrative Office

5080 SW 66<sup>th</sup> Court Road  
Ocala, FL 34474  
352-304-6787 (Main Office)  
352-812-3209 (After School)

### Hours of Operation

2:05 pm to 5:30 pm

### Registration/Withdrawal

- IACA After School Rates can be viewed by visiting on our school website – [iacafl.org](http://iacafl.org)
- Registration is available on the [iacafl.org](http://iacafl.org) website.
- There is a \$35 non-refundable fee.
- Separate registration is required for each student attending IACA After School.
- Parents wishing to withdraw a student from the program must notify the school in writing. Students may re-enroll at any time, as space is available.

### Notification of Changes

Emergency contact information must be updated regularly. Please make changes through your *SupervisEase* account. This includes all authorized pickup information.

### Accounts – Payments/Fees/Delinquency

- All IACA After School Care account balances must be paid in full, including Summer Program balances, to begin or continue participating in the IACA After School Care program.
- Payments are made in advance; payments are due on Friday for the following week's attendance.
- **If your child is not picked up by 5:30 a \$15.00 late fee will be charged to your account.**
- **A \$15.00 late fee will be automatically applied on Monday if your account balance is not paid in full by 11:59 pm Sunday.**
- Parents will be notified of delinquent accounts. Students will not be permitted to attend/participate in the program with a delinquent account balance.
- Please contact the Site Director if you have any questions regarding your account.

### Custody – Equal Rights and Access to Student(s)

Florida law provides both parents have equal rights and access to their child and their records unless a court order states differently. A copy of current Court orders should be provided and kept in the student's school records. Should a parent come to IACA Afterschool Program to pick up their child, the staff cannot prohibit this from happening unless court documents outlining this restriction is on file. Additionally, each parent has equal rights and access in deciding who can be placed on the pick-up list. IACA Afterschool Program staff will defer to Florida law as it relates to equal rights and access of students.

### **Medical Emergency**

In the event of a medical emergency, the parent or guardian will be notified immediately. IACA staff will take appropriate action if the parent/guardian cannot be reached. The action of the program staff does not oblige the personnel or the school to assume financial responsibility of any treatment your child may require.

### **Medication**

- After School Care does not have access to the IACA School Clinic. Medication that your child may have access to during the school day is not accessible, and will not be administered, while in After School Care.
- If your child is prescribed a rescue medication (inhaler, epi-pen, etc), you must provide the required documentation/emergency plan to the After School Program staff. Additionally, you will need to provide After School Program staff with a complete and labeled prescription to be secured by After School Program staff unless otherwise noted by a physician.

### **Accidents**

Should an accident occur while your child is in attendance, you will receive verbal notification. An accident report will be filed and sent to the school principal. Please contact the site director should you require a copy of the accident report.

### **Sick Child**

If your child should arrive or become sick while in the program, you will be contacted immediately.

### **Procedure for Afternoon Pick-up**

- Parent/Guardian will use the back car line to access the afternoon pickup gate.
- Call the posted phone number to notify staff of your arrival
- Present photo-identification, as requested by staff

### **Cell Phone Policy**

\*In accordance with Florida HB 1105 and IACA policy, cell phones will be prohibited during the school day and aftercare once a student enters campus. If a student needs to contact a parent during the aftercare, they may report to the aftercare site director for use of a campus phone.

### **Possession, Display and Use of Cell Phones:**

- To avoid disruptions, students shall not display, use, or activate wireless communication devices during aftercare.
- Students are responsible for ensuring that the devices are turned off and out of sight during aftercare.
- Students may not use cellphones or communication devices during aftercare.
- The Board of Directors, the School Principal or any other staff member is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication devices or any communication bill associated with the authorized or unauthorized use of the wireless communication devices. Students are responsible for locating such lost or stolen items.

### **Exceptions: Use of a wireless communication device may be permitted for the following reasons:**

- As required by the student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- A doctor's note from a physician licensed under chapter 458 or chapter 459 certifying in writing that the student requires the use of a wireless communications device based upon valid clinical reasoning.
- Nothing in this policy shall be construed to prevent appropriate use of a wireless communication device during an emergency, safety drill, lockdown, or at the direction of school personnel acting in response to an immediate concern.

**Behavior Policy**

Our program uses a positive approach to behavior management. We establish and consistently maintain clear expectations. Please review the following expected behaviors with your student.

- Students will follow directions
- Students will be respectful, responsible and safe
- Students are required to always stay with their group and group leaders
- Students must maintain proper use of material and playground equipment
- Students must always use acceptable language
- Students must be aware of self-space and be respectful of other students

**Conduct of Parent/Guardians:**

- Parents/guardians must conduct themselves in a respectful manner. No volatile, hostile, aggressive actions or words will be tolerated. If such behavior occurs, it may result in removing you and your student from the program.

**Discipline Policy**

It is the expectation that all students participating in the IACA After School Program follow all rules, policies and procedures. Students are expected to make safe and responsible choices. Additionally, parents and/or guardians are expected to cooperate with the established policies and procedures of the program; failing to cooperate or follow established policies and procedures may result in dismissal from the program.

The following steps are taken for inappropriate behavior:

- *Step 1: Verbal Warning*
- *Step 2: Behavioral Incident Report #1: Parent Contact*
- *Step 3: Behavioral Incident Report #2: Parent Conference*
- *Step 4: Dismissal from the program*

**Note:** Depending on the severity of the student's action, suspension or dismissal from the program may occur at any step. Once dismissed from the program, students may not re-enroll for the remainder of the school-year.

**Violence or Threat to Commit Harm**

Threats are taken very seriously, even those made in jest. When a threat is made, the Site Director will implement the administrative procedures requiring a threat assessment screening.

**IACA Afterschool Program  
Parent and Student Contract**

I have read and understood all IACA Afterschool Program rules, policies, and procedures. I understand that failure to comply with the rules, policies and procedures of the program may result in dismissal from the program for the remainder of the school-year.

<b>Student Name</b>	<b>Student's Signature</b>

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_