

## CODE OF CONDUCT

In order to provide a fun, yet safe environment for EVERY child, we need to enforce some rules and regulations. EVERY child and parent is required to read and abide by these rules and regulations.

- Each child must be sure that they are signed in and out of our Program each day.
- Although its NOT recommended, children may bring electronic devices to the Program; this includes, but is not limited to: cell phones, music players, or video games. Play will be dependent upon the child's behavior and the Program's other organized activities. **The City of Madeira Beach is not responsible for any lost or stolen items.**
- Children must show respect to other children, staff, speakers, guests and other parents.
- Children must respect City property and other's property. Stealing is NOT tolerated.
- Children must use appropriate language.
- Children must be able to use the restroom without adult help.
- Children must keep hands and other body parts to themselves. Hitting, biting and fighting are not tolerated.
- Children must follow all rules set by the Recreation Department

Thank you!

Follow the Fun!



@MadeiraBeachFun



## PARENT HANDBOOK

CITY OF MADEIRA BEACH

# After-School Care



Transportation provided from  
Madeira Beach Fundamental and  
Orange Grove Elementary.  
License #52511552882

Recreation Center: 200 Rex Place, Madeira Beach, FL 33708

727-392-0665 • MadeiraBeachRecreation@gmail.com

[www.MadeiraBeachFun.com](http://www.MadeiraBeachFun.com)



## OUR MISSION STATEMENT

Madeira Beach Recreation – Childcare Division strives to provide quality childcare that fosters an early love for safe play and environmental stewardship within an educational, loving and fun atmosphere. We offer quality programming for fun-loving children within our region. We achieve our mission by hiring qualified staff and implementing innovative ideas!

*Thank you for being a part of the Madeira Beach FUN with us!*

## WELCOME LETTER

Welcome to the City of Madeira Beach After-School Program. We hope to make this an enjoyable year for your child.

This handbook has been prepared to help you understand our policies and procedures of our After-School Care program. We hope that this information is helpful for the further understanding of our Program.

Please read each section carefully and if there's anything that you do not understand, please feel free to ask us.

We are glad that you are here!

The City of Madeira Beach After-School care Program is licensed by Pinellas County Licensing Board and meets all requirements.

Program is for K-5 through 8<sup>th</sup> Grades. License #52511552882.

## SIGN IN / SIGN OUT POLICY

For your child's safety, we have a daily sign-in and sign-out sheet. ONLY those individuals listed on the child's Enrollment Form will be authorized to pick your child up from the Program. Those individuals that pick-up your child from our Program MUST have a state-issued photo ID at time of pick-up. Please keep the Recreation Department updated as to changes on this form. In the event that another individual needs to pick up your child for the day, the Parent/Guardian MUST give the Department written permission.

## LATE PICK-UP POLICY

Due to staffing and other commitments, we require that your child be picked up from After-School Care by the closing time of 6:00pm. If your child is not picked up by this time, there will be a \$1 per 1-minute fee. This late fee is due that day at the time of pick-up. If you are consistently late we may have to remove your child from the program.

Late Pick-up Fees: 6:01pm and later is \$1 / minute and per child.

## DISCIPLINE POLICY

The City of Madeira Beach After-School Care Staff will not use severe, humiliating, frightening, denial of food, drink, rest, toileting, or any other form of physical punishment. The Staff recognize that many behavior problems can be prevented by using the following techniques: age-appropriate activities; redirecting; positive reinforcement; and praise to encourage positive behavior.

## SCHOOL CALENDAR

We run our program's calendar (holidays and "Full Day Out") according to the Annual "Pinellas County School Board" Calendar.

## ILLNESS POLICY

If your child is sick, please do not bring them to the Program. If your child gets sick during the c day, we will call you to have your child picked up immediately. Children can return when their fever is back down and their vomiting and/or diarrhea has been concluded for at least 24 hours. If your child has ANY type of contagious condition, such as pink eye, chicken pox, mumps, ring worm, head lice, etc., they are NOT permitted to be in our care until they are no longer a threat to other children or staff.

## EMERGENCY WEATHER ANNOUNCEMENTS

While in the Program, the children will be kept as safe as humanly possible during emergency weather conditions. However, in case of a hurricane, we will follow the public school system in opening and closing. So stay tuned to the radio or TV for announcement.

## FIRE & TORNADO DRILLS

Each month the children will participate in a Fire and Tornado Drill.

## CITY TELEPHONES

Children will not be permitted to use the City telephones unless it is an emergency. In case of most emergencies, a City staff member will make the call and then, if needed, permit the child to talk to the parent/guardian. If you need to get a hold of your child you may call the office and we will relay the message to the child. If you call and it goes to voicemail, please leave a message and we will follow up as needed.

## PERSONNEL

Your child's safety and happiness is of the utmost importance to us. We strive to hire only the most qualified and caring individuals to care for your child.

Everyone in the Recreation Department must go through background screenings, drug and alcohol testing and a physical before being hired. All employees have been certified in adult and youth CPR and First Aid and are certified through the 40 hours of childcare training offered by the Florida Department of Children and Families.

## PROGRAM'S PURPOSE

**After School Care Hours are 2:00pm – 6:00pm.** The Purpose of the City of Madeira Beach After-School Care Program is to offer a safe and secure place for your child/children through love and understanding.

Our goal is to provide a fun, friendly and safe environment for your child while they are in our program. Parents and participants are encouraged to get involved! Anytime you have a comment, concern or question, please ask the on-site staff or call the Recreation office. You are what make our programs possible and successful!

The Goals of the After-School Program is:

1. Learn to be with different age children.
2. Become familiar with group setting.
3. Develop a feeling of a safe and secure place.
4. Develop self-control.
5. Develop responsibility.

## TUITION

**FULL Tuition is due on Monday of each week.** Residents \$40/Week ~ (\$30 with Sibling discount) ; Non-Residents \$55/Week ~ (\$45 with Sibling discount).

Daily Rates: Residents \$8/Day ~ Non-Residents \$11/Day.

**“School Day-Out” and Holiday Camps are to be registered for and paid in advance**—if attendance is too low, days will be cancelled & monies will be refunded at least 2 weeks in advance. Residents \$15/day ; Non-Residents \$20/day.

## ENROLLMENT & WITHDRAWAL POLICY

**ENROLLMENT:** To Enroll (or re-enroll) your child into the program—a NEW Child Enrollment Form must be completely filled-out and notarized prior to the start (or re-start) of childcare. By Law, we are UNABLE to pick your child up from school without these forms, beforehand. Notaries are available at the Recreation Center.

### WITHDRAWAL:

1. Submit a written request to withdrawal your child (and/or to obtain a refund) to the Recreation Department—NO CASH refunds can be given.
2. Refunds are mailed directly to the main contact listed on the Child Enrollment Forms. (Refunds can take up to two weeks, depending on when submitted).

## PHOTO POLICY

Photographs taken by Madeira Beach Recreation at camps or programs are often used in marketing material including print and web. If you do not wish to be photographed or have a family member photographed, please let the Recreation Department know in advance.

## FIELD TRIP / ACTIVITIES

Field trips and other organized activities will be offered several times throughout the school year. Sign-up sheets and advance notice will be given.

## FOOD POLICY – “NUT-FREE” FACILITY

Children are required to bring their own snacks and something to drink daily for the After-School Care Program. During “Full-Day Out” days and holiday Programs, children are required to bring one lunch and two snacks daily. Please label your child’s food with their name.

Nutritious food must be sent in with your child on a daily basis. There is no refrigeration or microwave available for the children to use. **REMEMBER this is a NUT-FREE ZONE.**

Lunch/Snack Schedule: After-School Care: 2pm—6pm

Afternoon Snack at 3pm

“Full-Day Out” & Holiday Program Breaks: 7:30am—5:30pm

Morning Snack at 10am

Lunch at 12pm

Afternoon Snack at 3pm

## FIRST AID & MEDICATION

Only minor first aide is given at our Program. Parents will be informed of such treatments. The Medical Form signed by the parents and notarized must accompany your child or the hospital will not treat them.

Due to a recommendation from the Pinellas County Health Department and License Board, we will not administer medication at anytime unless it’s a medical emergency.