

# **Treeline Elementary COQUI CLUB**



**Before & After School Program  
Parent Handbook  
2023-2024**

**Program Director**  
Mrs. Joni Pelletier  
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The Treeline Elementary Coqui Club program provides Treeline Elementary students with a safe and enriching environment before and after school. The program is only available on days that school is in session.

**There will be no before or after school program on school vacation weeks, holiday breaks, or summer.**

**There will be no afternoon care provided on early dismissal days. Dismissal on those days are at 1:10PM.**

**A complete list of closure dates can be found on page 6 of this handbook. The School District of Lee County instructional calendar can be found on page 7.**

### **HOURS OF OPERATION**

<b>Before School</b>	<b>7:00 am – 8:15 am</b>
<b>After School</b>	<b>3:10 pm – 6:00 pm</b>

### **RATES**

**Annual registration fee per family - \$25 per single child families, \$40 for families with multiple children.**

There are 3 program enrollment options:

- **Morning care only** for a flat rate of **\$25 per week per child** (7AM-8:15AM)
- **Afternoon care only** for a flat rate of **\$50 per week per child** (3:10PM-6PM)
- **Full week care** (morning and afternoon) for a flat rate of **\$75 per week**
- There are no sibling discounts.

Please note, short weeks (due to school closures or half days) will be prorated. All of the prorated pricing information can be found on page 6 of this handbook.

## **PAYMENTS**

- If your child has an outstanding balance from a previous school year, they will not be permitted to register for the program until the balance is paid in full.
- All payments must be made in advance on the Monday of the current week in order for your child to stay (or your child's first day that week if they don't attend Mondays). If your child does not have the week's credit in their account on Monday morning, they will not be able to stay.
- Payments may be made with cash or checks (made payable to **Treeline Elementary**). We do not accept credit cards for payment.
  - **Cash only payments are required beginning Monday, December 11<sup>th</sup> in preparation for winter break. Check payments can resume again after winter break.**
  - **Cash only payments are required beginning Monday, May 20<sup>th</sup> in preparation for the end of the school year.**
  - **NO EXCEPTIONS TO THIS POLICY CAN BE MADE!** Please be prepared with cash only payments after those dates.
- Payments can only be made when the program is in session. Payments cannot be dropped off at the front office or sent in to classroom teachers.
- At any time, you may directly email Joni Pelletier at [JoniBP@leeschools.net](mailto:JoniBP@leeschools.net) to receive balance updates.
- ***According to the Florida Constitution Article VII, Section 10, Pledging Credit: The School District of Lee County is prohibited from extending credit to any individual.***

## **RETURNED CHECKS**

- All returned checks will be charged a \$10.00 service fee.
- The amount of the returned check plus the \$10.00 service fee must be paid in cash.

## **DROP OFF**

- The morning program will begin at 7:00 A.M. in the cafeteria.
- Parents **MUST** walk their child into the cafeteria each morning and sign their child in.
- Parents must put their initials and the time of drop off in the designated spot next to their child's name in the sign in book.

## **PICK UP**

- The afternoon program closes at 6:00 P.M. each day.
- Student pick up and sign out will be in the main office of the school.
- Parents must put their initials and the time of pick up in the designated spot next to their child's name in the sign in book.
- Your child may only be picked up by people listed on the Coqui Club registration form which is a virtual google form this year.

## **LATE PICK UPS**

- If you arrive after 6PM to pick your child up from our program, a \$1 per minute late fee will be applied to your child's account.
- 3 late pickups from the program will result in your child's removal from our program.

## **DISCIPLINE POLICY**

Our Coqui Club program is separate from our regular school day and therefore has its own set of rules. Students in our program need to have KIND hands while playing, use KIND words with friends, and be KIND and respectful to adults.

If students do not follow all of these expectations, a Coqui Club discipline infraction will be issued. If a student accumulates 3 Coqui Club infractions, they will be automatically removed from the program, and you will need to find alternative childcare options.

If an infraction warrants, parents will be notified by the director and may be required to pick up their child immediately, depending on severity of infraction.

Depending on the severity of the incident, your child may be suspended from the program for up to two weeks. During that time, it will be your responsibility to make childcare arrangements for your child.

In extreme cases, a child may be immediately removed from the program if the incident warrants such measures to be taken. You would receive communication from the director and school principal.

If a child has been removed from our program for 2 consecutive years, they will no longer be eligible to apply for our program.

## **HOMEWORK**

There will be a mandatory 30 minute homework session each day for 1<sup>st</sup> – 5<sup>th</sup> grade students. If your child does not have homework or if your child completes their homework early, they are required to have an AR book to read. Your child must bring their own homework supplies to Coqui Club (pencil, paper, book, etc).

As a parent, it is still your responsibility to check over your child's homework to ensure accuracy.

Please keep in mind that our program consists of approximately 20-25 students per two adults. Our counselors are not able to go around to each student to assist them one-on-one with homework. They will help students if a student asks. Our counselors also do not check backpacks for homework, so if a student says they don't have homework for that day, they will be asked to get a book out and read.

**Kindergarten students WILL NOT be doing their homework in our Coqui Club program as they require more direct assistance.**

On the last 2 pages, you will find our full list of closures and prorated short weeks as well as the School District of Lee County calendar for your reference.

An email is sent out to the email address on file prior to the start of each month in which payment information for that specific month will be addressed. This is to ensure parents have that information readily available without having to remember different rates when there is a payment schedule change due to days off or early dismissal days.

If you have any questions regarding anything listed in the handbook, please email Joni Pelletier at [JoniBP@leeschools.net](mailto:JoniBP@leeschools.net)

## **Closures and prorated week information sheet**

**No afternoon care on the following dates as they are half days with dismissal at 1:10 (Please note, these dates will follow a prorated payment schedule of \$40 PM and \$65 Full Time. Morning care only will remain \$25 for these weeks):**

- 8/30
- 10/25
- 12/21
- 2/28
- 4/24
- \*5/30 (follows a special prorated flat rate described below)
- \*5/31 (follows a special prorated flat rate described below)
- There will be one additional Friday afternoon in December – date to be determined, that afternoon Coqui Club will not be offered. This will not be an early dismissal day, it will be regular dismissal at 3:10. Once a date is determined, parents will be notified with ample time and the above rates for PM of \$40/week and full time of \$65/week will be applied to that particular week. The same AM rate of \$25 will apply for that week.

### **The following weeks will have special prorated flat rates:**

- 8/10/2023 (2 day week) - \$10 AM, \$20 PM, \$30 Full Time
- 12/18/2023 (4 day week to include one ½ day) - \$20 AM, \$30 PM, \$50 Full Time
- 5/27/2024 (4 day week to include two ½ days) - \$20 AM, \$20 PM, \$40 Full Time

### **The following 10 weeks will have 4 day prorated flat rates. The rates are \$20 AM, \$40 PM, and \$60 Full Time:**

- 09/04/2023
- 09/25/2023
- 10/16/2023
- 01/08/2024
- 01/15/2024
- 02/12/2024 \*if 02/16 turns into a school day, the full week rates will apply
- 02/19/2024
- 03/11/2024
- 03/25/2024
- 04/01/2024





PERSONAL | PASSIONATE  
PROGRESSIVE

# School District of Lee County 2023-2024 Instructional Calendar

July 2023							January 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							
2	3	4	5	6	7	8	7	1	2	3	4	5	6
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
August 2023							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
September 2023							March 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
October 2023							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	6
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				
November 2023							May 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
December 2023							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30						

- Holiday – Schools Closed
- Professional Duty Day – No School for Students
- First and Last Student Day
- Early Dismissal Days – Students
- Hurricane Make-Up Day
- Pre-School Week

*Special Notes*  
**All Jewish Holidays  
begin at sundown the day  
before they are listed**

Board Approved 12/6/2022