

Treeline Elementary COQUI CLUB



**Before & After School Program
Parent Handbook
2020-2021**

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.

On the following 6 early dismissal days, there will not be any afternoon Coqui Club (only morning care):

- Friday, October 30th
- Friday, January 29th
- Friday, April 16th
- Tuesday, June 15th
- Wednesday, June 16th
- Thursday, June 17th

Please remember that on these 6 early dismissal days, dismissal is at 1:10.

HOURS

Before School	7:00 am – 8:30 am
After School	3:10 pm – 6:00 pm

RATES

Annual registration fee - \$25 per family (not per child)

Daily rates:

- Morning care - \$5 per morning
- Afternoon care - \$10 per afternoon

Weekly discounted rates apply if:

1. Your child stays morning and afternoon EVERY school day (\$70 per week)
2. You have multiple children that stay morning and afternoon EVERY school day (\$60 per week/per child)

WEEKLY DISCOUNTS DO NOT APPLY UNLESS IT IS A 5 DAY SCHOOL WEEK. DURING SHORT WEEKS REGULAR DAILY RATES APPLY PER CHILD.

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.
- Please use the rates listed above to keep your child's account up to date.
- It is preferred that accounts are **PRE-PAID**. At any time you can add any amount to your child's account and can even check on the status of the amount remaining.
- The **LATEST** an account can be paid is Friday of the week you are using the program. For example, the first week of school is Monday, August 31st – Friday, September 4th. That entire week's charges **MUST** be paid by Friday, September 4th in full. If payments are not received for the week they use the program, they will not be permitted to stay until that balance is paid in full.
- 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 14th in preparation for winter break. Check payments can resume again after winter break.**
 - **Cash only payments are required beginning Monday, June 7th 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.
- Should you have an outstanding balance; the director will either reach out to you via phone or email. Please ensure that your contact information is always up to date.
- At any time, you may directly email Joni Pelletier at 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.
- If you have a returned check, your child's account must be paid in cash only moving forward.

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.
- If you are late picking up your child 3 times, your child will be dismissed from the program.
- Your child may only be picked up by people listed on the Coqui Club registration form which is a virtual google docs form this year.
- For your child's safety, everyone coming to pick up for our after school program must ring the doorbell on the outside of school and present ID in front of the camera on the doorbell before you will be able to enter.

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 1st – 5th 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 students per one adult. Our counselors will not be going 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.

COVID Safety Precautions

We will be implementing safety precautions for Coqui Club. Students will be required to wear masks during our program. We will be practicing social distancing, increasing hand washing/sanitizing, students will remain in cohort groups, and there will be limited numbers of students within groups.

Please note, any items brought from home is the sole responsibility of the parent.

If you have any questions regarding anything listed in the handbook, please email Joni Pelletier at JoniBP@leeschools.net