

# AfterCare

After-School Daycare  
for Students in Grades PreK – 5



## 2020-2021 Parent Handbook

**Okeechobee County  
School Board**  
Grants & Special Programs



## Welcome!

*Welcome to the Okeechobee County School Board AfterCare Program. We appreciate you allowing us to work with your most precious asset - your child!*

*Our primary goal is to help meet your need for quality, reasonably-priced after-school care in a safe, healthy, and well-supervised environment. Children will engage in activities that will benefit them not only academically, but also physically and socially.*

### Enrollment

Enrollment forms will be available at each school site and on the district website at [www.okee.k12.fl.us/aftercare](http://www.okee.k12.fl.us/aftercare). Please make sure to include all emergency phone numbers and contacts. Having all documentation and signatures in place will prevent delayed registration so that services may begin on the first day of school.

### Insurance

All children enrolled in the program will be required to have health insurance, school insurance, or some other form of accident insurance. Proof of insurance must be provided before a child will be accepted. We will need a copy of the insurance card or policy will to keep on file at the program site, and if it's a new policy, you can submit a copy of the application or the cancelled check. If any information changes throughout the year it is the responsibility of the parent/guardian to inform the program staff so corrections can be made. School insurance can be purchased for a nominal fee by enrolling at [www.schoolinsuranceagency.com](http://www.schoolinsuranceagency.com).

### General Information

- AfterCare will be staffed on a 20:1 ratio of children to staff members.
- Program hours will be 2:50 p.m. until 5:45 p.m.
- AfterCare will only operate on days school is in session.
- AfterCare is open to children in regular attendance at an Okeechobee public school in kindergarten through 5th grade.
- North Elementary will house students from North Elementary.
- South Elementary will house students from South, Seminole, and Everglades Elementary schools.
- Central Elementary will house students from Central Elementary.
- Shuttle buses will transport AfterCare students from Seminole Elementary and Everglades Elementary to their AfterCare site.
- School staff will escort AfterCare students to the cafeteria at their site.
- Students must attend the AfterCare site assigned to their school.
- Parents must provide transportation from AfterCare to home.

### Departure

In order to keep your child safe, we will only release your child to be picked up by individuals listed on their enrollment form. Those approved individuals **must present picture identification** until recognized by staff. They will sign or initial beside the child's name under the appropriate date, and an AfterCare staff member will dismiss the child.

### Discipline

The safety of every child in our care is very important to us. While at the AfterCare site, students will be expected to remain with their program personnel in the designated areas and to conduct themselves as they would at school. If the program staff has behavioral concerns with your child, you will be notified. If the problem continues, a conference will be arranged between parents and the program director. Discipline will be administered through positive reinforcement, the use of "Time Out", and parent notification. We do not use corporal punishment. Repeated or chronic behavior problems may result in termination of services.

Injuries

Should your child be injured while at AfterCare, program staff will fill out an accident report form and present it for your signature when you pick up your child. If the injury is minor, a staff member will administer first aid. In the case of a serious injury, parents will be notified immediately, and necessary steps will be taken to obtain medical aid.

Illness

Children who are ill may not attend the program. The following criteria will help you determine what is meant by ill:

- Fever over 100 degree
- Excessive cough and/or nasal discharge
- Vomiting
- Diarrhea
- Unidentified rash
- Pink eye or eye discharge

The following guidelines will help determine when a child can re-turn after an illness:

- The child's temperature has been below 100.5 degrees for 24 hours without medication.
- The child has been on antibiotics or other medication for 24 hours.
- It has been 24 hours since the last episode of vomiting and/or diarrhea and thick nasal discharge and/or coughing have abated.
- The rash has subsided or has been confirmed as non-contagious by a physician's note.
- Pink eye or eye discharge is completely gone.

If your child becomes ill while at the program, you will be called to take your child home. The director or a designated representative will determine if a child should remain in the program. A child who appears contagious will be isolated from the rest of the group and placed under the supervision of a caregiver until the parent arrives.

COVID-19 Precautions

AfterCare staff will take CDC-recommended measures to provide a safe and healthy environment. The following protocols will be in place during the AfterCare program:

- Masks will be required where social distancing is not possible.
- Students and staff who are ill will not attend.
- Cafeteria tables will be sanitized prior to student arrival.
- Students will sanitize their hands upon arrival.
- Students will be socially-distanced at cafeteria tables when inside.
- Outdoor play time will be conducted on a rotation basis to minimize group size.
- Students will sanitize their hands before playing with outdoor equipment and will wash up afterward.
- Playground balls will be sanitized prior to play.

Medication

Every effort should be made to avoid having to dispense medication during After-Care hours. In the event a physician should require administering prescription medication during program hours, it will be administered according to the School Board policy:

- Students who need to take prescription medication must have the appropriate authorization form signed by the parent before the medication can be brought to the program.
- The medication and authorization form will be maintained by the Program Leader.
- The medication must be brought to school by the parent in the original container.
- If a student needs to take prescription medication during program hours, it will be administered by the program leader.
- Non-prescription medicines such as pain relievers, cold tablets, cough syrups, etc. should be given at home.

Information on ways to administer most prescription medication outside of school hours is available from your doctor or pharmacist and should be requested.

Fee Policy

Okeechobee County School District will accept checks, money orders, cashier checks, or cash. Please make checks payable to Okeechobee County Schools.

Students Per Family	Fee Per Week	SEM ONLY
One Child	\$25.00	\$20.00
Two Children	\$45.00	\$36.00
Three Children	\$67.00	\$53.60
Four Children	\$90.00	\$72.00

- The minimum weekly charge for one student is \$25 regardless of the number of days in attendance for that week.
- A discount of 10% is given to families with two or more children.
- A late pick-up fee of \$4.00 is charged for each 15-minute period after 5:45 p.m.
- If payment is not received by Friday of each week, a \$10 late fee will be assessed.
- **A \$25.00 penalty is charged for returned checks, and all future payments must be made in cash and one week in advance.**

Tax Information

Just as a reminder, parents must retain receipts for income tax purposes. **The Okeechobee County School Board WILL NOT issue additional copies of receipts during tax season.** You will need the following information for your tax preparer:

Federal I.D. # 596000767

Okeechobee County School Board  
North or Central Elementary School  
700 S.W. 2nd Avenue  
Okeechobee, Florida 34974