Pineapple Cove Classical Academy

Before and After Care
Family Handbook
2024-2025

May 2024

Hours of Operation

Monday - Thursday
Before Care: 6:30 am - 8:00 am
After Care: 3:00 pm - 6:00 pm

Friday and any additional Early Release day
Before Care: 6:30 am - 8:00 am
After Care: 1:15 pm - 6:00 pm

PCCA's Before and After Care program follows the BPS/PCCA calendar.

Contact Information

Palm Bay Campus
Coordinator: Amanda Irizarry, irizarrya@pccafl.com
Assistant Coordinator: Brianna Barcia, barciab@pccafl.com
Phone: 321-701-4042, during Before and After Care hours

West Melbourne Campus
Coordinator: Madison Cohoon, cohoonm@pccafl.com
Phone: 321-373-0044, during Before and After Care hours

Lockmar Campus
Coordinator: Emily Zeas, zease@pccafl.com
Phone: 321-341-9905, during Before and After Care hours

All PCCA Campuses
Director of Before and After Care Programs: Sharon Bunche, bunches@pccafl.com

Mission and Purpose

The Before & After Care program offers a safe and healthy setting beyond the school day that challenges and encourages scholars to participate in a variety of activities while being supervised by skilled, compassionate professionals. Scholars will have the opportunity to interact with their peers during activities, have an afternoon snack, and engage in free play indoors and outdoors. Additionally, the program provides a structured, quiet environment for homework and reading time.

Groups

Each campus offers unique grounds and space accessible by our After Care program. Scholars are grouped with peers and travel with their After Care teacher to locations conducive to program activities.

Sample Group Schedule

3:30-4:00	Playground
4:00-4:30	Café (snack, games, and activities)
4:30-5:00	Classroom (homework)
5:00-5:30	Outdoor Court (basketball and hard-top games)
5:30-6:00	Café (games and activities)

Please note that each group is served snack on a rotating schedule. If your scholar is picked up before their group time, they will not receive a snack. You are welcome to send an extra snack for your child if you would like.

Registration

Scholars currently enrolled and in good standing in the Before and After Care program will have the opportunity to re-register for the following school year. New families wishing to participate in our program can complete a registration packet online, which is linked on the school's website. If the desired program is full, the registering parent/guardian will receive a message with that program status before submitting registration. These scholars will be added to a waiting list. Upon acceptance to the program and placement in a group, the registering parent/guardian will receive email communication with next steps, including creating a portal login.

Registration Fees

One Child	$80
Two Children	$99
Three or more	$110

Returning (one child)	$45
Returning (two children)	$75
Returning (three or more)	$100

Tuition Rates

We offer multiple enrollment and tuition options. Billing will occur on Friday, with payment due the following Monday. Tuition is based upon enrollment, not attendance. Each week, billing will reflect the amounts outlined below, adjustments will not be made due to non-attendance. PCCA utilizes Procare Software for enrollment and billing.

Elementary Program (grades K-6)	Enrollment	Rate
Before Care	Full Time (3+ days)	$52 weekly
Before Care	Part Time (2 days)	$27 weekly
Before Care	Drop In	$10 per instance
After Care	Full Time (3+ days)	$90 weekly
After Care	Part Time (2 days)	$40 weekly
After Care	Drop In (Mon-Thurs; non-early release)	$15 per instance
After Care	Drop In (Friday and Early Release)	$25 per instance
Before and After Care	Full Time, both Before and After Care	$95 weekly

Jr/Sr High Program (grades 7-12)	Enrollment	Rate
Before Care	Full Time (3+ days)	$37 weekly
Before Care	Part Time (2 days)	$27 weekly
Before Care	Drop In	$10 per instance
After Care	Full Time (3+ days)	$60 weekly
After Care	Part Time (2 days)	$30 weekly
After Care	Drop In (Mon-Thurs; non-early release)	$15 per instance
After Care	Drop In (Friday and Early Release)	$25 per instance
Before and After Care	Full Time, both Before and After Care	$85 weekly

Daily Drop-In

Scholars who are not enrolled in the program may participate on an as-needed basis as a 'drop in.' This also applies to any scholars that have not been picked up in the car loop during regular dismissal and are placed in our care. Parents/guardians of a drop-in scholar will be notified by school personnel. Frequent use (3+ days/week) of the drop-in service will be charged based upon our standard rates. Drop-in payments are due upon pickup by cash or check. Upon the fourth (4^{th}) drop in, a Procare account will be created.

Please note:

- Families with an outstanding balance from previous years are required to pay their balance in full prior to being accepted into the program.

- A valid credit card is required to remain on file in Procare. Families may opt for an alternate method for regular payments.
- Families who have an outstanding balance beyond two weeks will be charged the full balance to the credit card on file.
- Families with three or more children enrolled full-time in the program will receive a 20% tuition discount beginning with the tuition for the third child.
- Families that opt for weekly auto-pay will receive a 3% discount on tuition.

After Care Pick-up Procedures

The safety of our scholars is the most important aspect of our care. Scholars must be signed out upon departure by an authorized contact 18 years of age or older. Scholars may be released to individuals who are able to provide a valid and official PCCA car tag. Otherwise, scholars are released from our care ONLY to authorized contacts listed on the scholar's registration. Be sure to update your contact list as you change authorized names. Photo ID will ALWAYS be reviewed by a staff member who does not know the identity of the person picking up children and who does not have a valid and official PCCA car tag. Those authorized for pick up may be asked to provide a full, legible signature at sign-out times. Under no circumstances will a child be allowed to walk himself/herself home from the program.

Please communicate the following information to all persons authorized to pick up your child(ren).

- ALWAYS have a valid Photo ID available when picking up.
- Providing a valid/official PCCA car tag is the fastest and easiest way to determine who is authorized to pick up your scholar(s).
- Pick up must occur prior to 6:00 pm.

Beginning at 6:01 pm, a late pick up fee is assessed for each scholar in our care. The total late fee assessed will reflect $1 per minute beyond 6:00 pm. Late pick up fees are due immediately at the time of the occurrence. Continued late pick-ups may result in the discontinuation of services. In the event that there is an emergency or you know you will be late picking up, please call ahead of time to inform us.

Please note that if child care services have been discontinued (for any reason) and the child is left in the care of the program, it is considered child abandonment. In these instances, it is the responsibility of the program coordinator to contact local non-emergency authorities/agencies.

Discipline Policy

Scholars are expected to adhere to PCCA's high expectations for behavior and core virtues. Therefore, the discipline guidelines for Before and After Care are consistent with that of the school. Intervention steps are taken by the Before and After Care staff for incidents of misconduct to redirect a scholar's behavioral choices toward an acceptable level of responsibility.

Minor behavioral infractions will be addressed by a verbal warning or redirection, appropriate mark of a scholar's character card, and/or coordinator intervention and a call to the parent/guardian. Inappropriate and dangerous behavior will be noted on a discipline form. The program coordinator will discuss the incident(s) with the parent/guardian at the time of pick up. The form used for these behaviors can be found at the end of this handbook.

If redirection does not improve behavior, scholars may be suspended for 1-3 days from the program for misconduct based upon the severity of any incident. Scholars who accumulate three suspensions or three incidents for severely inappropriate/dangerous behavior may be terminated from the Before and After Care program for the remainder of the school year at the discretion of the program coordinator and school administration.

Grounds for suspension and possible termination from the program include, but are not limited to:

- Purposeful physical aggression
- Purposeful verbal aggression
- Bullying/harassment
- Continuous misconduct
- Failure to make payments for 2+ weeks

Parent Questions and Concerns:
Parents are encouraged to contact the program coordinator to further discuss behavior concerns for their child(ren). Telephone or face-to-face meetings may be scheduled to collaborate, develop strategies, and provide assistance to resolve behaviors/situations.

Cell Phones
Use of cell phones is permitted only by scholars in grades 9-12. Cell phones and/or any electronic devices used during program time by others will be confiscated and held by the program coordinator until a parent or guardian is able to pick it up.

Toys
We do not allow any types of toys, games, or electronic devices brought from home while attending Before and After Care. Our program offers a full day of fun for all of our scholars and we supply everything needed to make that fun happen! The program holds no responsibility for the loss or damage of any items (including electronics) brought to school by scholars.
There may be times when scholars will be given permission to bring in toys, games or electronics. In this case, we will send home a notice/permission slip.

We look forward to the opportunity to work with you and your scholar in the upcoming year! If you ever have questions, please reach out by email or phone to the campus coordinator at your scholar's campus.

Handbook Agreement

By registering in the PCCA Before and After Care program, the registering parent/guardian agrees to all policies and procedures described in the Family Handbook. Failure to abide by the handbook may result in the child's dismissal from the Before and After Care program at PCCA.

Pineapple Cove Classical Academy
Before/ After Care Discipline Form

Issued by: _____

Name: _____

Date: _____ Time: _____

Grade: _____

Location of Incident:

( ) Classroom ( ) Cafeteria ( ) Restroom

( ) Gym ( ) Hallway ( ) Playground

( ) Stage ( ) Other: _____

Provide an objective description of the incident. Do not include name(s) of other scholars involved.

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Corrective Action(s) Taken

( ) Verbal Warning	( ) Conference: Date/ Time:
( ) Loss of Privilege	( ) Before Care Suspension: Number of Days/ Return Date:
( ) Verbal Indication to Parent/ Guardian	( ) After Care Suspension: Number of Days/ Return Date:
( ) Email to Parent/ Guardian	( ) Before and After Care Suspension: Number of Days/ Return Date:
( ) Other:	( ) Termination from Program: Effective Date:

Previous Action Taken:

( ) Parent Contact ( ) Suspension ( ) Group Change ( ) Reflection Opportunity ( ) Other: _____

Administrator Comments: **Scholar Statement Attached?** ( ) Yes ( ) No

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Parent/Guardian Signature: _____ Date: _____

Administrator Signature: _____ Date: _____