

Parent Guide
Frontier Central School District
Before & After School Programs
2019 - 2020



Big Tree Elementary – 926-1742
Blasdell Elementary – 926-1752
Cloverbank Elementary - 926-1762
Pinehurst Elementary - 926-1772

Before and After School Office
Frontier Educational Center
5120 Orchard Avenue
Hamburg, NY 14075
Phone: (716) 926-1744
Fax: (716) 926-1777
Email: baschool@frontiercsd.org

Program Start-Up:

- When you are enrolling your child, all paperwork (Application, Appendix's A, B C*, D* - *as they apply to your family) must be completed along with your 1st month's payment. This is due in our office by 2:00 p.m. on the Wednesday before the week you would like your child(ren) to start.
- The Before School Program starts at **6:45 a.m.** Breakfast is included, and students are dismissed from the program directly to class.
- The After School Program starts at dismissal (3:15 p.m.) and closes at **5:45 p.m.**

Schedules:

- Schedules may be submitted to: baschools@frontiercsd.org or via Phone: 926-1744 or Fax: 926-1777
- The program will be open on all full and half days that school is in session. All holidays, full conference and Kindergarten Orientation Half days will not be a part of the Before and After School Program.
- If, for any reason, you need to make a change in your children's schedule, you must contact the office by 2:00 p.m. on the Wednesday prior to the week the changes are to occur. The Providers cannot accept schedule changes. You may change your child's schedule with the office either in person, by phone, via email or fax. Late submissions may be subject to a \$5.00 office fee. **Your child will remain on the schedule until you call the office to stop or change service. (You will be financially responsible for any days scheduled in which you did not notify the Before & After School Office of changes).**
- Unscheduled student absences are non-refundable.
- **Varying Schedules:** It is your responsibility to notify the Before & After School Office of your child's schedule by Wednesday at 2:00 p.m. The office will not call to get your schedule. Schedules can be called in, emailed or faxed. Late submissions may be subject to a \$5.00 office fee. *** If the number of days used changes from week to week, you cannot be billed according to our monthly rates. Instead, you will be billed at the end of the month according to the days used and a \$15.00 varying fee will be applied to your account.
- **Half Days:** If your child is normally scheduled in the afternoon on the day a half day is scheduled, a \$5.00 fee will be applied to your account. If you need to schedule services for that day, a \$21.00 fee will be applied to your account. **If your child normally is scheduled in the afternoon and you do NOT need services on a half day, please notify the office by 2:00 p.m. the Wednesday prior.

***PLEASE NOTE:** We will be utilizing the RevTrak system for billing and payments. Once you are in the system, you will notice a calendar icon. **Please do not use this icon to make schedule changes. It is not linked to our scheduling system.** Any schedule changes need to be made directly to the office either via email, fax or phone.

Payments:

- **Due to the new billing system (RevTrak), tuition will vary each month. Tuition is now based on your child's scheduled days.**
- The signature of the Parent who filled out the application is responsible for payments. This office will not contact anyone else if payments are late.
- Statements will be processed weekly, but payment will be due at the end of the month. You are welcome to pay weekly or bi-weekly if you prefer.
- **If full payment is not received by the 10th of the next month, a \$25.00 late fee will be applied to your account. If tuition has not been received by the 20th of the next month, services will be suspended.**
- **Monthly receipts are available if needed. A \$5.00 fee will be added to your account for any duplicate requests.**

Pick Up:

- Children are to be picked up by a parent/guardian or “authorized person” as listed on page 2 of the application. Any one picking up the child should have ID on them. The attendance sheet must be signed with the time logged at the time of pickup. Once a child is signed out for the day – re-entry into the program is not permitted.
- Late Pick Ups: A \$5.00 fee for every 15 minutes that your child is not picked up after 5:45 p.m. will be added to your account. Constant abuse will result in a phone call, letter and possible dismissal from the program. You are responsible for your child if you remain on school grounds once you have signed your child out.

Misc.

- If school is closed entirely because of snow or another emergency the program will be closed.
- If After School Activities are cancelled – **the After School Program is still OPEN.** Your child will report to the program, unless you are notified by this office.
- Tax statements for 2019 will be available for pick -up in the Program mid-January. A \$5.00 office fee will be added to your account for any duplicate requests.

Parent Guide Agreement

I have read the Parent Guide and acknowledge agreement to all listed policies, procedures and information. I also understand that any policies and/or procedures that are set in place by Frontier Central School District also apply to the Before & After School Program, including not but not limited to the use of cellphones and electronics.

Child Name: _____

Child Name: _____

School: _____

Parent/Guardian Name: (Please Print) _____

Parent/Guardian Signature: _____

Parent/Guardian Name: (Please Print) _____

Parent/Guardian Signature: _____

Photograph Release:

I give my permission for my child(ren) _____ to be photographed while in the Before and/or After School Program. I also give my permission for my child's photo and name to be used in school and/or local publications.

Parent/Guardian Signature: _____ Date: _____

Homework:

I would like my child to work on their homework each day in the program. Yes No
I understand that the After School Program is NOT a homework club nor a tutoring program and is not responsible to ensure that my child's homework is completed. _____ (Initial)

Consent of Participation:

My child(ren) _____ has my permission to participate in outdoor play. Activities that include, but are not limited to: playground equipment, walks, sports and casual free play on school grounds.

Parent/Guardian Signature: _____ Date: _____