

# TROPIC ISLES STAR HARBOR



## BEFORE AND AFTER SCHOOL PROGRAM

Director

Judy Socorro

Assistant Director

Shaun Hussey

Office: 239-995-4707



### Program Description

The Tropic Isles Star Harbor Program provides sponsored supervision for our students. This program emphasizes cooperative learning and enrichment activities.

The program will begin on August 10th and last day will be May 30th. Star Harbor is open from 6:30-8:30 A.M. and from Dismissal -6:00 P.M Monday through Friday.

Experienced personnel who are employed by Lee County Schools run the before and after school program.

Students participate in well-planned, organized activities such as; homework and tutorial assistance, computer instruction, games, sports, and arts and crafts.

### Enrollment

An application can be obtained at the front Enrollment takes place in the office before school from 6:30-8:15 A.M. and after school 3:45-5:55 P.M. All participants in STAR HARBOR must have complete enrollment forms.

**First payment and registration fee MUST accompany forms.**

### Payments and Fees

Payments for services must be made by the FRIDAY PRIOR to the participating week. If payment has not been made by **MONDAY**, participant will not be allowed to come on Tuesday. If **ONE WEEK** goes unpaid, the student will be dropped from the program, causing the student to reregister after payment has been made. **THIS POLICY WILL BE STRICTLY ENFORCED. PLEASE PAY PROMPTLY.**

The only forms of payment are cash and checks. Checks must be made payable to Tropic Isles Elementary. There is a **flat fee**, which means you pay for the whole week whether your child is here one day or five. There is a discount when school is not open a full week.

#### **Before School (6:30-8:30 A.M.):**

- \$20.00 a week per child

#### **After School (Dismissal-6:00 P.M.):**

-\$40.00 a week (1st child)

-\$75.00 a week (2 children)

#### **Before AND After School:**

- \$50.00 a week (1st child)

- \$95.00 a week (2 children)

#### **THERE WILL BE NO DAILY FEES OR DISCOUNTS FOR ABSENCES**

- **There will be no hardships or scholarships.**



## Registration Fees:

A \$30.00 registration fee is due at time of enrollment. The registration fee is nonrefundable. If you register after Jan. 1st, the registration fee will be \$15.00.

## Late Pickup Fees:

Children must be picked up by 6:00 P.M. There is a **\$20.00 flat rate for the first minute** plus \$1.00 each additional minute. Late fees are to be paid in cash when child is picked up. After three late pickups, your child will be withdrawn from our program.



If a child has not been picked up by 7 P.M. and we have not heard from you, the Lee County Sheriffs Department will be notified. In addition, the Department of Children and Families will be contacted. Your child will be taken to an overnight facility by DCF and arrangements must be made through DCF for picking up the child.

## Insufficient Funds:

All returned checks are subject to a \$10.00 service fee. Upon notification, the Program Director will contact the family and the following procedures will occur.

- The amount of the check plus a \$10.00 fee must be paid (IN CASH) to Tropic Isles.
- There will be no future participation in STAR HARBOR until the monies due are satisfied.
- Future fees must be paid in **CASH ONLY**.

## Snack:

Snack time is scheduled after school each day and is provided for your child. You may send in a small snack if you prefer. **NO CANDY OR SODAS WILL BE ALLOWED.**

## Medication:

The staff at STAR HARBOR may NOT administer medication of any kind. Parent must inform Program Director of any medical condition or need, and any change in condition or need. Medication must be dropped off or picked up during the regular school day.

## Other Suggestions:

Tennis shoes, shorts, and T-Shirts are recommended daily attire.

**Please print your child's name on all personal belongings.**

**We request that toys, games, and any electronic devices be left at home.**

If you have any comments or questions, please feel free to call 239-995-4704 and ask for the Star Harbor Program Director.

## Discipline Policy

The Star Harbor Program emphasizes positive peer relationships and a cooperative learning environment for students, staff, and parents. Children and parents need to be aware of our discipline policy

- **VERBAL WARNING:** will be given to remind student of the rules
- **FIRST OFFENSE:** will result in the child serving a 5-10 minute think time.
- **SECOND OFFENSE:** will result in a 10-20 think time reflection sheet with another teacher.
- **THIRD OFFENSE:** will result in the child being sent to the Program Director.

**One of the following actions may be taken by the Program Director.**

- Detention in the office with Director
- Discipline referral
- Call and inform the parent of the infraction and request that the child be picked up immediately.

**After three disciplinary referrals, the child will be dismissed from the program.**

