

Buffalo Adventures Handbook

2011-2012

Buffalo Adventures is our convenient after school program that provides a safe, supervised environment full of enriching educational activities. This program encourages growth through a variety of fun, hands-on, age appropriate activities, and is structured to address the interests and developmental levels of children from kindergarten through high school (pre-k activities are also included). Because the program is based on choices, children gain independence and have the freedom to learn more about what interests them. We feature opportunities for socialization, encourage sports and physical activities, promote exploration in the cultural arts, and provide time for homework and research. Buffalo Adventures encompasses three areas:

- 1) After School Childcare
- 2) Extra Curricular Activities
- 3) Service Clubs

Buffalo Adventures REGISTRATION:

After School Care, Extra Curricular Activities, and Service Clubs

A yearly Buffalo Adventures registration fee of \$25/child (for pre-k, this is included in your pre-k registration fee) and the completion of your registration form are all that are required to register your child for programs provided in Buffalo Adventures.

Meeting these two requirements also allows your child to participate in all of our fee-based extra curricular activities, and/or service clubs. We suggest you register at the beginning of the school year so your child can participate in any of these exciting programs at anytime throughout the year without delay. This fee is non-refundable.

Buffalo Adventures AFTER SCHOOL CARE:

Daily Care - Buffalo Adventures Aftercare programs are available to your children on a day-to-day basis. In the event you are unable to pick up your child in the car line, your child will be assigned to an Aftercare class. The one-time registration fee and daily fee will apply to any students unable to be picked up 15 minutes beyond each school's dismissal time.

	Dismissal time	After Care charges apply at
Primary Center	2:30	2:45
Intermediate Center	2:25	2:40
Middle School	2:55	3:10

Homework - Homework time is scheduled each day, with the exception of some Fridays. The BA Guide in your child's classroom is available to answer general questions at this time; however, one-on-one tutoring, specific help to learn new skills, or checking each assignment for accuracy is not available through our program. Please encourage your child to work on homework during this scheduled time. **Ultimately, it is the responsibility of the parent to check homework for completion and accuracy.** We ask students who prefer completing homework at home to spend this time at school reading.

High School Study Hall - After Care is run as a study hall program at the High School level. Students participating will be given the opportunity to have a social time immediately after dismissal and then will go to a study hall under supervision to work on homework, projects, and conduct research. They will also be allowed time for appropriate indoor or outdoor games as determined by the adult supervising. \$25 fee and daily rate do not apply at HS study hall.

Breaks and Holidays - Buffalo Adventures Aftercare programs will only be available when school is in session. Special Buffalo Adventure Camps will be offered for students during periods of extended school holidays such as Spring Break and certain weeks of summer. Camps will be held when interest in the program is sufficient. Information will be posted on line prior to the start of these programs and enrollment eligibility is based on the first to enroll for the spaces offered. Look for information on the following dates...

Winter Break Mini Camp -- December 21- 23 - Flyer available November 28th
Spring Break Camp – March 12-16 - Flyer available February 20th
Summer Camp – dates TBD - Flyer available April 23rd

Buffalo Adventures AFTER CARE PAYMENT SCHEDULE:

PLEASE NOTE: ALL BUFFALO ADVENTURES PROGRAMS AND ACTIVITIES ARE ON A PRE-PAY BASIS. SIMPLY PUT---PAY BEFORE YOU STAY! ☺

After Care Fee – from dismissal until 6:00 p.m. (snack provided)

\$6.00/day per student (no fee for High School study hall)

Payments for your child can be paid in several ways:

- A one-time payment for the entire year (a 20% discount will apply to this payment option!)
- A half year payment (a 15% discount will apply to this payment option!)
- Weekly payments (due the Friday **PRIOR** to attending)
- Daily payments (due the morning of the day of participation)

However, weekly or daily **payments must be received in advance** to ensure adequate staffing for your child in Buffalo Adventures.

Payments for multiple children can be made with one check, at any school on campus. For accounting purposes, a separate check is required for athletics and lunch money. Please include your child's name and account # (you will be given this after enrolling in our program) with all payments.

After Care Discounts - To enroll your child for the **entire year** and receive a 20% discount, payment in full must be received no later than August 19, 2011.

One year unlimited use pass = \$864/child (a savings of \$216)

To enroll your child for **one-half of the year** and receive a 15% discount in fees, payment in full must be received no later than August 19, 2011 for the 1st half of the year, and no later than January 20, 2012 for the 2nd half of the year.

Half year unlimited use pass = \$459/child (a savings of \$81)

Discounted full-semester payment for the 1st half of the year will qualify your child to attend After Care through January 10, 2012. Discounted full-semester payment for the 2nd half of the year will qualify your child to attend After Care from January 11 through May 25, 2012. NO CREDIT FOR DAYS ABSENT. NO REFUNDS, REBATES, OR ROLLOVERS TO AN UPCOMING SEMESTER OR SCHOOL YEAR ON THESE PAYMENTS.

Payments - Our pre-payment plan for childcare services is a wonderful way for your family to participate in any of our Buffalo Adventure programs. **Any household account that has a balance of unpaid fees, will result in your child(ren) being unable to participate in all Buffalo Adventures activities including After Care, fee-based extra curricular activities and/or service clubs.** (Reinstatement to Buffalo Adventures programs will occur only after regaining a zero balance.) **SIMPLY PUT—PAY BEFORE YOU STAY! ☺**

Checks or money orders payable to “The Villages Charter School” or VCS can be paid at the school of your choice prior to your child’s participation. Personal checks are accepted and receipts will be provided for cash payments.

NOTE NEW POLICY FOR 2011-2012—Any account with a balance in excess of \$40 at the end of each month will be assessed a \$10 late fee.

Returned Checks - In accordance with accounting practice, a \$25 fee will be assessed to the family account for any check returned from the bank.

>If a second check is returned in the same school year, there will be a \$25 returned check fee assessed to the family account and the family will be on a “cash basis only” for the remainder of the school year; all payments during this time will need to be made in cash, cashier’s check, or money order.

>If a third check is returned in the following school year or later, there will be a \$25 returned check fee assessed to the family account and the family will be on a “cash basis only” for the remainder of their enrollment at the charter school. This not only includes all Buffalo Adventures fees but also payments made for any activity, event or fee.

Buffalo Adventures EXTRA CURRICULAR ACTIVITIES:

In addition to providing excellent childcare services to your family during the Buffalo Adventures Aftercare Program, many fee-based extra curricular activities are available. Our goal is to provide working parents the opportunity for their child(ren) to attend special activities with the convenience of having those activities offered here on our school campus. A comprehensive flyer of these special programs will be available on our website, at orientation, and at the beginning of each session listing important details and dates. Daily Buffalo Adventures Aftercare fees (\$6/day/child) will apply to those students who are on campus (after school) prior to the beginning of the activity and those who stay longer than 10 minutes after the ending time of the activity.

To participate in any extra curricular activity, your child will need to be registered in our Buffalo Adventures Program (\$25) and pay the additional activity fees as listed in the flyer.

Sessions are defined below:

Session I runs between August 15, 2011 and October 14, 2011

Session II runs between October 17, 2011 and January 6, 2012

Session III runs between January 9, 2012 and March 9, 2012

Session IV runs between March 19, 2012 and May 18, 2012

NOTE: Session calendars and registration forms that outline activities can be obtained from our website, www.tvcs.org and are posted at the Aftercare offices.

Buffalo Adventures SERVICE CLUBS:

Service Clubs are an integral part of a well-rounded education, providing a chance to explore leadership, socialization, and volunteer opportunities. Your child can belong to nationally recognized organizations such as: K-Kids, Builder's Club, EarlyAct, and InterAct. After paying the \$25 registration fee, students can participate in these types of clubs for a \$10 yearly activity fee (this fee includes all club dues). There may be academic and behavioral eligibility requirements for some clubs and the activity leader for the club can provide more information. Service clubs at the High School level are overseen by the VHS Activities Director. Fees above do not apply to High School.

Buffalo Adventures GUIDELINES:

Arrival and Departure - All children must be signed out by a parent or other person listed on the Emergency Contact Sheet before departing any of our After School Programs. (Only siblings 16 years or older are permitted to sign out students.)

Overtime Charges - Our professional, hardworking staff is dedicated to providing excellent care for your children. The staff workday ends at 6:00 p.m. so your prompt arrival to pick up your child will help show your appreciation and respect of their personal time. However we understand emergencies may occur. Please call the school as soon as possible when you know you will be delayed. (Primary - 259-7700, Intermediate - 259-2300, Middle - 259-0044, and High School, 259-3777) We will care for your child until you arrive, but please take note that the following policies apply **any time** you are delayed:

Any child picked up at any school **after 6:00 p.m.** will be assessed overtime charges. Charges are based on the **school clock** at the Buffalo Adventures desk.

- **Overtime charges are \$1 per minute per child.**
- Overtime charges are to be paid immediately and a signed statement must be completed upon arrival.
- After three late pick-ups from our after care program, Buffalo Adventure privileges will be denied for the remainder of the school year and all camp programs.

After 6:00 p.m. every attempt will be made to reach you or an authorized person on the emergency contact form you provided. However, if we have not been notified you are delayed and are unable to make contact by 6:30 p.m. we are obligated to notify the proper authorities to assist in locating appropriate care for your child.

Refunds - The fee structure for Aftercare prevents you from being charged for days that aren't used for these services, thereby eliminating the need for refunds. **Discounted full-semester payments, provider activities, and service club fees are not eligible for refunds or credits due to absences.**

Suspension or Dismissal - Your child will be denied privileges in our Buffalo Adventures programs if any of the following apply:

- If required fees are not paid in advance
- Non-payment of overtime charges
- 3 or more late pick-up occurrences
- **Student conduct which does not exemplify The Villages Charter School and Buffalo Adventures expectations**

Student Conduct – Students participating in any Buffalo Adventures activity are held to the same high standards to which they are accountable during the school day. At the Elementary level, referrals will be issued and repeat offenses will result in suspension from Buffalo Adventures at the discretion of the site coordinator. At the Middle and High School levels referrals will become part of the student's permanent record. Fighting or physical contact deemed inappropriate by the site coordinator will be grounds for immediate suspension from Buffalo Adventures. Continued failure to meet expectations will result in expulsion from all after school activities for the school year.

Electronics – Guidelines as indicated in each school sites’ agenda planner will apply during our after school program. Buffalo Adventures will not be held responsible for any damaged or lost items.

Tax Information - Buffalo Adventures statements are available on the school website. Use the “Family Information” link to access your account. Please check statements for accuracy and notify the site coordinator of any discrepancies within a week. The program accountant can issue annual statements upon request. Annual statements can be picked-up or e-mailed, but please allow a week to process your request. You can ask for your statement by calling 259-3777 ext. 1012.

The Villages Charter School taxpayer I.D. # is: 59-3597803.

The Villages Charter School Campus

We are pleased to be part of the Charter School Campus.

-The campus is a tobacco free environment. Use of any tobacco product indoors or outdoors is strictly prohibited.

-Service dogs are the only animals permitted on campus. No pets allowed.

FREQUENTLY ASKED Buffalo Adventures QUESTIONS:

Where does my child go before school starting times?

For your convenience, your child may arrive on campus as early as 7 a.m. and you will not be charged any fees for this service. Each school has designated supervision for children arriving prior to the school’s start time and detailed information can be obtained from each school’s main office.

May I drop my child off earlier than 7 a.m.?

Unfortunately, staff is *not available* to supervise your child prior to 7 a.m. Please make sure your child is not left unsupervised prior to this time.

What about breakfast?

Breakfast is offered at each school for a minimal fee. Please check with your child’s school for exact times this service is available and prices.

If I have children attending different schools, can I drop them off at one school?

For your child’s safety, children may not walk between school sites, and will need to be dropped off at their own school.

May I pay for Buffalo Adventures After Care programs for all schools at one location?

We will gladly accept Buffalo Adventures payments at any site. However, for accounting purposes, athletic fees and lunch money, must be paid separately. It is helpful if all of the children you are paying for are listed on the check.

If I sign-up for an after school activity how much and who do I pay?

Signing up for any Buffalo Adventures program requires the \$25 annual registration fee. To enroll in an activity such as karate or gymnastics, session fees apply for each of the four 9-week long sessions and are paid directly to the school. Specific fees are listed in our session flyers on the website.

Can I pick up my child in the car line and return them for an after school activity they are enrolled in?

Absolutely! However, our Buffalo Adventure Guides are prepared to provide excellent care to any child waiting for their program to begin. The Buffalo Adventures Aftercare program will certainly save you time and energy traveling to and from the school and the daily fee of only \$6 applies.

Could you summarize the fee structure?

The Buffalo Adventures annual registration fee applies for all of the below mentioned opportunities = \$25 per student for the year.

Activities:

- Extra Curricular Activities (i.e. dance classes)
- Service Clubs (includes all dues)
- After Care

per session fee
 \$25/year
 \$6/ day

Same great rates for over 7 years

Where do I get information to enroll my child in Buffalo Adventures?

Every school has their very own Buffalo Adventures Site Coordinator. The Coordinator has registration forms, activity calendars, and the knowledge of which activities have space available for your child.

Coordinators:

- Early Childhood Center (three and four-year-olds): **Janis Pascarella**
- Primary Center (kindergarten and first grades): **Kathy Towns**
- Intermediate Center (second, third, and fourth grades): **Sue Watson**
- Middle School (fifth, sixth, seventh, and eighth grades): **Allison Fussell**
- High School (ninth, tenth, eleventh and twelfth grades): **Warren Guss**

Fee Based Programs Coordinator: **Barb Castro**

Who do I contact when I have concerns or suggestions about my child's care?

Please start by contacting the Buffalo Adventures Site Coordinator at the specific school. If you need to go beyond the Site Coordinator, please contact Barb Castro at 259-7161. We strive for excellence, and are always willing to hear your concerns/suggestions in an effort to improve our quality of care.