

# Buffalo Adventures Handbook

2015-2016

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. Extra-curricular activities are available at the Early Childhood Center, although not at Little Buffalos. 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 arts, and provide time for homework and research. Buffalo Adventures encompasses three areas: 1) After School Care 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, there is no registration fee for high school) 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. Early registration days are available prior to Orientation.

## **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	2:35	2:50
Intermediate Center	2:30	2:45
4 <sup>th</sup> /5 <sup>th</sup> Center	2:40	2:55
Middle School	2:55	3:15
High School	2:35	2:50

**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. Daily rate for HS is \$3. \$25 registration fee does not apply.

**Breaks and Holidays** - Buffalo Adventures Aftercare programs will only be available when school is in session. Special Buffalo Adventure Camps for grades PK-5th 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:  
Mini Winter Camp--December 21 – December 23 – Flyer available December 1<sup>st</sup>  
Spring Break Camp – March 14 – March 18 - Flyer available February 12<sup>th</sup>  
Summer Camp – dates TBD - Flyer available April 3<sup>rd</sup>

## **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** (\$3 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 14, 2015.

**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 14, 2015 for the 1<sup>st</sup> half of the year, and no later than January 15, 2016 for the 2<sup>nd</sup> half of the year.

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

Discounted full-semester payment for the 1<sup>st</sup> half of the year will qualify your child to attend After Care through December 18, 2015. Discounted full-semester payment for the 2<sup>nd</sup> half of the year will qualify your child to attend After Care from January 6 through May 20, 2016. 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—Any account with a balance in excess of \$40 at 9:00AM on the last business day of the 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 children 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 just prior to 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 6, 2015 and October 9, 2015

Session II runs between October 14, 2015 and December 18, 2015

Session III runs between January 6, 2016 and March 4, 2016

Session IV runs between March 7, 2016 and May 13, 2016

**NOTE: Session calendars and registration forms that outline activities can be obtained from our website, [www.tvcs.org](http://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 who are driving and present a valid license 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, 4<sup>th</sup>/5<sup>th</sup>-259-6850, 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 frequently 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 259-6808.

**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 Adventures 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
- High School Study Hall

per session fee

\$25/year

\$6/day

\$3/day

Same great rates  
for over 10 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): **See Receptionist**

Primary Center (kindergarten and first grade): **Suzanne Rodriguez**

Intermediate Center (second and third grades): **Jennifer Beckham**

4<sup>th</sup>/5<sup>th</sup> Center (fourth and fifth grades): **Lana Hood**

Middle School (sixth, seventh, and eighth grades): **Allison Fussell**

High School (ninth, tenth, eleventh and twelfth grades): **John Spitler**

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.