



Buffalo Adventures Parent Handbook



2018-2019

The *Buffalo Adventures* program provides a safe, supervised environment full of enriching and age-appropriate educational activities for VCS students in grades K-12. 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, sports and physical activities, exploration in the arts, and time for homework and research. The *Buffalo Adventures* program encompasses five areas: 1) After School Care 2) Extra-Curricular Activities 3) Service Clubs 4) Holiday Camps and 5) Child care for Buffalo PRIDE meetings.

I. After School Care

A yearly registration fee of \$25/child (no registration fee for high school students) and the completion of your registration form with advance payment is all that is required to register your child for activities and services provided through the *Buffalo Adventures* program!

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 that you register at the beginning of the school year so your child can participate in any of these exciting programs at any time throughout the year without delay. **This registration fee is non-refundable.** Early registration days are available prior to Student Orientation.

Daily Care

For your convenience, VCS offers complimentary childcare **before school** beginning at 7:00am. Siblings attending different schools must be dropped off at their building. Breakfast is available at each school site for a minimal fee. Please check the VCS website for menus. After school care is 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 **10 minutes beyond each school's dismissal time.**

	Dismissal time	After Care charges apply at:
Primary Center	2:35	2:45
Intermediate Center	2:30	2:50
4 th /5 th Center	2:40	2:50
Middle School	2:55	3:05
High School	2:35	2:45

If your child has an appointment directly after school, you (or another person listed on your Emergency Contact Sheet) may pick up your child in car line and return them for the extra-curricular activity they are enrolled in after school. In these instances, you (or your designee) will need to walk your child into the building and sign them in at the Buffalo Adventures office. Unless you pick up your child at the end of the activity, the \$6 daily rate will still apply. Children absent during the school day due to illness or suspension may not participate in Buffalo Adventures aftercare services or extra-curricular activities until they return to school.

A quiet opportunity for homework is scheduled each day, with the exception of some Fridays. The *Buffalo Adventures* 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. **It is the responsibility of the parent to check homework for completion and accuracy.** Middle school students may request a pass to visit a computer lab to complete homework on their Chromebook. Students who prefer completing homework at home can spend this time reading an Accelerated Reader (AR) book of their choice.

Aftercare is run as a Study Hall program at the high school level. Participating students will be given the opportunity to have social time immediately following school dismissal. By 2:45pm, students who are not involved in a school-sponsored activity, club or sport, must report to Study Hall in the VHS cafeteria. While there, students may work on individual homework, group projects or conduct research. Time is also provided for appropriate indoor or outdoor activities, as determined by the supervising adults. The daily rate for high school Study Hall is \$3.00. The \$25 registration fee does not apply.

Arrival and Departure

All children must be signed out by a parent or another person listed on the *Emergency Contact Sheet* before departing any of our *Buffalo Adventures* aftercare programs, holiday camps, or Buffalo PRIDE events. Changes to the *Emergency Contact Sheet* can be made in the front office of each school during regular school hours. (*Supporting documentation may be required*). Parents or designees may sign a student out by visiting the front desk of the *Buffalo Adventures* program in the school building the child attends. Siblings 16 years or older who are driving and present a valid license are permitted to sign out students. High school students who are at least 16 years old may sign themselves out, with parent permission.

Payment Schedule

Aftercare services run from school dismissal until 6:00 p.m. The rates are as follows:

\$6.00/day per student (grades K-8)- includes a daily snack at a designated time for participating students.

\$3.00/day per student for High School study hall (grades 9-12)

Payments for your child can be paid in several ways:

- A one-time payment for the entire year
 - 20% discount will apply to this payment option!
 - \$864/child= a savings of \$216
 - Payment in full must be received on or before: August 17, 2018.
- A half-year payment
 - 15% discount will apply to this payment option!
 - \$459/child= a savings of \$81
 - Payment in full must be received no later than August 17, 2018 for the 1st semester and no later than January 11, 2019 for the 2nd semester.
 - Discounted full-semester payment for the 1st half of the year will qualify your child to attend aftercare through December 21, 2018. Discounted full-semester payment for the 2nd half of the year will qualify your child to attend aftercare from January 8, 2019 through May 24, 2019.
- Weekly payments (due the Friday **PRIOR** to attending)
- Daily payments (due the morning of the day of participation)

Methods of Payment

Checks or money orders can be made payable to “The Villages Charter School.” Payments for multiple children can be made with one check, at any VCS school campus. For accounting purposes, a separate check is required for athletics, lunch money and *The Villages Early Learning Company*. **Please include your child’s name and the name of the Qualifying Parent in the memo section of your check.**

For accounting purposes, the following policy is used for returned checks:

- **A \$25 fee is assessed to the family account for any returned check.**
- If a second check is returned in the same school year, a **\$25 returned check fee will be assessed to the family account and the family will be on a “cash only basis” for the remainder of the school year.** Payments will need to be made in cash, cashier’s check, or money order.
- If a third check is returned, will be a \$25 returned check fee will be assessed to the family account and the family will be on a “cash only basis” for the remainder of their enrollment at the charter school.

Tax information

Monthly *Buffalo Adventures* statements are available on the VCS website. Use the “Family Information” link to access your account. Please check statements frequently for accuracy and be sure to notify the Site Coordinator of any discrepancies within a week. You can ask for your statement by calling our Accounting office at: 352- 259-6808.

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

Other Methods of Payment

Receipts will be provided for cash payments. On-line payments can be made from your personal login at the Family Information/*Buffalo Adventures* link on the VCS website.

PLEASE 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.

Unfortunately, we cannot give credit for days absent, or roll-over payment to up-coming school semesters or new school years. Additionally, **household accounts that have a balance of unpaid fees, will result in suspension of *Buffalo Adventures* activities including aftercare, fee-based extracurricular activities, camps and/or service clubs.** (Reinstatement to *Buffalo Adventures* programs can occur after regaining a zero balance.)

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. If an emergency occurs, please call the school as soon as possible to let them know that you will be delayed.

Primary Center – 352-259-7700

Intermediate Center – 352-259-2300

4th/5th grade Center- 352-259-6850

Middle School- 352- 259-0044

High School- 352-259-3777

We will care for your child until you arrive, but please take note that the following policies will 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 time displayed on the **school clock** at the *Buffalo Adventures* desk.

- **Overtime charges are \$1 per minute per child for the first 15 minutes.**
- **Overtime charges will increase by \$5 per child for each remaining quarter hour.**
 - EX: 6:00-6:15= \$1 per minute per child
 - 6:15-6:30= \$5 per minute per child
 - 6:30-6:45= \$10 per minute per child
 - 6:45-7:00= \$15 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 aftercare program, *Buffalo Adventure* privileges may be denied for the remainder of the school year and for all camp programs.

PLEASE NOTE- 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.

Suspension or Dismissal from the program

Your child may 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**

Students participating in any *Buffalo Adventures* sponsored program, sport, club, camp, or activity are held to the same high standards to which they are accountable during the regular school day. *Buffalo Adventures* Site Coordinators and Guides do their very best to work with students and their behavioral choices. Many times, these instances are used as “teachable moments.” However, repeated behaviors, especially those that include physical contact, or other behaviors deemed inappropriate by the Site Coordinator, will be grounds for immediate suspension from *Buffalo Adventures*. The number of days for suspension will be determined by the Site Coordinator.

In some cases, a discipline referral will be submitted to the administration at the child’s school. At the middle and high school level, these discipline referrals will become part of the student’s permanent record. Reinstatement to the *Buffalo Adventures* program will occur after the parent has conferenced with the Site Coordinator and expectations for student behavior is reiterated. Sadly, continued failure to meet expectations will result in expulsion from all afterschool activities for the remainder school year. We look forward to working with you and your student for a successful experience in *Buffalo Adventures*.

Other Important Policies

Buffalo Adventures is a business located on the VCS campus. We are pleased to have use of these beautiful facilities to run our afterschool and holiday programs. While you are on campus watching an activity or picking up your children, please be sure that you:

- Avoid the use of any tobacco product indoors or outdoors. It is strictly prohibited.
- Do not bring pets. Service dogs are the only animals permitted on campus.
- Safe guard any personal belongings. Neither *Buffalo Adventures* nor VCS will be held responsible for any lost or damaged items. Please be sure to communicate to your child the importance of following the guidelines indicated in their school's agenda planner for the use of electronic equipment while on campus.

II. Extra-Curricular Activities

Our goal is to provide working parents the opportunity for their children to participate in extra-curricular 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 the VCS website just prior to the beginning of each nine-week session and will be posted in each *Buffalo Adventures* office. **To participate in any extra-curricular activity, your child will need to be registered in our *Buffalo Adventures* Program, which includes the \$25 activity fee.** Daily aftercare fees (\$6/day/child) will apply to those students who are on campus after school prior to the beginning of the paid activity and to those who stay longer than 10 minutes after the ending time of the activity.

Session I runs between August 9, 2018 and October 12, 2018

Session II runs between October 16, 2018 and December 21, 2018

Session III runs between January 8, 2019 and March 8, 2019

Session IV runs between March 11, 2019 and May 17, 2019

In compliance with the VCS school dress code policy, students who “dress out” for extra-curricular activities must “dress back in” before returning *Buffalo Adventures* aftercare.

III. Service Clubs

Service Clubs are an integral part of a well-rounded education and provide students the chance to explore leadership, socialization, and volunteer opportunities. Your middle school and high school aged child can belong to nationally recognized organizations such as: K-Kids, Builder's Club, Early Act, and Inter Act. After paying the \$25 registration fee, students can participate in these types of clubs for a \$10/year activity fee. This fee includes all club dues. There may be academic and behavioral eligibility requirements for some clubs. The activity leader for the club will provide more information to you. Service clubs at the High School level are overseen by the VHS Activities Director. The \$25 registration fee does not apply to High School, as there may be other club dues. However, daily aftercare fees will apply to students who are on campus after school prior to the beginning of the paid activity and to those who stay longer than 10 minutes after the ending time of the activity.

Art, Chorus and Opera Clubs

During the school day, VCS students are exposed to a wide variety of elective classes. This exposure to art, music and foreign language is something that our students look forward to! For students who show a special interest or talent in one of these areas, extended time is provided during the afternoon in a “club” setting. Under the direction of a certified staff member, students can more fully learn and explore skills specific to that elective area. Students involved in the Art club in each building develop more extensive pieces for their portfolios. Students involved in Chorus or the Opera Club learn performance techniques that assist them in performing in school functions, as well as in The Villages community. These clubs require a year-long commitment and are by invitation only. Should you have any questions, please contact the art and/or music teachers in your child's building.

IV. Holiday Camps

When school is not in session, the *Buffalo Adventures* Program offers themed holiday camps to current VCS students in grades K-5 on a first come, first serve basis. We are pleased to offer this service to parents working in *The Villages* who may not have the same vacation schedule as their children. While in camp, students must follow the *Code of Conduct*. Listed below is the daily schedule that we will follow:

Drop off: 7:30 AM
Snack: 10:00 AM (provided)
Lunch: 12:00 (please bring a bagged lunch)
Snack: 2:00PM (provided)
Pick-up: 6:00 PM

In-between, we will have many engaging learning opportunities planned for your children. Seasonal arts and crafts projects, as well as indoor and outdoor play are included each day. We pride ourselves in providing the best quality childcare, coupled with the most engaging entertainment options for your children. We partner with many clubs in *The Villages*, as well as, contract with many local venues to ensure a fun time for all! Holiday camps are held when interest in the program is sufficient and when the calendar year allows. Information will be posted on the VCS website prior to the start of these camps. You won't want to miss the enrollment period, as spaces are limited and fill quickly! As such, **camp fees are non-refundable**. Please be sure that you select only the weeks that you plan for your children to attend camp. Payment for at least one week per child must accompany the registration form in order to reserve your child's spot. **Once registration ends, you will be liable for the cost of all weeks you selected. Neither refunds nor credits will be issued due to non-attendance.** For the coming school year, holiday camps will occur during these times:

Fall Break Camp- November 19, 2018 – November 21, 2018
Spring Break Camp- March 18, 2019– March 22, 2019
Summer Camp- June 3, 2019- July 26, 2019

V. Buffalo PRIDE meetings

The PRIDE (Partners Responsible in Developing Education) is an integral part of staying "connected" to VCS. PRIDE meetings take place the first Tuesday of every month, excluding January, in the gymnasium at The Villages Charter Middle School. The topics for each meeting vary, but include a wide variety of topics of interest to VCS parents. Parents attending these meetings receive "PI" (Parental Involvement) hours, which is one of the cornerstones of The Villages Charter School system. Because some of the topics covered may not be suitable for little ears, the *Buffalo Adventures* program is happy to provide **complimentary** childcare during these meetings. Parents may drop-off their children in the 6th grade wing at VCMS where *Buffalo Adventures* Guides will be ready to receive them.

Contact us!

We strive for excellence, and are always willing to hear your concerns/suggestions in an effort to improve our quality of care. We look forward to a great year with your child!

Primary Center (KG and 1 st grade):	Monica Amaya, Coordinator	352-259-7700
Intermediate Center (2 nd and 3 rd grade):	Kathryn Lewis, Coordinator	352-259-2300
4 th /5 th Grade Center (4 th and 5 th grade):	Lana Hood, Coordinator	352-259-6850
Middle School (6 th , 7 th and 8 th grades):	Lisa Lawson, Coordinator	352-259-0044
Fee-Based Programs Director:	Allison Nave	352-259-2350