



Palm Beach Maritime Academy Before & After School Program 2017 – 2018

1518 W Lantana Rd & 600 S East Coast Ave
Lantana, FL, 33462
(561) 547-3775 (561) 578-5700

After School Registration

After school is open to all children in the school grades K-8. When a child is accepted into the afternoon program, a \$75.00 registration fee will be due per family. **Fees are non-refundable.** This will hold your child's place in the program for the upcoming year. The fee for August will be due **prior to the first day of school.**

After School Fees

You are registering for a space in the program and therefore you pay for the entire month of supervision, whether your child attends or not. There are no per diem or part time fees. You will be charged the monthly fee until the school principal receives written notification that you have withdrawn your child. **Monthly fees are due the last week of each month. For the upcoming month fees are to be paid prior to your child/children attending the program. A \$20 late fee will be imposed after the 3rd of the month.** If payment is not received by the 3rd of the month, your child will be removed from the program until fees are paid in full.

Fees are non-refundable.

After School (Elementary School) \$200 monthly
After School (Middle School) \$175 monthly

Hours of Daily Operation

Monday – Friday excluding non-school days
Before-School (Elementary/Middle)
7:15 am – 7:50 am
After School (Elementary)
2:20 pm – 6:30 pm
After School (Middle)
4:00 pm – 6:30 pm

Supper/Snack

All students registered in after school will receive supper @ 3:45 pm and snack @ 5:15 pm.

Before-School Registration & Fees for the 1518 W Lantana Rd site only...

Before-school will begin at 7:15 am and last until 7:50 am, when children will be sent to class. The cost for this is \$100 per month per child with a \$25 registration fee per family. **Fees are non-refundable.** There is no per-diem rate for Before-care. **Monthly fees are due the last week of each month. For the upcoming month fees are to be paid prior to your child/children attending the program. A \$20 late fee will be imposed after the 3rd of the month.** If payment is not received by the 3rd of the month, your child will be removed from the program until fees are paid in full.

Late Pick Ups

A late fee of \$1.00 per minute will be charged for each minute the parent/guardian is late picking up his/her child after 6:30pm. The late fees are due at time of pick up. The official clock will be the school clock. **There is no grace period. Children picked up twice after 6:30pm will be dismissed from the program.** When parents have not picked up their children by 6:30pm PBMA will contact the Lantana Police Department. **The child will no longer be allowed to attend.**

Check & NSF Policy

Any checks written for fees to after school and before school programs must be submitted five business days prior to the first of the month. If a check is returned because of insufficient funds, payment must be made in the form of cash or money order to replace the check and there will be a return check fee (according to the bank charges). Future payments (after a returned check) must be paid in cash or money order.

Personal Belongings

We will not be responsible for any items a child brings to school. For this reason, children may not bring any items such as Pokémon collections, electronics or scooters, etc.

Sickness or Injury

If your child becomes sick or injured while in our care, we will notify you immediately. Parents are expected to pick up the child within thirty minutes.

Discipline Policy & Expulsion

All students are expected to follow the PBMA Handbook, and the Palm Beach County School Handbook. Parents will be notified of serious or recurring discipline problems. If a child has disciplinary problems he/she may be dismissed from the program.

Once – Verbal Notice (depending on level)

Second – Written Notice (depending on level)

Third – Time Suspended (depending on level)

Please see PBMA student handbook located on www.palmbeachmaritimeacademy.org Student Handbook.

Wait List

When the program is full, the applicants will be put on a waiting list. As students apply throughout the school year, their names will be added when additional staff is hired or as spaces become available. Students will be admitted by the date of application.

Dismissal Procedures

Only people listed as approved to pick up on your registration sheet will be able to sign out and pick up your children. You must sign using your full signature (no initials) and put the time of pick up. Authorized persons must have photo I.D. cards to show the school management upon release of child each time they come into the school.

If the person does not have proper identification, the child will be kept on school grounds until a parent or legal guardian is notified. If a situation occurs in which a child is asked by a parent or legal guardian to walk or bicycle home, the parent or guardian must advise the school management in advance and in writing. You may not call to release your child to sign himself out.

Unless there is a specific custody order from a Florida Court on file with the school, a child will be released to either parent. It is the parent's responsibility to be sure all applicable forms have been given to the school. Also, if you are having someone pick up your child who is not on your registration form, you must fill out an Authorization form prior to the event.

We look forward to an amazing year in after school!

I have read the After School Brochure and agree to follow all policies.

Parent's Printed Name _____ Date _____

Parent's Signature _____

Student's Name _____

**PALM BEACH MARITIME ACADEMY
BEFORE SCHOOL / AFTER SCHOOL PROGRAMS**

Check What Applies:	
<input type="checkbox"/>	Before-School
<input type="checkbox"/>	After-School

3 A \$25 FEE PER FAMILY IS DUE TO REGISTER FOR BEFORE-SCHOOL
A \$75 FEE PER FAMILY IS DUE TO REGISTER FOR AFTER-SCHOOL

Child's Legal Name		Also Known As			
Local Address		Date of Birth	Sex	Grade	Age
Father or Legal Guardian		Mother or Legal Guardian			
Address, City, State, Zip Code		Address, City, State, Zip Code			
Place of Employment		Place of Employment			
Home/Business/Cell/Pager Numbers		Home/Business/Cell/Pager Numbers			
E-Mail Address		E-Mail Address			

Who does the child live with? Mother Father Other _____

Who has custody of the child? Mother Father Shared Custody Other _____

Yes No Is there a court order barring either parent from removing or contacting the child during the school day? (if Yes, provide school with a certified copy of the Florida court order.)

What language is spoken in the home by the parent or guardian? _____

EMERGENCY INFORMATION

Person(s) other than parent authorized to pick up child (Picture I.D. Required)

PASSWORD (limit 10 characters)

Siblings picking up children must be listed and at least 18 years of age.

(The program requires a notarized letter when siblings are under 18 or minor's name on registration form.)

Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		
Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		
Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		
Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		
Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		
Name	Local Telephone	Relationship	Authorized For Emergency Pickup <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cell or Alternate Phone		

**PALM BEACH MARITIME ACADEMY
BEFORE-CARE / AFTERCARE PROGRAM**

Child's Physician or Clinic	Physician's Telephone	Hospital Preference
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Yes No Does your child have health insurance?
if yes, which kind: _____

Yes No Does your child have any Allergies (include food, animals, plants) or Medical problems that we must be made aware of?
If yes, specify _____

Yes No Does your child need any medication* while in childcare?
If yes, specify _____

* A Florida State form "Physician Authorization for Student Medication/Treatment" supplied by the physician) MUST be signed by the physician and parent and attached to childcare registration form. Medication must be in prescription bottle and agree with medication authorization form.

What are the warning signs when the student is becoming ill? _____

Explain child's special needs/physical limitations/behavioral issues (parent/guardian must fill in or write NONE)

_____ day? (if Yes, provide school with a certified copy of the Florida court order.)

Check activity level if activity is limited. (A physician's letter is required)

No physical Education Limited Physical Education Activity limited only during illness

My child may may not be photographed or video taped in childcare.

PARENT'S / GUARDIAN'S OTHER CHILDREN IN PALM BEACH COUNTY SCHOOLS

Name of child	School Attending	Grade	Date of Birth

PARENT / GUARDIAN SIGNATURE

I verify the information given is true and accurate to the best of my knowledge. My signature indicates an agreement to accept policies and procedures established by the childcare program (see childcare brochure)

Signature of Parent/Guardian & Date

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: 8/14/2017

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



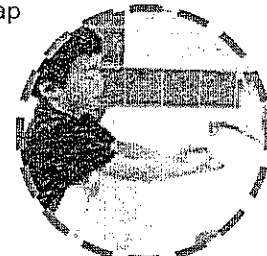
How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

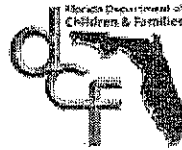
What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

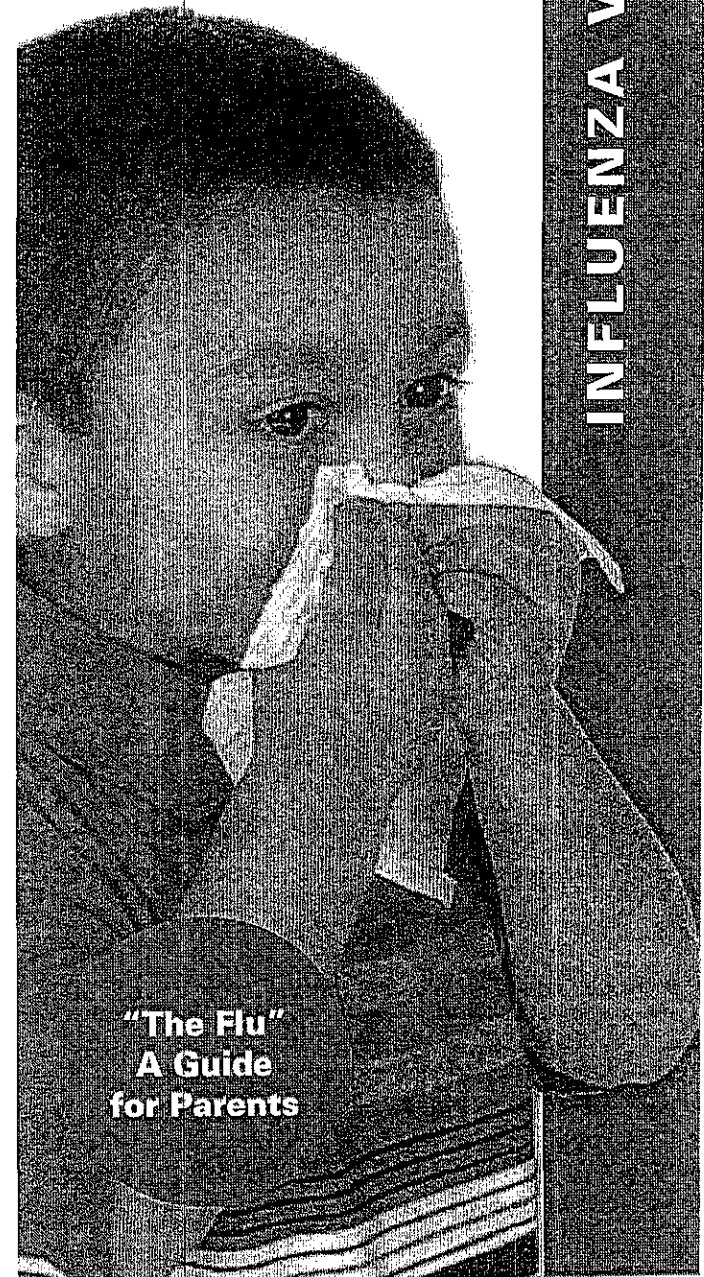
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**