

**City of Largo's  
Before and After Care  
And School's Out Day  
Programs**



**Enrollment Packet 2023-2024**

### The City of Largo Childcare Program

This program offers children a safe, fun, and healthy opportunity after school. Children in the program will have the opportunity to be involved in sports, games, arts and crafts, homework time, reading, and much more. The City of Largo looks forward to serving your family.

**Southwest Recreation Childcare License Number: C094372**

**Highland Recreation Complex License Number: 52511536737**

**Dates:** August 10<sup>th</sup> 2023 to May 29<sup>th</sup> 2024

**Grades:** Kindergarten through fifth grade before and after care  
Largo Middle before school only

**Time:** The before care program opens at 6:30 am. Children must arrive by 8:00 am to ride the bus for the elementary schools. Middle school students must arrive by 8:50 am. Children will be dropped off to and picked up from their designated school according to their bell schedule. All parents with children registered for after care must pick up their children from the recreation center by 6pm.

**Schools Out Days:** Special camp programs will be offered on the following schools out days:

Sept 25, 2023	Oct 16, 2023	Nov 20-22, 2023	Dec 22, 2023
Dec 27-29, 2023	Jan 2-5, 2024	Feb 16, 2024	Mar 11-15, 2024
March 29, 2024	April 26, 2024		

These camp days will be held at the designated recreation complex. Parents are required to drop their children off and pick them up from the specific facility using the assigned entrance. Please see your site director for more details. Hours of operation during school's out days is 7am – 6pm. Pricing varies for those children who register for school's out days only. Please see the site director for details.

**City Holidays:** The recreation complexes will be closed on the following city holidays:

Sept 4, 2023	Nov 23-24, 2023	Dec 25-26, 2023	Jan 1, 2024
Jan 15, 2024	Feb 19, 2024	May 27, 2024	

**Days:** Monday – Friday      **Ratio:** 1 to 25 (School Age)

**Staff:** Our before and after school program is licensed through the Pinellas County Licensing Board. Our staff is certified by taking 40 hours of childcare training offered by the PCLB. All staff hired by the City of Largo have completed a Level 2 Background Screening. This includes local, state, and federal background checks. All staff working as group leaders within our program are at least 18 years old.

**Snacks and Nutrition:** Children are asked to bring a snack and water bottle with them to the program daily. During full days they must also pack a nutritious lunch. Snacks are not provided through the program. The parent/guardian must provide a nutritious snack. Junk food such as candy and soda are not permitted. Only clear liquids are permitted. Please speak with the site director if you need healthy food choice suggestions.

**Vacation Policy:** Tuition is due in full for every week that school is in session. Tuition can be waived on the following dates by submitting a vacation form to the director notifying us that your child will be absent and/or on vacation during a school's out week.

Nov 20-22, 2023	Dec 27-29, 2023	Jan 2-5, 2024	March 11-15, 2024
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**Daily Activities:**

- **Rotations** are approximately 1 hour long. The scheduled rotations and activities will be posted weekly.
- **Extracurricular Activities:** Children will have the opportunity to choose between a select variety of extracurricular activities each day after school such as cheerleading, tennis, sports, crafts, and more. Children and parents will be able to choose their activities the last week of each month. Participants may change activities monthly. The classes being offered will change periodically. **These classes are scheduled each day Mon-Thur. We ask that you plan accordingly and try not to pick up your child during class time.** Class sizes are limited depending on the enrichment offered.
- **Homework Time:** A homework time will be offered during the program. Children will be encouraged to complete their assigned homework during this time, but staff are not able to monitor what is completed.
- Children are asked to keep their toys and electronics at home unless otherwise requested to bring in a personal item for a special event or enrichment. We are not responsible for lost, stolen, and/or broken items that were brought in from home.

**Registration/Payments:**

**Family Registration Fee** of \$25 per family is due when registering your child for the program. Please note that if your child withdraws and re-registers in the program, this fee will be charged again. If you re-register within 60 days of your withdraw date, a surcharge of \$75 will be charged.

**Recreation, Parks & Arts Membership** is required to participate in the before and after school program. The cost of the membership is determined based on individual residency within Pinellas County. All membership cards must be valid through the last day of the school year.

**Cancellation of Service:** If, for any reason, you wish to cancel your child's participation in the City of Largo's Before and After Care Program, you need to notify the program director in writing. Until that time, you are financially responsible for the service for which you registered your child. We will not accept a verbal cancellation.

**Emergency Closure Plan:** In the event of a forced closure due to weather (such as a hurricane), or a communicable disease (such as COVID), the following policy is in place: Any closure that only affects one day of care will not affect tuition payments. Any closure that affects two or more days of care, the City of Largo will adjust the fees and apply any money collected for the closed days to the next week of care. The weekly rate will be divided by the amount of days care was available to determine the proper fee to be allocated for that week.

**Payment Schedule:** All payments are due on Fridays for the upcoming week. A \$5.00 late fee will be assessed to all accounts not paid by the due date. The child will not be able to continue in the program until your account balance is up to date. If you use the auto debit system, your payment will be withdrawn on Friday each week for the upcoming week.

Before School Program – charged on all weeks school is in session	After School Program – includes all single school's out days	School's Out Weeks – vacation can be used on these weeks
\$20 per week on auto debit	\$75 per week on auto debit	\$100 per week on auto debit
\$25 per week if paying in person	\$80 per week if paying in person	\$105 per week if paying in person

**Easy Payment Methods:**

1. Through autopay your weekly tuition will automatically be charged to your credit or debit card.
2. At Highland or Southwest Recreation Complexes using cash, check, money order or credit card (excludes American Express). Both facilities are open seven days a week. Using this method will include an additional fee.

**Photo Policy:** Photographs taken by the Recreation, Parks and Arts Department at city programs and events are often used in presentations, display boards, flyers, website, brochures, and city publications. If you do not wish to have your child's picture taken, please let the staff know in advance.

**No Smoking:**

This building is a smoke free facility. This includes all forms of tobacco including but not limited to cigarettes, e-cigarettes, or vaping in the building or within 500 ft of the building entrance.

**Procare:**

The City of Largo is using Procare for our communication, sign in and out, and paperwork. It is vital for each family to complete the registration before their child's first day. If you have multiple children in our program, you can "add child" on the first page of the registration process. Please be sure to add all your authorized pick-up contacts when creating your child's profile. A few things to know before you get started:

- Locate the name, phone number, and address for each of your emergency contacts/ pick up list.
- You will need your employers address and phone number.
- Locate the name, phone number, and full address for your dentist and doctor.
- You will need to complete a notarized emergency release form for each child you are registering. This form will be provided at the front counter with your parent handbook and auto debit form.

Please note: **Each section of the electronic registration form is important information required by the Pinellas County License Board. You must use full names and full address in the fields.** If the information is submitted incorrectly, you will be asked to resubmit your child's application.

**Attendance and Participation:**

Children are encouraged to participate when present, unless sick or injured, in which case, parents will be notified, and the child will be sent home. **It is required to notify us when your child will not be in the program.** Preferably, notify us in Procare (or call the facility). Your cooperation is appreciated.

**Southwest Recreation Complex 727-518-3125 or email [swaftercare@largo.com](mailto:swaftercare@largo.com)**

**Highland Recreation Complex 727-518-3016 or email [hcaftercare@largo.com](mailto:hcaftercare@largo.com)**

**Ambulance Service:**

In the event of an emergency in which emergency medical staff warrants that the child be taken to the nearest hospital, transport fees will be the responsibility of the parent or legal guardian. This fee currently costs approximately \$1000.00.

**Sign Out Policy:**

Parents must sign in and/or out their child each day on an electronic device. Each day must be documented with a **FULL SIGNATURE**. Initials are not accepted as a full signature. Identification will be required and should be brought with you daily to sign out. Only authorized persons will be allowed to pick up the child/ren. Those authorized are indicated on the child's enrollment profile in Procare. We will not release your child to any one not listed in Procare.

**Medications:**

Staff will only administer emergency lifesaving medication (epi-pens, inhalers). All other medication given during after school hours must be administered by a parent, guardian or adult listed on the child's enrollment profile. If your child has a medication that must be administered immediately, prior to the arrival of emergency personnel, you must complete a medication form. Parents will be required to train staff on how to administer the medication. The medication must have your child's name on it and a photo attached. Medication must be in its original container. Please see the site director to receive a medication form.

**Head Lice:**

Any child that is found with head lice or nits will be sent home immediately and will not be allowed to return to the program until their head is free of lice and/or nits.

**Late Pick-Up Fee Policy:**

In the case that a parent or authorized person is late picking up a child, that individual will be responsible to pay the appropriate late fee. If a parent or authorized person is late more than three times the child will be suspended from the program. To avoid the late fee and possible suspension, please pick up your child by 6pm. **THE LATE FEE IS \$1.00 PER MINUTE PER CHILD!** This will be based on the clock at the sign out table. Fees must be paid in full before the child can return to the program.

**Disciplinary Policy:**

The City of Largo’s Before and After School Program rules are enforced to ensure a safe, professional, and organized program. The following disciplinary procedures are put in place for the program participants. These disciplinary procedures are designed to help each participant learn and grow as a responsible person in a fair and consistent manner. Minor infractions of the Code of Conduct will have the following consequences that vary with the developmental level and ages of children in care:

First Offense: Verbal reprimand

Second Offense: Conversation and/or a conference with Program Director

Third Offense: Individual circumstances will be considered, and the appropriate consequences will occur:

1. written reprimand
2. suspension (1-5 days)
3. permanent suspension from program.

Each offense will be written on a disciplinary action form for the parents to sign and review with the Director. Such disciplinary policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel. In consideration of the nature of the offense, we reserve the right to implement whichever of the above steps are necessary.

**Schools Serviced:**

The City of Largo services schools based on need and availability. A minimum of 5 registrations are required for us to commit to transporting to/from a school. Facility managers/supervisors will determine if a school can be added because of need or dropped due to low enrollment.

<b>Southwest Before School</b>	<b>Highland Before School</b>
Anona Elementary Mildred Helms Elementary Oakhurst Elementary Ridgecrest Elementary	Largo Middle School Belcher Elementary Pinellas Academy of Math and Science Pinellas Preparatory School
<b>Southwest After School</b>	<b>Highland After School</b>
Anona Elementary Mildred Helms Elementary Oakhurst Elementary Ridgecrest Elementary	Belcher Elementary Pinellas Preparatory Academy Pinellas Academy of Math and Science

This is a form for staff to fill out upon registering for the Before and Aftercare Program, as well as full day care when school is not in session. Please bring this form with you when registering.

**Registration Checklist:**

- \_\_\_ The child's rec card must be good until May 29, 2024
- \_\_\_ Auto debit form completed and reviewed (optional)
- \_\_\_ Verified household phone number and email address listed in rec trac
- \_\_\_ Paid the annual registration fee
- \_\_\_ Notarized emergency medical release form completed with no blank lines or white out

Tell family: The City of Largo is using Procure for our communication, sign in and out, and paperwork. It is vital for each family to complete the registration before their child's first day. You will receive and email to complete your electronic paperwork for our program.

\*\*Staff your signature below verifies that you have personally checked all paperwork and are **ONLY** accepting those that are **FULLY** completed. By signing below you verify that you have verbally explained the importance of Procure. This is very important for the license board so please adhere to all needed above.

Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date of Child: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of School Child Attends: \_\_\_\_\_

Please circle days child is attending:

Monday                      Tuesday                      Wednesday                      Thursday                      Friday

Please circle the parent/guardians pricing package choice:

Before School – charged on all weeks school is in session	After School– charged on all weeks school is in session	Full Week Only
\$20 per week on auto debit \$25 per week if paying in person	\$75 per week on auto debit (\$100 per week when school is out for the whole week) \$80 per week if paying in person (\$105 per week when school is out for the whole week)	Nov 20-22, 2023 (\$100 R/\$125 NR)
		Dec 27-29, 2023 (\$100 R/\$125 NR)
		Jan 2-5, 2024 (\$125 R/\$156 NR)
		March 11-15, 2024 (\$150 R/\$188 NR)



**Auto Debit Authorization and Registration Form**

Program	Weekly Charge	Selected Care
Before Care	\$20.00 (\$25 per week without auto debit)	
After Care	\$75.00 (\$80 per week without auto debit)	
School's Out Weeks	Varies according to week needed and residency	
ELC Recipient	Varies according to the listed parent fee	

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's School: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Household Email Address: \_\_\_\_\_

Program Location: Highland \_\_\_\_\_ Southwest \_\_\_\_\_

Auto debit will be pulled every Friday for the upcoming week. I agree for the fees for my child's childcare listed above to be paid weekly. Should any credit card (EFT) not be honored by my financial institution for any reason, I realize that I am still responsible for the total payment due. In addition, I will incur a processing fee of \$5 assessed by the City of Largo for any payments that are not able to be electronically processed. After two non-successful payment attempts, I will be withdrawn from the auto pay program. I also understand it is my responsibility to notify the City of Largo in writing should my credit card expire, my financial institution changes, or I make any changes to my account information at any time. The City of Largo requires a 10 day notice to change/cancel an EFT processing. All weekly fees are required to be paid if your child attends or not.

**Initial Payment:**

Membership \_\_\_\_\_ + Registration \_\_\_\_\_ + First Week of Tuition \_\_\_\_\_ = Total Due Today \_\_\_\_\_

My weekly EFT withdraw total: \_\_\_\_\_

Name as it appears on the credit/debit card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Card Expiration Date: \_\_\_\_ / \_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### EMERGENCY MEDICAL RELEASE

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

#### Please Print Information

Child's Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medicines Routinely Taken: \_\_\_\_\_

Name of Custodial Parent(s)/Legal Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Family Physician's Name/Health Care Resource: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City State Zip Code

Telephone ( ) \_\_\_\_\_

Hospital Preference: \_\_\_\_\_  
Name City

Medical Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Emergency Contact (if custodial parent/guardian cannot be reached): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address (number, apartment #, street) City, State, Zip Code

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

#### Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child \_\_\_\_\_, in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

#### Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ 20\_\_\_\_\_  
(Month) (Day) (Year)

by means of  physical presence or  online notarization by \_\_\_\_\_ who is personally known  
(Name of Affiant)

to me or has produced \_\_\_\_\_ as identification.  
(Type of identification)

SEAL OF NOTARY

Signed: \_\_\_\_\_ (Signature of Notary)