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A.D. HENDERSON SCHOOL/  
FAU HIGH SCHOOL  
Florida Atlantic University

# **A.D. HENDERSON UNIVERSITY SCHOOL & FAU HIGH SCHOOL H.A.S.P. K-8<sup>TH</sup> GRADE PARENT HANDBOOK**

Dr. Valerie J. Bristor, Superintendent

Dr. Joel Herbst, Assistant Dean Office PK-12 Programs

Mrs. Sherry Bees, Principal / Director

August 1, 2017

Dear Parents,

The A.D. Henderson After School Program (HASP) is happy to welcome you and your child/children to another exciting year of after school activities. HASP is an educational after school hours service operating until 6:00 p.m. on regular school days and all early dismissal days except 9/1, 11/21, 12/19, 12/22, 3/23, and 5/30. HASP services are available to elementary and middle school students enrolled at A.D. Henderson University School. Please be sure to look over this handbook thoroughly, as there have been a few changes in policies and procedures this year.

We are pleased to have your child/children in the Henderson After School Program for the 2017-2018 school year. The goal of the HASP staff is to provide a safe, nurturing, learning environment for those students needing care after the regular school day. Your child's well being, happiness, and safety are priorities to us at A.D. Henderson University School. We will maintain the same high standards of excellence in the after school program that is evident during the school day. We look forward to a wonderful year!

Sincerely,

**Brianne Allen**

**Brianne Allen**

[btuzzoli@fau.edu](mailto:btuzzoli@fau.edu)

**Gina Sands**

**Gina Sands**

[rsands@fau.edu](mailto:rsands@fau.edu)

**HASP Directors**

**Office Hours:** 2:00 – 6:00 p.m. (12:00 – 6:00 on early dismissal days)

**Telephone number:** (561) 297-3952

(Answering machine will pick up any messages left outside of office hours)

**Email address:** [fau.hasp@fau.edu](mailto:fau.hasp@fau.edu)

(Be sure to include HASP and your child's name on subject line of the email)

### **Contacting HASP**

- **Email (preferred):** Email messages will be checked daily at 2 p.m. (or 12 p.m. on half days).
- **Phone:** Please note that our answering machine will pick up any messages left outside of office hours. Messages will be checked daily at 2 p.m. (or 12 p.m. on half days). Please only leave messages pertaining to after school. If alternative arrangements must be made for who picks up your child, **HASP must be informed in writing.** Leaving a message on the HASP voicemail is not acceptable as notification due to security concerns.
- **Notes:** Any written correspondence may be sent with your child to his/her homeroom teacher for HASP's attention. Also, please call or email the HASP office directly of any HASP notifications.
- **In person:** When you come to pick up your child, you are welcome to speak to the HASP office staff in regards to a change in your attendance or pick-up.

### **Days of Operation**

HASP will operate every school day beginning **Monday, August 14, 2017 through May 30, 2018 EXCEPT for 9/1, 11/21, 12/19, 12/22, 3/23, and 5/30.** For further information as to school holidays and breaks, please refer to the A.D. Henderson University School / FAU High School 2017-2018 calendar available on our school website and/or in the back of this parent handbook.

### **Admission / Withdrawal**

Enrollment in our program will be limited to approximately 18 children in our K-5 groups and 25 children in our middle school group(s). A waiting list of names will be started once grade level groups are filled. We will contact you as soon as a HASP spot becomes available for your child.

Placement in the after school program will be on a **full-time or scheduled part time basis only.** Drop in services are not offered at this time including early dismissal days. **ONLY** registered HASP children may be in attendance on early dismissal days.

**There are THREE attendance options:**

Fee Package 1-A: Daily pick up by 6:00

Fee Package 1-B: Daily pick up by 4:30

Fee Package 2-A: Aftercare attendance 2 days per week-Pick up by 6:00

Fee Package 2-B: Aftercare attendance 2 days per week-Pick up by 4:30

Fee Package 3-A: Aftercare attendance 3 days per week-Pick up by 6:00

Fee Package 3-B: Aftercare attendance 3 days per week-Pick up by 4:30

Parents choosing package options 2 or 3 will have to select which days of the week their child(ren) will be attending for the year.

Please notify the HASP office if your child’s package needs to be changed. A “Change of Package Form” must be completed and turned into the HASP office. **You may change your child’s package the first week of each month, if necessary. No mid-month changes will be permitted.**

If for any reason you need to withdraw a child from the HASP program, please fill out the “Change of Package Form” in the HASP office. Withdrawal from the after school program will not be considered final until the form is completed and turned in. Additionally, **absences from HASP or school DOES NOT waive fees.**

***\* Continued enrollment in our program is contingent upon TIMELY payment of fees. If an account carries a balance after the 15th of each month, parents will be notified, and the student(s) will be unable to attend and withdrawn from HASP until the fees are paid in full.***

**HASP Abbreviated Fee Schedule**

MONTH	Payment Due	1A	1B
August	Friday, 8/18	\$140.00	\$98.00
September	Friday, 9/1	\$195.00	138.50
October	Friday, 10/6	\$215.00	\$152.50
November	Friday, 11/3	\$170.00	\$119.00
December	Friday, 12/1	\$145.00	\$103.50
January	Friday, 1/12	\$160.00	\$112.000
February	Friday, 2/2	\$195.00	\$138.50
March	Friday, 3/2	\$160.00	\$112.00
April	Friday, 4/6	\$195.00	\$138.50
May	Friday, 5/4	\$205.00	\$145.50

Two and three day packages are available and are calculated based on a weekly rate for the number of weeks per month and includes half-days.

**2-Day packages:**  
 6:00 pick-up=\$20 a week  
 4:30 pick-up= \$14 a week

**3-Day packages:**  
 6:00 pick-up= \$30 a week  
 4:30 pick-up= \$21 a week

## **Registration**

Early registration for the 2017-2018 school year is now available. A place in HASP is guaranteed to all parents who take advantage of the early registration.

If you did not take advantage of the early registration and need to complete an application form, please do so as soon as possible. Application forms are available on the school's website at <http://adhus.fau.edu>.

## **Payment & Fee Schedule**

All fees are payable annually or monthly. **MONTHLY PAYMENTS ARE DUE THE FIRST FRIDAY OF EACH MONTH.** The date the payment is due will vary from month to month. The only exception is August fees, due August 18th.

**A fee schedule for the year** is available for each package to help you with your budgeting and timely payment of fees. Please inquire in the HASP office for the schedule of your choice.

***A discount is available for those children who qualify for FREE or REDUCED lunch. Free or reduced lunch status must be certified each school year. Please see Mrs. Allen or Mrs. Sands with any questions regarding eligibility.***

**Each child in our program has a reserved place whether or not the child is present. No payment adjustments will be made for participation in clubs, sports, or absences.**

### **PAYMENT OPTIONS:**

- Credit card payments, as well as checks, can be made online from our aftercare link on our school website. Please click the link "Pay Online" for further directions. The HASP front office will be able to assist you if needed; computers are also available in the HASP front office if you'd like to pay your fees at school. **No cash payments will be accepted.**

**THERE WILL BE A \$25 LATE FEE ASSESSED TO ALL LATE PAYMENTS.** A payment is considered late if received after the due date, which is the first Friday of each month.

## **HASP Activities**

Students in the Henderson After School Program will be placed in groups according to grade levels. They will stay with one counselor per group. Other counselors may provide special activities such as athletics, technology, and arts and crafts. Each after school group will have a homeroom and will follow a daily schedule.

**Homework time:** Is required for all students. This will be a 30 – 60 minute quiet study time for students Monday through Friday. Students who do not have homework will be expected to read or study quietly during homework time. Please encourage your child to make good use of the daily homework time. Counselors will do their best to help each student with their homework but this does not guarantee that it has been checked. ***However, students with after school commitments, clubs, or sports may not always participate in the homework portion of After Care resulting in unfinished assignments.*** Please take time to review your child's work with them nightly. STUDENTS WHO ARE A DISRUPTION DURING HOMEWORK TIME WILL BE SUBJECT TO DISCIPLINARY ACTION AS NECESSARY.

## **Supervision and Student Pick Up**

All children will be carefully supervised. Children will be released only to adults listed as "authorized to pick up" on the registration form and will be required to show identification. This includes parents. Authorized persons will sign the child out each day in the HASP office. Please wait at the office for your child to be dismissed. We appreciate your patience while waiting for your child. If other arrangements for pick up are necessary, we require written notification. **For safety reasons, messages left on the HASP voicemail will not be acceptable as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM and EMERGENCY CONTACT INFORMATION UPDATED AT ALL TIMES!**

***\*Please note that we are unable to accommodate parents calling the HASP office in advance of their arrival to pick up children. Parents/guardians are required to enter a security code and use Biometric ID for HASP to release each child.***

Please remember that your child must be signed out of HASP by a person authorized for pick up even if your child is attending an evening function at school. No child will be allowed to leave HASP without being signed out by a designated adult (age 18 or older).

A child may be released to a non-custodial parent unless there is a specific custody order prohibiting their release, from a Florida Court System on file with HASP.

## Attendance

Attendance will be taken immediately in HASP and entered into our ProCare program. All children are to check in with their HASP counselor before going to any sports, clubs, or other school activity. **It is imperative that we be notified if your child will not be staying for HASP on a particular day.**

Please:

- Email: [fau.hasp@fau.edu](mailto:fau.hasp@fau.edu)
- Call the HASP office and leave a message on our answering machine (*If your child is absent from school, you do not need to contact the HASP office.*)
- ***If your upper elementary or middle school student does not check in PRIOR to attending any school sports, clubs, or other activities he or she will be subject to a discipline referral as this can cause major confusion and concern.***

## Late Pick Up

Please call the HASP office at 561-297-3952 if you will be late picking up your child/children. A late fee will be charged to those parents whose child/children are not picked up by 6:00 p.m.

<b>First late pick up:</b>	<b>6:01-6:15</b>	<b>\$10.00 per child</b>
<b>Second late pick up:</b>	<b>6:01-6:15</b>	<b>\$20.00 per child</b>
<b>Subsequent late pick ups:</b>	<b>6:01-6:15</b>	<b>\$30.00 per child</b>

*For each additional 15 minutes, there is a \$10.00 fee per child.*

**Please note if you have signed up for fee package B and you pick up after 4:45pm you will be billed an additional \$3 (per day per child) for the extended stay.**

## Student Conduct and Discipline

HASP is an extension of the school day, so all students will be expected to adhere to the same rules and dress code as during the school day. Please see the attached referral form for more details. Consequences for misbehavior will be as follows:

- **First referral** - One-hour removal from group
- **Second referral** - Two hour removal from group
- **Third referral** - Removal from group for the remainder of day AND the next day (*the student will stay in after care office while removed from group*)
- **Fourth referral** - Two day suspension from after school
- **Fifth referral** - Expulsion from the after school program for the remainder of this school year

***In selecting consequences for unacceptable behavior, it is not necessary to use them in the order listed. More than one action may be taken for unacceptable behavior. Any violation, if severe enough, can result in a higher consequence, up to and including an automatic expulsion from HASP.***

# AFTER SCHOOL Referral Report

Student

Grade/homeroom

Counselor

Date

HASP Director

## Infraction

- inappropriate behavior/disruption of group
- demonstrating disrespect
- physical aggression
- bullying (including name calling)
- breaking school rule \_\_\_\_\_
- failure to check-in ON TIME

## Action

- Warning issued** - No referrals has been given.  
*A similar infraction will result in a HASP referral.*
- Referral issued.**

## Consequences

Please see consequences for referrals below

- **First referral** - One-hour removal from group
- **Second referral** - Two hour removal from group
- **Third referral** - Removal from group for the remainder of day AND the next day (the student will stay in after care office while removed from group)
- **Fourth referral** - Two day suspension from after school
- **Fifth referral** - Expulsion from the after school program for the remainder of this school year

**Any violation, if severe enough, can result in a higher consequence, up to and including an automatic expulsion from HASP.**

## Acknowledgement

Please sign and return this form to the HASP Director.

Date

Parent/Guardian Signature.



JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**KEY**

	No School Holiday / Break
	No School Teacher Work Day
	Noon Dismissal - PDD
	Noon Dismissal - No Aftercare
	Start/End Quarter
	State Assessment Window
	Official FAU Holidays

- 1-7 Winter Break
- 8 Teacher Work Day
- 9 Begin Third Qtr.
- 15 M.L. King Day
- 19 Report Cards

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8 *Hurricane Makeup Day if needed*

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4 New Teacher Day
- 7-11 Teacher Work Days
- 14 First Day of School

- 2 PDD
- 5-9 FTE Survey Week
- 16 Q3 Progress Reports
- 19 Presidents' Day

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 19 *Hurricane Makeup Day if needed*

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Labor Day
- 15 PDD / Q1 Progress Reports
- 21 Fall Holiday

- 5-11 FAU Spring Break
- 23 Noon Dismissal  
No Aftercare  
End Third Qtr. (52 days)
- 24-31 ADHUS/FAU High  
Spring Break

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 PDD
- 9-13 FTE Survey Week
- 13 End First Qtr. (43 days)
- 16 Teacher Work Day
- 17 Begin Second Qtr.
- 27 Report Cards

- 1-2 Spring Break
- 3 Teacher Work Day
- 4 Begin Fourth Qtr.
- 13 PDD / Report Cards
- 26-30 FAU Exams
- 27 Q4 Progress Reports

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 16 *Hurricane Makeup Day if needed*

- 3 *Hurricane Makeup Day if needed*

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Veterans' Day Observed
- 17 Q2 Progress Reports
- 21 Noon Dismissal  
No Aftercare
- 22-26 Thanksgiving Break

- 1-2 FAU Exams
- 11 PDD
- 28 Memorial Day
- 30 Last Day of School  
No Aftercare  
End Fourth Qtr. (40 days)
- 31 Teacher Work Day

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7-13 FAU Exams
- 8 PDD
- 19 Boca Bowl - 2:30 pm  
No Aftercare
- 22 Noon Dismissal  
No Aftercare  
End Second Qtr. (45 days)
- 23-31 No School -  
Winter Break

- 6/1 Teacher Work Day  
Report Cards Mailed

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 July 4<sup>th</sup> Holiday

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES		
Quarter	Progress Reports	Report Cards
Quarter 1 8/14 - 10/13	9/15	10/27
Quarter 2 10/17 - 12/22	11/17	1/19
Quarter 3 1/9 - 3/23	2/16	4/13
Quarter 4 4/4 - 5/30	4/27	Mailed

The dates on this calendar were approved by the FAUS School Advisory Body on January 18, 2017 and amended on May 17, 2017. In the event that it becomes necessary, the School Advisory Body reserves the right to modify this calendar.