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Office Hours: 2:00 pm – 6:00 p.m.

NOTE: *No students are dismissed during general school dismissal. (2:30-3:15 p.m.)*

Before School Student Program Hours:

- Kindergarten-9th Grade- 7:00-7:55 am

After School Student Program Hours:

- Kindergarten - 5th Grade: 2:30 - 6:00 p.m.

-Middle / High School - 2:45 - 6:00 p.m.

Telephone Number: (561) 297-3952

(Voicemail will record any messages left outside of office hours)

Email Address: hesp@adhus.fau.edu

(Be sure to include HESP and your child's name in the email's subject line)

Admission / Withdrawal

Enrollment in our program is full-time and space is limited. The program complies with [FLDOE Ratios for Group Size](#). A waiting list of names will be started once grade level groups are filled. We will contact you as soon as a HESP spot becomes available for your student.

Placement in HESP is on a **full-time daily basis only**. The Henderson Enrichment School Program is NOT a drop-off program. Parents must complete an enrollment form and pay a non-refundable \$25 registration fee as well as their first monthly fee in Marketplace before their child(ren) may attend. **ONLY** registered HESP children with accounts in good standing, may be in attendance. Additionally, fees are not waived for **absences from HESP or school**.

Withdrawal

If for any reason you need to withdraw a child from the HESP program, notify HESP in writing and your account will be resolved.

Attendance

Attendance of students will be taken by before-care and aftercare counselors upon arrival. All children are to check in with the HESP counselor before going to any sports, clubs, or other school activities. *Remind your student to check in PRIOR to attending any school sports, clubs, or other activities, as HESP cannot assume responsibility for students not identified as attending the program. The student may be subject to a discipline referral as an "unaccounted for student" can cause major confusion and concern.*

It is imperative that we be notified if your child will not be staying for HESP on a particular day.

Clubs, Sports, and Tutoring

In an effort to capture real-time student enrollment numbers for emergencies, every student location will be tracked through School Pass. If your child participates in a club, sport, or activity, their name must be included on the sponsor's roster. The sponsor will take attendance in SchoolPass and the student will be checked back into aftercare upon completion of the activity. A school-sponsored tutoring program will operate like a club with an attendance roster in School Pass. However, if your child receives private tutoring from a faculty member, it is the responsibility of the parent to include that person as an individual able to check the student out of the program.

Communication

Parent emails will be sent to the email on file in FOCUS as needed. Please make sure the email is correct in FOCUS. Further, Information regarding schedules, field trips, special events, etc. will be shared as appropriate. Please read all information carefully and save it as a reference.

Community Partners

HESP actively cultivates community partnerships for tutoring, research, programs, and service projects. Grade levels may have different opportunities to participate.

Contacting HESP

- **Email (preferred):** Email messages will be checked daily by 2 p.m.
- **Phone:** Voicemail will document any messages left outside of office hours. Messages are checked daily by 2 p.m. Only leave messages pertaining to after school. If alternative arrangements must be made for who picks up your child make sure you change the student's information in the School Pass System. Leaving a message on the HESP voicemail is not acceptable as notification, due to security and safety concerns.
- **Parent Notes:** Any written correspondence may be sent with your child to his/her homeroom teacher to HESP's attention. You may also call or email the HESP office directly (hesp@adhus.fau.edu).
- **Daily Pick-up: Students may be picked up from HESP after general school dismissal between 3:15 - 6:00 p.m. If you need to pick up your student before 3:15 p.m., be certain to change your child's status in School Pass to the car line. The student should not report to Aftercare if they need to be picked up between 2:30-3:15 pm.**

Dismissal

Safety is a priority for the school and the aftercare program. HESP will dismiss students through the use of School Pass. Parents/guardians picking up from aftercare must stay in their vehicles at all times. Students will be walked directly to their car by an aftercare employee. **All parents should make sure to update their School Pass information is accurate, as School Pass will be used for dismissal as parents enter the circle and attendance tracking.** If a

person arrives to pick up a student and is not listed in School Pass, the parent/guardian on file will need to be directly contacted before releasing the student. That person **MUST** be listed in FOCUS as an emergency contact.

Days of Operation

HESP will operate every regular school day beginning *August 2022*. Aftercare will not be offered on half days. For further information regarding school holidays and breaks, please refer to the A.D. Henderson University School / FAU High School 2022-2023 [calendar](#).

Electronic Devices

Students - Please refer to the [Student Code of Conduct](#) for guidelines on the acceptable possession and use of wireless devices.

In accordance with state law (Section 1006.07(2)(f)), students may possess cellular phones and other wireless communication devices on school property and school-sponsored transportation, as long as the students adhere to the restrictions provided herein. Any unauthorized use of cellular phones and other wireless communication devices during the instructional school day, while on school-sponsored transportation, or at such times as not authorized by the Principal/Director or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment. Please see the Student Code of Conduct for more information.

Emergency Contact

Information

Emergency information is very important for us to ensure the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, **we must be able to contact you immediately**. Please keep this information accurate at all times.

HESP Activities

Students in the Henderson Enrichment 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.

Daily aftercare includes a designated homework time, access to technology, snack, and physical activity.

Homework time:

Homework time is required for all students. This is a 30 – 60 minute quiet study time for students Monday through Friday. Students who do not have homework will be expected to

read or work quietly during this time. Please encourage your child to make good use of the daily homework time. Counselors do their best to support each student with their homework, but this does not guarantee that student work has been checked. Students participating in other after-school commitments such as clubs or sports may not always participate in the homework portion of After Care. As a parent/guardian, it is important to remember to take time to review your child's work with them nightly. Students who are a disruption to other students during homework time will be subject to disciplinary action.

Medical & Emergency Information

Illness or Injury

Children must be healthy enough to participate in the daily routine in accordance with the school's [Clinic Policy](#). We do not have the facilities to care for sick children, and therefore do not allow them to attend the program. **For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.** When your child has a fever (fever of 100.4) or any other symptom listed in the school's [Clinic Policy](#), please make sure they remain at home 24 hours after their temperature and symptoms return to normal. If your child becomes ill, you or your emergency contact will be asked to pick up your child as soon as possible.

Accidents

All precautions will be taken to prevent serious health risks to all students. In the event that a minor injury occurs, First Aid will be administered by the nurse or appropriate staff and an Accident Report will be written.

Allergies

If you're aware that your child is severely allergic to an item, it is your responsibility to notify us in advance so we may take proper precautions. Further, if it is medically necessary for an EpiPen, please make sure you have completed the [Medical Authorization Form](#) is on file with the nurse.

Emergencies

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the registration form, policies, and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the Boca Raton Regional Hospital Emergency Room for any necessary treatment. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the nurse or appropriate staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.

- 911 will be called as required.
- A staff person will accompany the child to the hospital remaining until you or an emergency contact person arrives.
- The incident will be described in writing on an Accident Report Form.

Medication

Prescription and "over-the-counter" medications will not be dispensed without written consent from the doctor according to the [Clinic Policy](#).

- Complete the [Medical Authorization Form](#).

Movies

Periodically, students may have opportunities to watch movies in after school. In order to provide students with high-interest movies, we may occasionally show PG-13 movies to middle school/high school students and/or PG movies to elementary students. Please contact the aftercare director if you do NOT wish your child to view these movies.

Payment Commitments

All students are enrolled in HSEP full-time, every day, until 6:00 p.m. As the parent/guardian, you may pick your student up any time between 3:15-6:00 p.m. after general school dismissal is completed. - [FEE SCHEDULE](#)

<i>Kindergarten - 9th Grade</i>	Monthly	Yearly Only available through August 15.
Standard Rate Aftercare	\$210	\$2,000
Free & Reduced Lunch Rate* Aftercare	\$175	\$1,650
Standard Rate Before Care	\$40	\$390
Free & Reduced Lunch Rate* Before Care	\$30	\$290
A non-refundable \$25 registration fee is required for all students attending the aftercare program.		

*Free and Reduced Rate eligibility is based on specific criteria qualifications for the National School Lunch Program. **A discount is available for those children who qualify, however, lunch status must be certified each school year.**

Registration fees are non-refundable. Refunds of monthly aftercare charges must be requested via email and will be entitled to an eighty-five percent (85%) refund of the month if the student has not been in attendance that month. If the student has been in attendance that month, a refund will not be permitted. Refunds of partial months will not be permitted.

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

Payment Options:

All payments are made through the [FAU MarketPlace](#) online and documented in the school's Focus program. There will be a tab for parents to monitor their accounts. No cash payments are accepted.

Recurring Payment Rules:

The FAU MarketPlace has shared the following rules and information regarding the recurring payment system.

Definitions: Source: www.Merrian-webster.com

*A **recurring transaction** is one in which a cardholder authorizes a merchant to automatically charge his or her account number for the recurring or periodic delivery of goods or services. A typical recurring transaction might be an automatic bill pay for Internet or cable television services, a monthly newspaper subscription, or a health club membership.*

Because these transactions are processed automatically, without direct participation of the cardholder, they are particularly liable to potential disputes and copy requests. Source: usa.visa.com

Customer: *one that purchases a commodity, product, or service. The customer used a credit card for the purchase.*

1. Recurring payment products must have a clear Recurring Payment Authorization statement.
 - a. *"By selecting yes below you are agreeing to recurring payments in the dollar amount and on the schedule you established. These payments will continue automatically until they are canceled by you or a store manager."*
2. Customer must agree to recurring payment Terms.
3. Customer must select the proper quantity, schedule, amount, frequency start and ending date, as appropriate to transaction.
4. The customer is responsible for missed schedule payment when a card is declined or expired.
5. Canceling recurring transactions are handled by the respective department/store manager. Department will refer to the FAU Cancelling Recurring transaction guide.
6. For decline recurring transactions or expired credit cards store Manager must:
 - a. Cancel future pending transactions.

- b. Customer must use a new card for a new transaction.
- c. A manager must do due diligence to determine if a card has been reported as fraudulent.

Late Pick-Up Fees:

Student aftercare hours end promptly at 6:00 p.m. Please call the HESP 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. The late fee is in place to compensate staff members for time. If you know you will be late, please attempt to make alternate pick-up arrangements.

Late Pick-Up Fee	Any time after 6:00 pm	\$10.00 per family for every 15 minutes after 6:00 pm
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Registration

Registration for the 2022-2023 school year is currently available. An application MUST be on file and payment information documented on the FAU MarketPlace system prior to student attending. Students may be waitlisted if a spot is unavailable in a grade level. To ensure the safety of all participants and better align to the school systems in place, all students are enrolled in HESP full-time, every day, until 6:00 p.m.

All outstanding fees from the previous school year MUST be satisfied before a slot is granted. Any student that closed the year with a balance may not attend the program.

Snack

HESP provides a variety of snack options during the designated snack time. Choices include healthy, gluten-free, and dairy/non-dairy choices. Every effort is made to accommodate students with allergies, as well as offer a fresh fruit/vegetable among the choices. Students may also bring their own snacks. The HESP team will occasionally provide seasonal favorites, as well as special holiday treats.

Student Conduct and Discipline

HESP 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 according to the [Parent Handbook](#) and [Code of Conduct](#). Students should act appropriately while they are in aftercare. All referrals will be documented in FOCUS.

Please see the attached referral form for more details. Consequences for misbehavior will be as follows:

- **First referral** - One-hour removal from the group

- **Second referral** - Two-hour removal from the group
- **Third referral** - Removal from the group for the remainder of the day AND the next day
(the student will stay in aftercare office while removed from the group)
- **Fourth referral** - Two-day suspension from after school
- **Fifth referral** - Expulsion from the after school program - the remainder of the 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 HESP and/or escalation to administration and School Resource Officer.

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. Please wait IN YOUR VEHICLES for your child to be dismissed. Your patience is appreciated while waiting for your child. If other arrangements for pick-up are necessary, we require written notification in advance and the parent MUST change the status in the School Pass System.

For safety reasons, messages left on the HESP voicemail will not be accepted as notification regarding alternative arrangements. PLEASE KEEP YOUR REGISTRATION FORM *and* EMERGENCY CONTACT INFORMATION UPDATED AT ALL TIMES IN ALL SYSTEMS!

Remember your child must be signed out of HESP 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 HESP without being signed out by a designated adult (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 HESP.

Updated 6.24.22