



Buffalo Adventures Parent Handbook



2019-2020

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 payment is all that is required to register your child for aftercare services. This can be done at any of our *Buffalo Adventures* offices.

We also have optional, fee-based extra-curricular activities, camps, and/or service clubs that your child may choose to participate in. Activity registration is done online by clicking the link on our *Buffalo Adventures* website. Early registration is available prior to Student Orientation. Re-enrollment for extra-curricular activities is done each nine weeks using our online system.

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 **20 minutes beyond each school's dismissal time.**

	Dismissal time	After Care charges apply at:
Primary Center	2:35	2:55
Intermediate Center	2:30	2:50
4 th /5 th Center	2:40	3:00
Middle School	2:55	3:15
High School	2:35	2:55

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 2:55pm, 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 driver's license are permitted to sign out students. High school students may sign themselves out of Study Hall, 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 16, 2019.
- 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 16, 2019 for the 1st semester and no later than January 10, 2020 for the 2nd semester.
 - Discounted full-semester payment for the 1st half of the year will qualify your child to attend aftercare through December 20, 2019. Discounted full-semester payment for the 2nd half of the year will qualify your child to attend aftercare from January 7, 2020 through May 22, 2020.
- Weekly payments
- Daily payments (due 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, extra-curricular activities, 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 Villages Charter School.

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 be sure to let the *Buffalo Adventures* Coordinator in your child’s building know if a payment is made online (and what the transaction number is) so funds designated for aftercare services, fee-based extra-curricular activities, camps or service clubs can be allocated appropriately.

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.

Household accounts that have a balance of unpaid fees, will result in suspension of *Buffalo Adventures* activities including: aftercare services, fee-based extracurricular activities, camps and/or service clubs. (Reinstatement to *Buffalo Adventures* programs can occur after regaining a zero balance.)

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.

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

Overtime Policy

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 \$2 per minute per child for the first 30 minutes.**
- **Overtime charges will increase by \$5 per minute per child for the remaining 30 minutes.**

EX: 6:00-6:30= \$1 per minute per child

6:31-7:00= \$3 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 Adventures* privileges may be denied for the remainder of the school year, which includes participation in fee-based, extra-curricular activities, camps or service clubs.

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:

- o Required fees are not paid
- o Non-payment of overtime charges
- o 3 or more late pick-up occurrences
- o ***Student behavior which does not exemplify The Villages Charter School Code of Conduct and Core Values***

Students participating in *Buffalo Adventures* activities, including: aftercare, fee-based, extra-curricular activities, camps and/or service clubs 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 *Buffalo Adventures* 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 *Code of Conduct* 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! Descriptions of these special programs will be available on the activities link located on our *Buffalo Adventures* website just prior to the beginning of each nine-week session. Information will be also posted in each *Buffalo Adventures* office. **Wrap-around child care is not included with your activity fee(s). If this service is needed, your child must be registered in our *Buffalo Adventures* Program, which includes a \$25 registration fee, which can be paid at any *Buffalo Adventures* office.** Daily aftercare fees (\$6/day/child) will apply to students who are on campus prior to the beginning of the activity and for those who stay longer than 10 minutes after the ending time of the activity.

Session I runs between August 8, 2019 and October 11, 2019

Session II runs between October 15, 2019 and December 20, 2019

Session III runs between January 7, 2020 and March 12, 2020

Session IV runs between March 23, 2020 and May 15, 2020

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

III. Service Clubs

Service Clubs are an integral part of a well-rounded education and provide students at the middle and high school levels a chance to explore leadership, civic responsibility and volunteer opportunities in nationally recognized organizations such as: Builder's Club and Inter Act. Students can participate in service clubs for a \$10/year, which covers club dues. Please note: There may be academic and behavioral eligibility requirements to participate. Please see the club sponsor for more details. Daily aftercare fees (\$6/day/child) will apply to students who are on campus after school prior to the beginning of the paid activity and for those who stay longer than 10 minutes after the ending time of the activity.

Art Club and Honor Choir

During the school day, VCS students are exposed to a wide variety of elective classes. For students who show a special interest or talent in art or music, 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 Honor Choir learn performance techniques that assist them in performing in school functions, as well as performances in *The Villages* community. **Participation in Art Club and Honor Choir is by invitation only.** Please contact the art and/or music teachers in your child's building with any questions you may have.

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. While in camp, students must follow the VCS *Code of Conduct*. Listed below is the daily schedule that is followed:

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

Seasonal arts and crafts projects, as well as indoor and outdoor play are included each day. Holiday camps are held when interest in the program is sufficient and when the school calendar year allows. Information will be posted on the VCS website prior to the start of camps. You won't want to miss the enrollment period, as spaces are limited and fill quickly! **Camp and field trip fees are non-refundable.** 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. All other weeks must be paid prior to the attending week. **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 18, 2019 – November 20, 2019
Spring Break Camp- March 16, 2020– March 20, 2020
Summer Camp- June 2, 2020- July 24, 2020

V. Buffalo PRIDE meetings

The PRIDE (Partners Responsible in Developing Education) is an integral part of staying connected to VCS. PRIDE meetings take place at 6:00pm the first Tuesday of every month, excluding January, in the gymnasium at The Villages Charter Middle School. 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, beginning at 5:30pm, during these meetings. Parents may drop-off their K-5 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):	Tiffany Madison, Coordinator	352-259-7700
Intermediate Center (2 nd and 3 rd grade):	Lisa Attaway, 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):	Theresa Wendrickx, Coordinator	352-259-0044
Fee-Based Programs/Operations:	Allison Nave, Director	352-259-2350