

# WATSON B. DUNCAN BEFORE & AFTER-SCHOOL PROGRAM

## 2023-2024

Welcome to the WBD Morning and Aftercare Program! The goal of the program is to provide a safe environment for students to grow academically, socially, and physically.

### REGISTRATION PROCESS

Parent/Guardian must follow the steps below to fully register their child

1. Complete the digital registration via the Watson B. Duncan School Website:
  - [Click on FY24 AC Registration Form](#)
2. Pay Registration Fee **(CAN BE PAID ON JULY 1, 2023)**
  - Pay a \$25.00 dollar registration fee on School Cash Online
3. Free & Reduced Lunch Program **(WAIVES Registration and Monthly Fees)**
  - Complete Application online by going to [www.myschoolapps.com/Home/PickDistrict](http://www.myschoolapps.com/Home/PickDistrict)
  - Email approval letter to [Rachel.Ellis@palmbeachschools.org](mailto:Rachel.Ellis@palmbeachschools.org)
  - **NO REFUNDS; DO NOT** make any payments until you confirm free and reduced lunch eligibility.

***If the registration is not submitted and payment received students will not be able to attend the program.***

***If you would like to discontinue the program it is the parents responsibility to email Mrs. Ellis in order to unregister your child from the program.***

### SCHEDULE

#### Morning Program

- Begins August 10th ; Ends May 17th
- Program runs Mon -Fri. Opens at 7:00 am
- Students enter and “sign-in” with Cafeteria Staff
- Breakfast is free for all students beginning around 8:30 am

#### After-School Program

- Begins August 10th ; Ends May 16th
- Afternoon program is **Monday-Thursday ONLY.**
- Begins at 4:00 pm and closes promptly at 6:00 pm.
- Each student is provided a snack and drink

**Student Dismissal and Sign-out:** *All students must be picked up no later than 6:00 pm or late fee will be applied! If a child is consistently picked-up after 6 pm, the child may be dismissed from the program. Only adults/vehicles with Aftercare Dashboard Passes or listed on the registration form may drop off and pick up students. If changes are made to the pick-up list, please update the SIS Database via email. Students are released to the parent pick-up area or the bus loop at 5:15pm.*

## TRANSPORTATION

Afternoon activity buses will be available starting date **TBD**. Routes for the Activity Buses are listed on Watson B. Duncan's school messenger page under school info. Routes and times are subject to change. Buses are provided **ONLY Monday through Thursday**. The activity buses leave campus approximately at 5:10 pm each day.

## FEE INFORMATION

- Fees will be paid in full for the entire month by the 1st; beginning August 2022
- Payments are made prior to services provided; **No refunds for days absent.**
- A \$25.00 dollar registration fee is required and must be paid on school cash online.
- **Students who qualify for free or reduced lunch may attend Morning and Aftercare at no cost.**
- **No registration fee is required if all forms are completed and documentation of free/reduced lunch eligibility is attached to the registration form prior to students being admitted into the program.**
- Failure to make the required payments may result in dismissal from the program.
- Payments can be made on school cash online: Under Safe Schools and choose the monthly fee.
- Students will NOT be able to participate in the program or special activities if payment and paperwork is not complete.
- **LATE FEES:** All students MUST be picked up by 6 pm. A late fee of \$5 per each 10 minutes will be collected on the same day of occurrence or be placed on the obligation list. Failure to pick up your child at the specified time may result in dismissal from the After-School Program.

## 2023-2024 Fee Schedule

<u>Month</u>	<u>Morning Care Only</u>	<u>After School Care Only</u>	<u>Both Morning and Aftercare</u>
	7:00 - 8:45 AM	4:05 - 6:00 PM	7:00 - 8:45 AM 4:05 - 6:00 PM
<b>August</b>	<b>\$ 60</b>	<b>\$ 65</b>	<b>\$ 140</b>
<b>September</b>	<b>\$ 71</b>	<b>\$ 70</b>	<b>\$ 166</b>
<b>October</b>	<b>\$ 79</b>	<b>\$ 90</b>	<b>\$ 184</b>
<b>November</b>	<b>\$ 60</b>	<b>\$ 65</b>	<b>\$ 140</b>
<b>December</b>	<b>\$ 60</b>	<b>\$ 60</b>	<b>\$ 140</b>
<b>January</b>	<b>\$ 60</b>	<b>\$ 65</b>	<b>\$ 140</b>
<b>February</b>	<b>\$ 75</b>	<b>\$ 80</b>	<b>\$ 175</b>
<b>March</b>	<b>\$ 53</b>	<b>\$ 55</b>	<b>\$ 123</b>
<b>April</b>	<b>\$ 79</b>	<b>\$ 85</b>	<b>\$ 184</b>
<b>May</b>	<b>\$ 68</b>	<b>\$ 70</b>	<b>\$ 158</b>

## STUDENT SAFETY GUIDELINES

All students must abide by the Watson B. Duncan and WBD Aftercare Program code of conduct. Failure to do so will result in the following:

- Level 1 : verbal warning (area staff)
- Level 2 : coordinator intervention
- Level 3 : parent contact
- Level 4 : 1 week suspension from program w/o refund
- Level 5 : 9 week suspension from program w/o refund
- On going: removal from program w/o refund

**\*\*The above consequences refer to level one offenses only. Higher level offenses will be considered on a case by case basis.**

**\*\*By electronically registering your child to the Watson B. Duncan After School Program you and your child agree to all fees, code of conduct, obligations and responsibilities as stated in this registration packet.**

**QUESTIONS/CONCERNS:** Please direct any questions/concerns to Rachel Ellis, Director, at [rachel.ellis@palmbeachschools.org](mailto:rachel.ellis@palmbeachschools.org).

### **Morning and Afterschool Program StudentCode of Conduct**

#### **Morning Care (7:00 - 8:45 am)**

- Everyday, students are to report DIRECTLY to the Cafeteria as soon as they are dropped off at school
  - No sitting out front w/friends
  - No talking to students outside in the doorway
  - If a student would like to sit outside they MUST be unregistered from the program
- Report to Ms. Uma, and present your school ID or Stu # for check-in
- All students will remain in the Cafeteria unless approved to leave by a STAFF
- Office opens at 8:30 for students (with staff permission)
- Activities, conversations and dancing must be middle school appropriate
- No horse play or play fighting; play fights lead to real fights
- Staff will announce and release for clubs at the scheduled time
  - Club sponsors and Coaches should communicate what days and times their clubs are scheduled to begin and end
  - Once a student checks into a club they are now that teachers responsibility
  - A student found wandering the hall without permission will be issued an after school detention
- The cafeteria line opens between 8:30 and 8:45 daily and breakfast is free
  - Students MUST eat appropriately
  - Students MUST clean up after themselves and their friend group (there is no I in team)
- Students are released to Study Hall at 9:00 am
- 1st Period begins at 9:45 am

#### **Aftercare (4:00 - 6:00)**

- 1st day: Students will report to the gym for a quick intro to Aftercare
- Remainder of the year: Students report directly to Mrs. Ellis' Room 10-103 daily

- No matter how long a student will be in aftercare (2 min. or 2 hours) they must check-in and remain under STAFF supervision
- If a student has an alternate form of transportation (ex. Biweekly attendance due to living in multiple homes) please make Mrs. Ellis aware as soon as possible, so we are aware
- Every student will need to present their ID or Student number in order to Check-in
  - Students in clubs, rehearsals, detention, tutoring, credit recovery ALL MUST check-in with Aftercare before going to the designated club or activity
- Once all students are checked in they will be released to their chosen AC Area Staff and escorted to their location
- Snack will begin between 4:15 and 4:30
  - The area staff member, but escort their student to the courtyard and keep an eye on them
  - ALL snacks are to be eaten in the COURTYARD
  - Students will have 5 min to eat and clean up
  - ALL trash must be thrown away prior to the ENTIRE group being released back to their assigned area
  - NO FOOD IN THE GYM
    - Violation of this rule will result in students being suspended from the gym for 1 week

A. Computer Lab

- NO FOOD IN THE COMPUTER LAB
- No basketballs, footballs, soccer balls or any other form of sports ball is allowed
- Students must stay at or below a level 2 on the volume scale (indoor voices)
- Board games must be checked-out and checked-back-in when returned
- Xbox rules:
  - You CANNOT sign-in to your personal account (doing so will ban you from using the xbox)
  - No weapons or shooting games allowed
  - 2 people on at a time
  - Sign-up sheet
  - 2 game limit or 15 min MAX (whichever is shorter)

B. Basketball Courts

- Water bottles only
- NO FOOD on the court
- Students MUST wear athletic/closed toe shoes (NO CROCS)
- Students MAY NOT bring athletic balls from home
- Shoes must remain on at all times
- No one may get a ball out of the ball bag until everyone is outside
- No cursing or vulgar language
- Students must remain visible to the area staff
  - No soccer field
  - No sitting on the bleachers out of sight
  - No playing behind the gym
  - No wandering into the bushes or throwing sticks
- Students must ask to go to the bathroom/water fountain
- Everyone goes out to the courtyard for snack

C. Gym

- Water bottles only
- NO FOOD on the court
- Students MUST wear athletic/closed toe shoes (NO CROCS)
- Students MAY NOT bring athletic balls from home
- No one may get a ball out of the ball bag until everyone is in the gym
- No sitting at the top of the bleachers
- Shoes must remain on at all times
- Doors remain locked
- No cursing or vulgar language
- Students must ask to go to the bathroom; use the Main Office bathrooms
- Everyone goes out to the courtyard for snack

D. Parent Pick-up (Front of School)

- Students will be called to go home over the walkie
- Students will walk through the cafeteria; if there is rehearsal then student will walk through the front gates
- Staff confirm when a student is being sent up; keep an eye on that student they sometimes move VERY slow and parents get aggravated
- If a student is outside of their area please let the Staff member know, so they can update the pick-up driver

E. Activity Bus Riders

- There are 2 buses a North and South bus
- They depart the school at approximately 5:15 pm
- There will be an ALL CALL made when the buses arrive

- Students will need to pack-up and leave their designated area ASAP
- F. Duncan Games (Basketball / Volleyball)
  - Students will report directly to AC and checkin like norma
  - IStudents must communicate with parents when attending sporting events; we cannot call into most athletic events so there will be a delay in departure if no communication is made prior
  - ALL doors to the school will be locked
  - AC students will use the ASD restroom in 10-105 (door will be unlocked and Ms. Kristina will supervise)
  - 
  - Then students will be taken as a group to the game
  - We will have a staff member in the game to call kids out to go home
  - AC Students MAY NOT take snack into the gym
  - If a game ends before 6 pm, AC students must return to AC to be called out for pickup
- G. Unregistering
  - Parents please email Mrs Ellis informing her of the last date your child will be attending the program to avoid acquiring charges