



## GATOR'S NEST

### Director

Ana Diaco

### Bookkeeper

Kim Pasho

1200 Homestead Rd N.  
Lehigh Acres, FL. 33936

Office: 239-368-6135



### Program Description

The Gator's Nest Program provides sponsored supervision for our students. This program emphasizes cooperative learning and enrichment activities.

The program will begin at 6:30 A.M. to 7:30 A.M for the morning program and 2:15 P.M. until 6:00 P.M. Monday through Friday on the G. Weaver Hipps campus.

There is no program on holidays, teacher duty days, teacher in-service days, etc. On early dismissal days the program begins as soon as students are dismissed from school and ends at 6:00 p.m. The program will provide a snack and a drink for each child participating.

Each grade level will have the opportunity to interact with other students, do their homework, play outside, and go to a computer lab. Please be advised that homework time is not a time to tutor, but that our teachers assist and make sure it gets completed.

### Registration

An application can be obtained from the front office. All students must have an enrollment form before they may start the program. A \$10.00 registration fee per family is due at the time of enrollment. The registration fee is nonrefundable.

Students must be physically, emotionally, able to participate in a 1-15 student-teacher ratio.

### Payments and Fees

Payments for services must be made by the **FRI-DAY PRIOR** to the participating week. If payment has not been made by **MONDAY**, the student will not be allowed to come on Tuesday. If **ONE WEEK** goes unpaid, the student will be dropped from the program, causing the student to reregister after payment has been made. **THIS POLICY WILL BE STRICTLY ENFORCED. PLEASE PAY PROMPTLY.**

**First payment and registration fee MUST accompany enrollment forms for the student to begin**

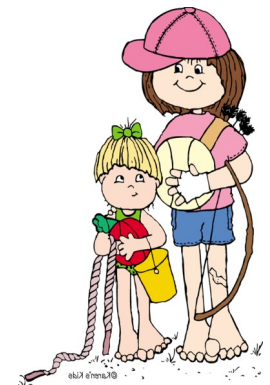
The only forms of payment are cash and checks. Checks must be made payable to G. Weaver Hipps . There is a **flat fee** ( which means you pay for the whole week whether your child is here one day or five. There is a weekly discount for the days the program is not open.

All returned checks are subject to a \$10.00 service fee and all future payments must be made in cash.

### RATES

(No Family Discounts)

- **Registration fee: \$10.00**
- **Morning fee: \$10.00**
- **Afternoon weekly fee: \$50.00**

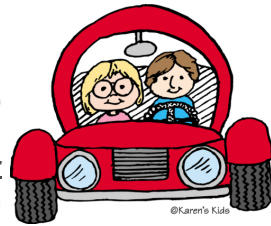


## Drop off and Pick Up

Gator's Nest is open until 6:00 P.M. Children need to be picked up **before** 6:00 P.M. If you are unable to pick up your child before this time, please make arrangements with someone listed on your registration form to pick up your child. Unauthorized persons will not be permitted to remove a child from our program .

If a child has not been picked up by 6:30 P.M. and we have not heard from you, the Lee County Sheriffs Department will be notified. In addition, the Department of Children and Families will be contacted. .

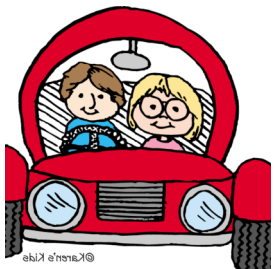
Children must be picked up by 6:00 P.M. There will be a late fee of **\$5.00 flat rate for the first minute** and then \$1.00 each additional minute. Late fees are to be paid in cash when child is picked up or paid in the morning.



## Drop off/Pick up Procedures

**Morning Care:** The Gator's Nest office is in the cafeteria. This is where parent pick up is located. The entrance is the very last door. Please ring the doorbell.

**Afternoon Care:** The office is located in the main entrance in the front office.



As part of our safety plan please sign your child in and out of the building .

## Medication

Parents must notify the program directors of all medication that is to be given to the child(ren) during the After School Program hours. The directors will be responsible for proper storage and dispensing of all medication. Parent is responsible for training before and after school staff for the dispersing of medication.



## Discipline Policy

The Gator's Nest Program emphasizes the seven habits and focus on positive interactions for students, staff, and parents. Our students take pride in being leaders at all times. Gator's Nest does follow a behavior flow chart. Children and parents need to be aware of our discipline policy.

- **VERBAL WARNING:** will be given to remind student of the rules
- **FIRST OFFENSE:** will result in the child serving a 5-10 minute think time.
- **SECOND OFFENSE:** will result in a 10-20 min. think time reflection sheet with another teacher.
- **THIRD OFFENSE:** will result in the child being sent to the Program Director.

**One of the following actions may be taken by the Program Director.**

- Detention in the office with Director
- Discipline referral
- Call and inform the parent of the infraction and request that the child be picked up immediately.

**After three disciplinary referrals, the child will be dismissed from the program.**

