

## HOST Terms and Conditions (Registration Agreement)

### HOST Enrollment Criteria:

For a child to be eligible to enroll in the HOST Program he/she must be:

1. Actively enrolled in a Hillsborough County Public School as a student.
2. Able to be independent in daily self-care needs such as toileting, feeding, and dressing.
3. No danger to him/herself or others.
4. Able to participate in large group activities with an adult/student ratio of 1 adult to 25 students.
5. Able to remain within the program location and under adult supervision without running away.

**By completing the HOST online enrollment form, you are consenting for HOST to access all of your child's school records and information.**

**ATTENTION: When the online enrollment form is successfully completed and submitted, the enrollment form cannot be edited; to make changes contact the HOST Instructor at your child's school.**

The HOST Terms and Conditions are subject to change. Notification of changes are made available in the Parent Portal

**CIVILITY:** In order to provide a safe, caring and orderly environment, we expect civility from all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassments, bullying and aggressive actions.

**COMMUNICATION:** HOST may communicate to parents verbally, written, email and SMS(text) messaging.

**DISCIPLINE:** All children are expected to adhere to the school's rules and the HOST rules posted online and at the site. Parents will be notified of recurring discipline problems. If the problems cannot be resolved, the child will be withdrawn from the HOST program indefinitely. The principal or HOST administrative staff reserves the right to exclude any student indefinitely and without warning for major discipline problems and/or failure to meet HOST criteria agreed upon by the parent at time of registration.

### **DISCIPLINE GUIDELINES**

1. An age appropriate, consistent program will be provided to keep the children engaged and safe.
2. Classrooms and program space will be appropriately furnished and arranged to facilitate learning and to avoid potential problems.
3. A daily schedule will be followed; routines may be changed due to rainy day/school events.
4. A trained staff member will use developmentally appropriate activities while working with the children.
5. Staff members will pay attention to positive behavior and praise children accordingly.
6. Staff members will actively listen to children to help them solve problems.
7. Children will be redirected from inappropriate to appropriate activities.
8. When children are not following the HOST rules, they may be removed from the activity.
9. If a child is uncontrollable, parents may be called to help calm the child or take the child home.
10. Staff members will not use corporal punishment to control behavior, nor will they allow parents to use corporal punishment at the HOST program or encourage the use of corporal punishment at home.
11. Any evidence of child abuse noted by HOST staff members will be reported to the proper authority.

The following Discipline Policy will be implemented for all children with a one year enforcement period, August to August, or anniversary date for children enrolling after the August starting date.

1. First Incident – Written warning letter
2. Second Incident – Written warning letter and child excluded for 1 day
3. Third Incident – Written warning letter and child excluded for 1 week
4. Fourth Incident – Written notification and child is withdrawn from program

**FEE AGREEMENT:** I hereby accept financial responsibility for my child(ren) named on the registration form to participate in the Out of School Time (HOST) program. Weekly fees apply and are not prorated. Fees may be subject to change without prior notification.

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Methods of Payment: Online, check or money order. **IMPORTANT NOTE:** Checks may take several weeks to be deposited. To avoid this, we encourage using online payments.

### **HOURS OF OPERATION** (varies based on school need\*)

School Year After School: Dismissal until 6:00 p.m.

\*School Year Before School: Times may vary per site

\*Summer: 6:30 a.m. until 6:00 p.m. - Monday-Thursday for summer program

**LATE PAYMENT POLICY:** A \$10.00 late charge will be added to your weekly fee, starting Wednesday for the week of service. Failure to pay fees including late charges will result in your child(ren) being withdrawn from the program.

**LATE PICKUP POLICY:** The HOST program closes at 6:00 p.m. A late pickup fee will be assessed per family for students picked up after 6:00 p.m. Fees will be charged on the following scale: \$5.00 for each 15 minute block of time until the child is picked up.

Important Note: Law enforcement and/or child abuse authorities may be contacted to initiate child abandonment procedures if the parent/guardian does not contact the HOST program prior to 6:30 p.m.

The following Late Pickup Policy will be implemented for all children with a one year enforcement period, August to August, or the anniversary date for children enrolling after the August starting date.

1. First Incident – Written warning letter plus fee.
2. Second Incident – Written warning letter plus fee and child excluded for 1 day.
3. Third Incident – Written warning letter plus fee and child excluded for 1 week.
4. Fourth Incident – Written notification plus fee and child is withdrawn from program.

**Medical Alert:** I have read and reviewed the Medical Alert section.

**NONSCHOOL DAYS:** The HOST Program follows the district's administrative holiday calendar. \* When HOST is open on non-school days, sites may be combined with other schools which are known as hub sites. HOST will be closed for Labor Day, Fall Break, Winter Break, Martin Luther King Jr. Day, Spring Break, Memorial Day, Independence Day (July 4th). \*Calendar subject to change.

**ONLINE PAYMENT AGREEMENT:** I acknowledge using online payments is a choice. Checks/money orders remain an acceptable form of payment. Online payments must be paid by Wednesday of the current week of service, or the late payment policy applies. HOST reserves the right to deny online payments due to neglect or abuse of its internal payment system.

**PARENT PORTAL:** I understand that I am the registering parent/guardian and accept responsibility for my online account and its privacy. The HOST program only allows one primary account holder to manage their child(ren's) online account per term, this includes access to all financial information. HOST reserves the right to disable the account for misuse or for any reasons of inaccuracy.

**PERSONAL PROPERTY:** HOST is not responsible for items brought from home such as: I-pods, cell phones, smart watches, tablets and other personal items. HOST follows the district Bring Your Own Device "BYOD" policy in the student handbook (<http://www.sdhc.k12.fl.us/assets/pdf/studenthandbook.pdf>).

**REGISTRATION/ENROLLMENT: ELEMENTARY & K-8 SCHOOL:** You are registering for a slot in the program; weeks are to be paid in full, regardless of whether your child attends. A nonrefundable registration fee is due at the time of registration and, thereafter, annually at the start of every school year. After a two week break in service, please contact the HOST Lead Instructor/Teacher for the re-enrollment process (re-enrollment fees may apply).

**MIDDLE SCHOOL:** You are registering for a slot in the program; weeks are to be paid in full, when your child attends. A nonrefundable registration fee is due at the time of registration, and thereafter, annually at the start of every school year.

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**SIGN OUT AGREEMENT:** By registering for the HOST Program it is HOST policy to have someone sign your child out every day at pickup. HOST reserves the right to communicate any arising incidents (i.e. behavioral concerns, payment reminders, etc.) with whoever is picking the child up in the absence of the parent/guardian.

**VACATION POLICY:** Parents are allowed two vacation weeks per school year term (August to June) as well as two vacation weeks for the summer term (June to August) \*. Vacation must be redeemed a week at a time, though not necessarily consecutively. Fees are not due during vacation weeks, as long as the parent notifies HOST for staff scheduling purposes. \*Summer Only, Reading Camp Only, and Extended School Year (ESY) Program students do not qualify for the two-week vacation during the summer term.

The School District of Hillsborough County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Dr. Pansy Houghton, Executive Officer, Compliance  
Office of the Chief of Staff  
901 East Kennedy Boulevard  
Tampa, FL 33602  
(813) 272-4000  
[pansy.houghton@sdhc.k12.fl.us](mailto:pansy.houghton@sdhc.k12.fl.us)

The following person has been designated to handle inquiries regarding Section 504 policies:

Suzette Sample, Assistant Director  
1202 E. Palm Avenue  
Tampa, FL 33605  
(813) 273-7060

### Website Accessibility Statement

The School District of Hillsborough County is committed to providing websites that are accessible to all of our stakeholders. If you use assistive technology (such as a screen reader, eye-tracking device, voice recognition software, etc.) and are experiencing difficulty accessing information on this site, the following person has been designated to handle inquiries or complaints related to the functionality or inaccessibility of online content: Dr. Pansy Houghton, Executive Officer, Compliance. 813-272-4000; [pansy.houghton@sdhc.k12.fl.us](mailto:pansy.houghton@sdhc.k12.fl.us); Office of the Chief of Staff, 901 E. Kennedy Blvd., Tampa, Florida 33602.

As required by Section 688.6076, Florida Statutes, you are hereby notified that: Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. History.--s. 1, ch. 2006-232.