

HOST Registration Terms and Conditions

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 and must be 5 years old by September 1..
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..
5. Able to remain within the program location and under adult supervision without running away.

****Notice****

Submission of an application does not secure a slot in a program.

\$30.00 NONREFUNDABLE REGISTRATION FEE is due at the time of registration.

By completing the HOST online enrollment form, you are agreeing to the Terms and Conditions and giving consent for HOST to access 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.

ATTENDANCE: It is expected that all children attend HOST daily. Please notify the site Instructor in advance of the child's absence.

CHILD CARE ASSISTANCE: Applications for child care assistance are available by visiting a School Readiness Satellite Office or at familyservices.floridaearlylearning.com/account/login. For more information, please call the Child Care Resource Center and Referral Office at (813) 515-2340.

Parents receiving financial assistance are required to:

1. Enroll in HOST and bring School Readiness Certificate to the program.
2. Ensure their child(ren) is signed in and out daily.
3. Pay the \$30.00 NONREFUNDABLE REGISTRATION FEE.
4. Stay current on accounts or it may result in loss of financial assistance.

CIVILITY: In order to provide a safe, caring, and orderly environment, Hillsborough County Public Schools expects 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, harassment, bullying, and aggressive actions.

Unacceptable Behavior

Behaviors which interfere with or threaten to interfere with school activities, including but not limited to:

- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

COMMUNICATION: The care of your child is our priority, therefore communication lines between HOST and families is vital. HOST may communicate with parents face-to-face, written notes, email and SMS (text) messaging. We ask that our families:

- 1.** Keep us informed about any changes in your child or their routine so that we may best serve the student(s) and the family.
- 2.** Attend at least one HOST organized Family Function per year.

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

The Discipline Policy will be implemented for all children with a one year enforcement period, August to July, 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 that child is withdrawn from program

FEES AND PAYMENT TIMELINE: All fees must be paid on Monday. HOST accepts checks, money orders or online payments. We encourage online payments as checks may take several weeks to process. Fees may be subject to change without prior notification. **NO CASH PAYMENTS WILL BE ACCEPTED.**

IMPORTANT NOTE: A \$10.00 late charge will be added to your weekly fee on Wednesday. Failure to pay fees including late charges will result in your child(ren) being withdrawn from the program.

HOURS OF OPERATION (*varies based on school need*):

School Year Afternoon Program: Dismissal until 6:00 p.m.

*School Year Before Program: Times may vary per site

*Summer Program: 7:00 a.m. until 6:00 p.m. - Monday-Thursday for summer 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 protective services 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 July, 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 your child is withdrawn from program.

MEDICAL ALERT: Should my child(ren) become ill or injured the facility will contact me immediately or contact the person(s) I have designated, if I am unable to be reached. Should the facility be unable to reach me and/or the designated person(s), they are authorized to contact my child's physician and/or arrange for immediate emergency treatment. The physician and/or medical facility are authorized to administer emergency medical treatment to ensure the health and safety of my child. I will assume responsibility for payment of the necessary medical services rendered.

NONSCHOOL DAYS: The HOST Program follows the district's Student Calendar (subject to change).__

PARENT PORTAL: I accept responsibility for my online account as the registering parent/guardian. 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 loss or damage of personal property. 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: Weeks are to be paid in full, regardless of whether your child attends. A **NONREFUNDABLE REGISTRATION FEE** is due at the time of registration. 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: Payment is based on attendance 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.

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

Parents are given two vacation weeks for the school year (August-May) and if needed must be taken between August and May.

VACATION POLICY: Parents are given two vacation weeks for the school year (August-May) if needed and must be taken between August and May.

CONTINUOUS NOTIFICATION OF NONDISCRIMINATION: Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, the School District of Hillsborough County (District) 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

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; Office of the Chief of Staff, 901 E. Kennedy Blvd., Tampa, Florida 33602.

As required by Section 668.6076, 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.