



**NAPLES**  
CLASSICAL ACADEMY

**Before & After School  
Program 2025-2026  
Parent Handbook**



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## **WELCOME!**

**We are thrilled to welcome you and your child(ren) to the Naples Classical Academy Before and After School Enrichment (BASE) program! Our program is designed to provide a safe, nurturing, and engaging environment where students can grow, explore, and enjoy their time beyond the regular school day.**

**At BASE, we celebrate curiosity, creativity, and friendship. Our caring staff is committed to creating a positive, supportive space where every child feels valued, inspired, and excited to be part of our community.**

**We are delighted to partner with you in making this school year memorable and full of joy, learning, and growth for your child. Thank you for trusting Naples Classical Academy with your child's enrichment experience. We look forward to an incredible year together!**

**Warm regards,**

**Naples Classical Academy**

# **PROGRAM OVERVIEW**

**The Before and After School Enrichment (BASE) program at Naples Classical Academy provides a safe, supportive, and engaging environment for students before and after the regular school day. The program offers a variety of activities, including homework help, recreational play, esports games, and socialization in age-appropriate groups. All program operations, registration, payments, communication, and student pick-up, are managed through the Brightwheel app, ensuring convenience and security for families.**

## **Before and After School Enrichment Program (BASE)**

**The BASE program at Naples Classical Academy provides a safe, supportive, and engaging environment for students before and after school.**

### **Program Highlights:**

- **Homework support to help students stay on track.**
- **Recreational activities, including indoor and outdoor play.**
- **Esports games and learning/play stations**
- **Brightwheel app used for registration, payments, communication, and pick-up.**

### **Socialization Opportunities & Age-Appropriate Groups**

**Students in the BASE program are divided into age-appropriate groups to ensure safe and supportive interactions:**

- **Kindergarten – 1st grade: Group 1**
- **2nd grade: Group 2**
- **3rd – 4th grade: Group 3**
- **5th grade and up: Group 4**
- **Grade levels are split to provide tailored supervision and engagement for all students.**

## **Staff Qualifications & Safety**

**At BASE, the safety and well-being of every child is our top priority.**

**Our staff are:**

- **Trained to supervise children of all ages in a safe, structured, and engaging environment.**
- **CPR and First Aid certified for quick emergency response.**
- **Educated in conflict resolution and positive guidance to promote respect, cooperation, and teamwork.**
- **Committed to preventing bullying, harassment, or unfair treatment, intervening immediately if necessary.**

**Professional Development:**

- **Staff participate in ongoing training to maintain high standards of care.**
- **Every child is ensured to be safe, supported, and treated with respect.**

## **Program Schedule & Drop-Off/Pick-Up**

**Before School Enrichment**

- **Days:** Monday – Friday
- **Time:** 6:30 a.m. – 7:30 a.m.
- **Drop-Off Location:** Front office
- **Note:** To avoid interfering with the carline, please **drop off children before 7:15 a.m.** Carline starts promptly at 7:30 a.m.

**After School Enrichment**

- **Days:** Monday – Friday
- **Time:** 3:00 p.m. – 6:00 p.m.
- **Pick-Up Location:** Doors near the flagpole (open exclusively for BASE parents)

## Early Release Days

- **Time:** 12:00 p.m. dismissal – 6:00 p.m.
- Students enrolled in After School Enrichment may attend **extended hours at no additional cost** if pre-registered.

## Program Notes

- BASE operates **only on regular school days**.
- The program is **closed on school holidays and “no school” days**.
- Please refer to the **school calendar on the website** for detailed scheduling information.

# REGISTRATION

The **Brightwheel App** is the official platform for all afterschool program registrations and communication. Families must complete the enrollment process through Brightwheel **before** their child may begin attending the program.

Once the registration form is submitted, please allow time for your child or children to be activated on the Brightwheel platform. You will receive a confirmation email or notification once enrollment has been approved.

As part of the enrollment process, parents and guardians are required to provide the following:

- Parent/guardian contact information
- Authorized emergency contacts and individuals approved for pick-up
- Allergy, medical, and behavioral details
- Program selection (Before Care, After Care, or Drop-In Care)
- Preferred schedule and start date
- Any additional information that will help staff support your child’s experience

All information must be accurate and kept up to date. Any changes, such as updated contact details or new allergies, must be submitted through the Brightwheel app.

Brightwheel will also serve as our primary system for:

- Attendance tracking
- Communication between staff and families
- Billing and payment management
- Daily updates and announcements

Failure to complete the enrollment process or provide required information may delay your child's start date in the program

### **Parent/Guardian Responsibilities**

Parents and guardians play an important role in ensuring the smooth operation of the BASE program. Responsibilities include:

- **Keeping registration information current**, including phone numbers, emergency contacts, and authorized pick-up information.
- **Picking up children on time** according to program hours.
- **Following all BASE policies and procedures**, including snack, health, and safety guidelines.
- **Communicating any changes** in schedule, pick-up, or health needs promptly through the Brightwheel app.

### **Photo/Media Release**

During the Before and After School Enrichment (BASE) program, staff may **take photos or videos of children participating in activities**. These images are intended to **highlight student engagement, showcase program activities, and share updates with families**.

Photos and videos may be used for:

- The **BASE program website**

- **Newsletters, emails, or other communications** sent directly to parents and guardians
- **Internal program materials** to celebrate student achievements and activities

A **photo/media release form** will be provided to parents for approval. You may:

- **Opt out** if you do not want your child photographed or recorded
- **Opt in** to receive photos or videos of your child's participation

We respect each family's preferences and ensure that **images are used responsibly and only for BASE-related purposes.**

## **RATES**

### **Program Rates**

- **Before School Enrichment Program:** \$75.00 per month
- **After School Enrichment Program:** \$170.00 per month
- **Before & After School Enrichment Program:** \$220.00 per month  
*(Includes early dismissal days at no additional cost)*

All pricing is subject to change.

### **Drop-In Rates**

- **Before Care Drop-In:** \$10.00 per day
- **After Care Drop-In:** \$20.00 per day

There are eight (8) scheduled **½-day early dismissals** throughout the school year. Rates for these days are as follows:

- **Pre-Registered and Prepaid:** \$30.00 per day or \$240.00 per year
- **½-Day Drop-In Rate:** \$40.00 per day

Students enrolled in the full **Before & After School Program (\$220/month)** will receive extended hours on early dismissal days at **no additional cost.**

## Schedule Changes and Withdrawals

If there are any changes to your child's schedule, please notify the **Before and After School Enrichment (BASE) Coordinator as soon as possible**. Families are also required to update **PikMyKid** to reflect any changes to your child's pick-up or attendance schedule.

To withdraw your child from the program, contact the BASE Coordinator immediately. Depending on the timing and circumstances of the withdrawal, a **partial or full refund** may be issued at the discretion of program administration.

Failure to provide sufficient notice may result in the forfeiture of your deposit or upcoming payment.

# FINANCIAL & PAYMENT POLICIES

## Payments, Fees, and Policies

The Before and After School Enrichment (BASE) program utilizes the Brightwheel app as the primary platform for registration, communication, and payments. Families may also submit payments via cash or check.

### Payment Schedule:

Payments are due by the 1st of each month. Invoices will be sent through Brightwheel three days prior to the due date. All payments must be completed before the 15th of the month. Failure to make timely payments may result in a child being removed from the program or being ineligible to participate in activities. Continued non-payment will require a meeting with the BASE Coordinator and school administration.

### Optional Fees:

Extra fees may be assessed for special events or enrichment services provided by outside vendors. These fees are optional and will be communicated to families in advance.

### Late Payment Fee:

A \$25.00 late payment fee will be charged for any account with an outstanding balance after the 15th of the month.

### Refunds:

Refunds may be issued if a student withdraws from the program, provided a one-week notice is given.

### Late Pick-Up Fees

Parents who pick up their child after program hours will incur the following fees:

- 1–15 minutes late: \$10.00

- 16–30 minutes late: \$20.00
- 31–45 minutes late: \$30.00
- 46–60 minutes late: \$40.00
- 61+ minutes late: \$50.00 plus \$15 for every quarter-hour

If a parent or guardian cannot be reached regarding a late pick-up, the student will be turned over to the CCPD until reunited with the parent or guardian. All charges are per child, sibling discounts do not apply to late fees, and repeated late pick-ups may jeopardize a student’s continued participation in the program.

### Emergency Drop-In Care

Parents may utilize the BASE program for emergency drop-in care under the following conditions:

1. All required paperwork must be submitted.
2. Payment must be available in the Brightwheel account, or submitted via cash/check, before attendance.
3. If payment is not made in advance or on the same day, a late payment fee will be applied.

Emergency drop-in rates are:

- Before School: \$10.00 per day
- After School: \$20.00 per day

Emergency drop-in care is subject to program capacity. The program is available on all scheduled school days. In the case of an emergency requiring attendance outside the regular schedule, daily rates will be invoiced accordingly.

### Absences

There will be no credit for days absent. Absences due to illness, vacation, custody arrangements, or emergency school closings will not be credited.

### Notes on Payment and Participation

- **NO CHILD WILL BE ACCEPTED FOR CARE IF PAYMENT HAS NOT BEEN RECEIVED IN ADVANCE.**
- Families are responsible for keeping payment information up to date in Brightwheel.

- Continued non-payment may result in a student being removed from the program, or being
- Ineligible for activities, and may require a formal meeting with the BASE Coordinator and administration.

# HOURS OF OPERATION

## Before and After School Enrichment Program Schedule

### Before School Enrichment:

- Monday – Friday
- 6:30 a.m. – 7:30 a.m.

### After School Enrichment:

- Monday – Friday
- 3:00 p.m. – 6:00 p.m.

### Early Release Days:

- Dismissal at 12:00 p.m. – 6:00 p.m.
- Students enrolled in After School Enrichment may attend during these extended hours at no additional cost if pre-registered.

### Program Calendar:

The Before and After School Enrichment programs operate **only on regular school days**. The program will be **closed on school holidays and scheduled “no school” days**. Families should refer to the **school calendar on the official school website** for detailed information on closures, early dismissals, and early release days.

**Disclaimer: School lunch is not provided during Early Release Days, so please pack your scholar lunch if they typically eat school lunch.**

# HEALTH, SAFETY & NUTRITION

## Health, Safety, and Daily Procedures

### Medication

If your child requires prescription medication during the Before and After School Enrichment (BASE) program, a **medication authorization form** must be submitted for each prescription. All medication must be in its **original prescription container** with the correct dosage clearly indicated on the label.

- Only the BASE program coordinator is authorized to administer prescribed medication.
- The coordinator **cannot administer the first dose** of any prescription drug.
- Students are **not permitted to bring over-the-counter medications** from home, and coordinators **cannot administer over-the-counter drugs**.
- Any medication that requires a school nurse or clinic designee **cannot be administered by the coordinator**.

### Brightwheel Integration:

Parents are encouraged to **add medication details, allergies, and any health notes directly into the Brightwheel app**. This ensures that staff have immediate access to accurate health information for each child.

### Illness & Injury

In the event of an accident or illness, parents or guardians will be notified **as soon as possible**. If the parent or guardian cannot be reached, emergency contacts listed in Brightwheel will be called.

- For minor incidents, an **incident report** will be completed, explaining the accident and care provided. This report will be signed by the parent at pick-up time and kept with the child's school records.
- In cases of serious injury or emergency, **911 will be contacted** immediately to ensure the child's safety.

## Emergency Closings

The BASE program will **close in the event of an emergency school closure**. Parents and guardians should monitor **local radio, television, and school notifications** for announcements regarding closures.

- If an emergency closing occurs during program hours, parents will be notified to pick up their child.
- If parents cannot be reached, emergency contacts listed in Brightwheel will be contacted.

## Dismissal Changes

To ensure your child's safety, any changes to the prearranged dismissal schedule must follow these steps:

1. Notify your child's teacher **in writing**.
  - Notes may be handwritten or typed, but **must be signed**.
  - Emails **cannot** be used to change dismissal schedules.
2. Notify the **BASE program coordinator** directly.
3. For temporary or emergency changes, you may also **update dismissal information in Brightwheel**, which will alert staff immediately.

## Change of Information

Parents are responsible for keeping their **registration information current**. This includes phone numbers, emergency contacts, and health information such as allergies or medical conditions. **All updates should be made in Brightwheel** so staff have accurate information at all times.

## Sign-In and Sign-Out Procedure

All students must be **signed in and out** each day according to program procedures. Parents should use Brightwheel or the program's official sign-in process to ensure accurate attendance records.

## Snack & Food Policy

- A **healthy afternoon snack and drink** will be provided daily through the school's food service vendor.
- If your child has allergies or dietary restrictions, parents must **update this information in Brightwheel** and notify the BASE coordinator.

BASE provides a **healthy snack and juice box** for all scholars. Our snacks are **carefully selected** and may contain **artificial colors or flavors**.

If you prefer your child **not consume these snacks**, please notify the **BASE Coordinator** in advance. You may:

- Pack an **extra snack** for your child, or
- Provide a **box of snacks** for use during the program.
- During snack time, students will receive either the **BASE-provided snack** or the **snack you supply**, depending on your preference.

## Personal Belongings

- Backpacks, lunch boxes, jackets, and other personal items left at the end of the day will be placed in the school **Lost and Found**.
- The BASE program follows school policy regarding **technology and cell phones**.
- Children are encouraged **not to bring personal items** to the program, and staff are **not responsible for lost or stolen items**

# DISCIPLINE POLICY

## Discipline Policies and Procedures

Discipline in the Before and After School Enrichment (BASE) program is guided by the **standards and practices of Naples Classical Academy** and the **NCA Code of Student Conduct**, as well as the school's **Pillars of Virtue**. All students are expected to uphold the school's high expectations for behavior, respect, and character.

Minor infractions or disruptions will be addressed in a manner appropriate to the student's age. **Unacceptable behaviors** include, but are not limited to: rough conduct, bullying, disrespect toward staff, destruction of property or equipment, use of profanity, running away from staff, or any other actions that interfere with the safety or well-being of others.

Consequences for repeated or serious infractions may include:

- Immediate removal from the program for the remainder of the day
- Suspension from the program the following day
- A meeting with the BASE program coordinator and parents/guardians to determine next steps

**Discipline will never be frightening or humiliating.** The use of corporal punishment, implied threats, derogatory remarks, harsh language, or the withholding of food, toileting, or physical activity is strictly prohibited.

If a child's behavior poses a risk to themselves, other children, or staff, parents or guardians will be contacted and asked to **remove the child from the program for the day**. A meeting with the BASE program coordinator must be scheduled before the child may return.

The program staff will exercise **reasonable care and judgment** in all matters related to the welfare of each child. Parents are encouraged to communicate any challenges or changes at home—such as separation, divorce, or the loss of a family member. That may affect a child's behavior or emotional well-being.

Parents and/or legal guardians assume responsibility for the actions of their child while under the care of the BASE program. All discipline is conducted **in alignment with the Pillars of Virtue**, fostering integrity, respect, responsibility, and self-control in every student.

# GENERAL INFORMATION

## **Communication**

Naples Classical Academy encourages open communication between parents and the BASE program. If you have questions about your child, tuition, policies, activities, or staffing, you can reach the BASE program coordinator through the Brightwheel app, email, or phone.

Parents are responsible for keeping all student information current, including phone numbers, emergency contacts, authorized pick-ups, and medical information. Updates can be made directly in the Brightwheel app, ensuring staff always have accurate information.

Families will receive alerts and notifications through Brightwheel, as well as updates via monthly newsletters and the NCA Family Alert system. Checking Brightwheel regularly helps parents stay informed about schedule changes, early release days, special activities, and other important announcements