

Before and After Care (BAC)



Academie Da Vinci

2026-2027 School Year



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Policies & Philosophy:	<p>ADV's Before and After Care (BAC) program is designed to support our working families by providing reliable care both before and after school hours. Our goal is to create a safe, welcoming, and enjoyable environment where students can relax, socialize with friends, and engage in fun, age-appropriate activities such as games and outdoor recess.</p> <p>We take a consistent, positive approach to guiding student behavior, focusing on encouragement, and the development of self-discipline. Our staff use strategies such as gentle reminders, redirection, and thoughtful separation when needed, always prioritizing respect and understanding.</p> <p>The BAC program offers a variety of activities to keep students engaged, including indoor and outdoor play, arts and crafts, free play, and occasional movies. We strive to create a space where children feel safe, supported, and excited to spend their time.</p>
<p>Arrival & Departure:</p> <p>Program Opens at 7:00 am</p> <p>Program Closes at 6:00 pm</p>	<ul style="list-style-type: none"> • Sign In/Out Procedures: Children must be signed in upon arrival and signed out at departure by a parent or guardian using the iPad system. • Emergency Drop-In Policy: Children not enrolled in BAC may attend on an emergency drop-in basis for a fee of \$10 per visit, per child. A maximum of two emergency drop-in visits is allowed. All fees must be paid at the time of the visit. • Pick-Up and Late Fees: Please ensure your child is picked up by closing time. A late fee of \$1.00 per minute will be charged to the payment method on file. Families who repeatedly arrive after 6:00 PM will be required to meet with the administration to address the issue and may risk

	<p>termination from the program. Children must be signed in upon arrival and signed out at departure by a parent or guardian using the iPad system.</p> <ul style="list-style-type: none"> • Emergency Drop-In Policy Children who are not enrolled in BAC may attend on an emergency drop-in basis for a fee of \$10 per visit, per child. Each child is limited to a maximum of two emergency drop-in visits. All fees must be paid at the time of service. • Pick-Up and Late Fees Please ensure your child is picked up by closing time. A late fee of \$1.00 per minute will be charged to the payment method on file for any late pick-ups. Families who repeatedly arrive after 6:00 PM will be required to meet with the administration to address the issue and may risk termination from the program. • We understand that emergencies can occur. If you anticipate being late, please contact the school or email the coordinator with an estimated pick-up time. • If we have not been notified of a late pick-up, staff will have your child attempt to contact you five minutes prior to closing. If a parent or guardian cannot be reached, staff will begin contacting individuals listed on the emergency contact and authorized pick-up list. If no contacts can be reached, the appropriate authorities will be notified.
Different Person Picking Up:	<p>Your child will only be released to individuals who are authorized.</p> <ul style="list-style-type: none"> • Please ensure that all authorized family members or friends are listed on your "Emergency Alternatives & Authorized Pick-Ups" form (Page 6). • In the event of a change or emergency, contact the school at (727) 298-2778 before 3:00 PM to inform us who will be picking up your child. You may also notify Ms. Missy by email or written note. • A valid photo ID (such as a driver's license) is required at the time of pickup. • If your child is going home with another parent from the school, please notify the BAC Coordinator in advance by email or phone. The school is not able to arrange these changes on your behalf.
Weather Warnings:	<ul style="list-style-type: none"> • ADV follows the Pinellas County School Board website when making decisions about school closures due to hurricanes, severe weather warnings, or any other situation requiring closure. • For the most up-to-date information, visit the Pinellas County School Board website: https://www.pcsb.org/domain/9117
Holidays:	<p>BAC does not charge for the following weeks off from school: <i>Thanksgiving Break, Winter Break & Spring Break</i>. These dates are available on the PCSB Website.</p>
Health, Illness & Safety:	<ul style="list-style-type: none"> • Injury: Parents/guardians will be notified of any minor injuries by a BAC staff member at pick-up. For any minor head injury, a phone call will be made to ensure you are fully informed and to offer the option of early pick-up if desired. • Allergies: Please list all known allergies on your child's registration form—especially food allergies—so we can take appropriate steps to ensure your child's safety. • Emergency Situations: In the event of an emergency, 911 will be contacted immediately. Parents/guardians will be notified as soon as possible following emergency services being called. • Illness: We are not equipped to care for sick children and cannot administer medication. If a child becomes ill, they will be separated from the group and parents/guardians will be contacted for prompt pick-up. We will call if your child shows symptoms such as vomiting, diarrhea, a fever of 100.1°F or higher, or other signs of illness, even if a fever is not present.
Medication:	<p>The administration of medication to students by staff is strictly prohibited without prior written authorization from a parent or guardian. Medication will only be administered in cases involving life-threatening conditions (such as the use of an EpiPen), and only after all required authorization forms have been properly completed and submitted to the office. Please contact Ms. Missy to obtain the necessary forms.</p>

Morning Breakfast:	Breakfast is provided free of charge to all students each morning. The meal includes a main item—such as cereal, a muffin, or a cereal bar—paired with milk, orange juice, and a side like raisins, breakfast cookies, or a cheese stick. Morning breakfast is served by BAC from 7:45 a.m. until students are dismissed for class at 8:15 a.m.
Afternoon Snack Time:	<ul style="list-style-type: none"> • Aftercare students will be provided with an afternoon snack at 4:00 PM. If your child has any food allergies, please notify staff and send an appropriate snack from home. • Each child will receive one single-serving snack. Snacks are purchased in bulk by the school (e.g., Cheez-Its, Veggie Straws, Goldfish). If you would like your child to have additional snacks, please include them in their lunch box. Please do not send candy, gum, or soda.
Rules & Expectations:	<p>All school rules and regulations in effect during the ADV school day also apply to this program.</p> <ul style="list-style-type: none"> • Follow directions the first time they are given. • Always show respect to others and to ADV property. • Stay with a BAC leader unless you have permission to use the restroom or get water. • Take responsibility for your personal belongings. • Always walk while indoors. • Use a Level 1 (quiet) voice inside. • Always use appropriate language. • Keep your hands and feet to yourself. • Students may bring 1–2 toys to BAC (no electronics). All items are the student's responsibility.
Discipline:	<p>We encourage positive behavior through structured activities, clear directions, and praise, while redirecting inappropriate behavior. All school rules apply during Before- and After-Care.</p> <p>If issues arise, a child will receive one reminder. A second incident may result in brief separation from the group or loss of privileges. Continued misbehavior will follow ADV guidelines and may involve parent communication or a write-up.</p>

Registration:

Please note registration forms need to be submitted annually for both new and returning families

- A **\$35 non-refundable registration fee** is required per family.
- Complete the **Online Registration Form** by visiting **AcademieDaVinci.org**.
- After submitting the form, you will receive an email invitation to **create a Procare account**, the platform ADV uses for BAC billing. In your account you'll see an invoice for the registration fee.

The registration fee will be auto paid on the invoice due date using the preferred payment method that you've created. To avoid any interruption in enrollment, please complete your profile and payment setup promptly.

After the invoice is paid, our BAC Coordinator will send confirmation confirming your enrollment.

"Please note that spots are filled on a first-come, first-served basis. Your reservation is not guaranteed until you receive confirmation from our BAC Coordinator."

ACH Recurring Debit for Before and After Care billing

Your program selections of care must be selected on your registration form. If there are changes or you wish to withdraw your child/ren from the program, please notify Kim Davidson by email (davidsonk@academiedavinci.org) one week prior to the change being effective. This is to verify availability for your child along with changing or cancelling the recurring auto payment that's in effect.

Billing will commence on the first Friday preceding the week of care and will continue on a weekly basis based on your selected program per child. The preferred payment method you provide in Procare will be automatically debited each Friday until enrollment is cancelled or at the end of the school year. Please note that billing will be paused during scheduled school closures and holidays.

Billing will occur at \$1.00 for every minute that a student is picked up past 6:00 pm.

If a student attends BAC at least 3 days in a week, the weekly fee applies, regardless of attendance. All Before & After Care payments will be processed through Procare. You will receive an email invitation with instructions to create your parent profile. Once your profile is set up, please log in and establish your weekly ACH payment method by navigating to:

Payments → Pay Now → Set Up Method

The registration fee will be auto paid on the invoice due date using the preferred payment method that you've created. To avoid any interruption in enrollment, please complete your profile and payment setup promptly.

Billing & Fees:

BAC Programs & Prices

Registration Fee \$35 (per family)	<p>Your program selections of care must be selected on your registration form. If there are changes or you wish to withdraw your child/ren from the program, please notify Kim Davidson by email (davidsonk@academiedavinci.org) one week prior to the change being effective. This is to verify availability for your child along with changing or cancelling the recurring auto payment that's in effect. Your program selections of care must be selected on your registration form. If there are changes or you wish to withdraw your child/ren from the program, please notify Kim Davidson by email (davidsonk@academiedavinci.org) one week prior to the change being effective. This is to verify availability for your child along with changing or cancelling the recurring auto payment that's in effect.</p>
Program Option #1	<p><u>Child Care 3-5 Days a Week (Full Time)</u></p> <p>A.) Mornings Only (AM)..... \$40/per child each week</p> <p>B.) Afternoons Only (PM).....\$70/per child each week</p> <p>C.) Mornings & Afternoons (AM & PM).....\$90/per child each week</p>
Program Option #2	<p><u>Child Care 1-2 Days a Week (Part Time)</u></p> <p>A.) Morning Only (AM).....\$30/per child each week</p> <p>B.) Afternoons Only (PM).....\$45/per child each week</p> <p>C.) Mornings & Afternoons (AM + PM)\$60/per child each week</p>
Discount	<p>We offer a 10% discount to families with more than one child enrolled in Programs #1 or #2.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> - 2 children enrolled in Program #1; C would cost \$162 (\$180-10%= \$162/wk) - 3 children enrolled in Program #2; A would cost \$81.00 (\$90-10%= \$81/wk)