

**HOST Enrollment Criteria:**

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

1. Must be 5 years old by September 1 and actively enrolled in Hillsborough County Public Schools (HCPS).
2. Must participate in brick and mortar option to attend HOST.
3. Must adhere to the guidelines set forth by the District's Reopening Plan.
4. Is able to be independent in daily self-care needs such as toileting, feeding, and dressing.
5. Is not a danger to him/herself or others.
6. Is able to participate in large group activities.
7. Is 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.

**\*\*\*Discounts for HCPS Employees Only\*\*\***

All discounts are applied to the full school base rate. Discounts may not be combined.

**By completing the HOST online enrollment form, you are agreeing to the Terms and Conditions and are 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:** Attendance is taken daily. Parents/guardians are responsible for notifying the HOST Instructor of their child's absence from HOST if he/she attended school during the day. Call the HOST program at your child's school to inform the Instructor of your child's absence from HOST.

**CHILD CARE ASSISTANCE:** Applications for childcare assistance are available by visiting a School Readiness Satellite Office or at

<https://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 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.

## HOST TERMS AND CONDITIONS (REGISTRATION AGREEMENT)

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 that 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

**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, through written notes, email and/or SMS (text) messaging. We ask that our families:

1. Keep us informed about any changes regarding your child or your child's routine so that we may best serve the student(s) and the family.
2. Attend at least one HOST organized family function per year

**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, HOST administrative staff and the principal 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 are due Friday prior to the week of service. 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 if not paid by Wednesday. Failure to pay fees including late charges will result in your child 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 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 become ill or injured the facility will contact me immediately or contact the person(s) I have designated as an emergency contact. 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. HOST follows all recommended guidelines from the Centers for Disease Control (CDC).

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

**PARENT PORTAL:** The HOST program only allows one primary account holder to manage their child's online account per term; this includes access to all financial information to include tax 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's Bring Your Own Device (BYOD) policy as outlined in the student handbook (<http://www.sdhc.k12.fl.us/assets/pdf/studenthandbook.pdf>).

**REGISTRATION/ENROLLMENT - ELEMENTARY & K-8 SCHOOL: A**

**NONREFUNDABLE REGISTRATION FEE** is due at the time of registration. Weeks are to be paid in full regardless of whether your child attends. After a two-week break in service, please contact the HOST Instructor for the re-enrollment process (re-enrollment fees may apply).

**REGISTRATION/ENROLLMENT - MIDDLE SCHOOL:** A **NONREFUNDABLE REGISTRATION FEE** is due at the time of registration. Payment is based on attendance in the program. Weeks are to be paid in full, when your child attends.

**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.

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

**WAIT LIST:** Registration in the program does not guarantee your child's acceptance into the program. HOST reserves the right to:

- Prioritize HCPS employees children
- Prioritize families who are enrolled in current year's HOST program
- Create a wait list based on established Early Learning Coalition mandates
- Create a wait list with submitted enrollment form using date/time stamp

**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](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  
Office of the Chief of Staff  
901 E. Kennedy Blvd.  
Tampa, Florida 33602  
(813) 272-4000  
[pansy.houghton@sdhc.k12.fl.us](mailto:pansy.houghton@sdhc.k12.fl.us)

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-

111020