

Miami-Dade County Public Schools School Operations



Community Education and Before/After School Programs



PARENT HANDBOOK 2007-2008

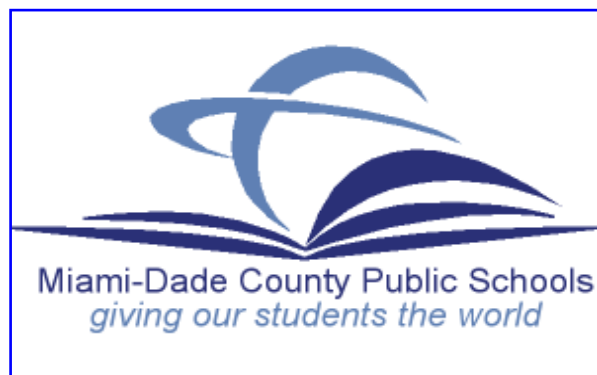
Providing Quality Programs Beyond School Hours
Miami-Dade County Public Schools

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**BEFORE/AFTER SCHOOL PROGRAM GUIDELINES
MIAMI-DADE COUNTY PUBLIC SCHOOLS**

PROGRAM: Your child is now enrolled in a before/after school program at Ada Merritt K-8 Center School. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned for your child’s time in our program. If we can be of assistance, please do not hesitate to call us at 305-326-0791 ext: 2069. Our fax number is 305-326-0749.

STAFF: Program managers supervise group activity leaders that have been screened by Miami-Dade County Public Schools to work directly with your children in small groups. All activity leaders are required to receive a minimum of 45 hours of training within one year period.

SNACKS: Each day a snack will be provided for your child. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided by the before/after school program, please contact our office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child. ***Please remember our school is a peanut/nut free school.***

REGISTRATION: All sections of the registration cards must be completed. **EMERGENCY CONTACT INFORMATION** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY**. It is extremely important that you notify the program manager if there are any changes in the emergency contact and or authorized pick-up.

INSURANCE: Upon registering your child, it is mandatory to obtain the student accident insurance issued through the district. No child may attend before/after school program without insurance. This is supplemental insurance and **DOES NOT** take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided in the brochure.

PROGRAM HOURS AND FEES : Below are the hours of operation for before/after school programs

BEFORE SCHOOL CARE	6:45 a.m. - 8:20 a.m.	\$20 per week
STORY HOUR (4 days)	2:00 p.m. - 3:00 p.m.	\$16 per week (MTRF)
STORY HOUR (5 days)	2:00 p.m. - 3:00 p.m.	\$20 per week (MTWRF)
AFTER SCHOOL CARE	2:00 p.m. - 7:00 p.m.	\$35 per week

Fees must be paid in advance based on the enclosed payment schedules. Fees may be paid by cash or money order. There is no partial payment for partial use of services. ***NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE.***

LATE PICK UP FEE: A late fee of \$10 per 15 minutes per family will be charged for children not picked up on time. This fee will be collected on the day of late pick up or will be added to the next payment. Consistent late pick up may result in the child being withdrawn from the program.

LATE PAYMENT FEE: A late payment fee of \$10 will be charged for payments not received prior to the first day of the service period. Certain program costs may be deducted from your federal income taxes and you should save your cancelled checks and/or receipts from the program.

SUBSIDIZED CHILD CARE: Parents receiving subsidized child care through Miami-Dade County Child Development Services must adhere to the guidelines as outlined in the Parents Rights and Responsibilities for Service Form, and are responsible for fees in excess to the voucher amount.

BEFORE SCHOOL ARRIVAL PROCEDURES: Each child must be signed in daily within the school building by an authorized person listed on the child's registration card.

RELEASE OF CHILDREN: Children may be picked up any time prior to 7:00 p.m., but they must be picked up **NO LATER** than 7:00 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 7:00 p.m. and to notify the program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may lose the services of the program. Children will only be released to the authorized persons identified on the child's registration card.

DISMISSAL PROCEDURES:

Pick-up: Each child must be signed out from the office by an **AUTHORIZED PERSON** listed on the child's registration card. The authorized person may be asked to present photo identification. A pass will be issued to pick up the child from the classroom. Any other person not listed must have permission in writing from the parent or legal guardian and present photo identification before the child will be released. The parent or legal guardian is responsible for notifying the After School Care Office and presenting in writing their request for a person to pick up their children.

Authorized Persons: **ONLY** those persons listed on your child's registration card are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the program manager will be made before any child is released to a person not listed on the registration form.

Walk Home: Children will not be dismissed on their own to walk home alone. All students have to be signed out by an authorized person.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after school office in person or in writing immediately. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular day school

program, please contact the before/after school program office as expediently as possible.

ILLNESS/ACCIDENTS Should your child become ill or injured during the program, you will be notified immediately and you must make arrangements to pick up your child at that time.

MEDICAL AUTHORIZATION Should your child require medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the program manager should that occasion arise.

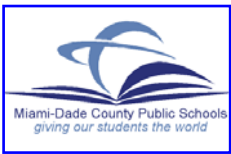
Ensure you notify the After School Care Managers (Ms. Sonia Garcia and Ms. Jackeline Sanchez-Jimenez) of any medical condition or allergy that may affect/impacts your child at school.

BEHAVIOR/DISCIPLINE POLICY Your child will be under the supervision of qualified personnel familiar with his/her school. The same Student Code of Conduct as the regular school program will be followed, and will be explained to your child. Rough conduct, disrespect to leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. If your child continually misbehaves, he/she may be withdrawn from the program.

REFUND/CREDIT POLICY A student absent for **5 OR MORE CONSECUTIVE DAYS** from the before/after school program, may receive credit for the amount of paid days absent. At the request of the parent, this amount may be deducted from the amount of the payment for the following service period.

WITHDRAWAL A student withdrawing from the before/after school program after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the before/after school program manager or secretary in **WRITING** as to the date of withdrawal.

It is imperative that you notify the After School Care Office and the Main Office as well, of any changes regarding child custody issues, restraining orders, temporary injunctions, etc. Please be informed the school will only comply with court orders regarding these issues. Should such a need arise ensure you meet with a School Administrator and an After School Care Manager (Ms. Sonia Garcia or Ms. Jackeline Sanchez-Jimenez) to discuss the situation at hand. Additionally, ensure you provide copies of the court orders/documents to both the After School Care Office and the Main Office.



**SCHOOL OPERATIONS/COMMUNITY EDUCATION
2007-2008 BI-WEEKLY PAYMENT SCHEDULE
FOR BEFORE/AFTER SCHOOL PROGRAMS**

PAYMENT DUE DATE	<u>BI-WEEKLY SERVICE PERIOD</u>	DAYS OF SERVICE	FEE PER STUDENT FOR SERVICE PERIOD		
			BEFORE SCHOOL or STORY HOUR M-F	STORY HOUR MTRF	AFTER SCHOOL
Monday, August 20	Aug. 20 - Aug. 31	10	\$40	\$32	\$70
Monday, August 27	Sept. 4 - Sept. 14	8	\$32	\$24	\$56
Monday, Sept. 10	Sept. 17 - Sept. 28	10	\$40	\$32	\$70
Monday, September 24	Oct. 1 - Oct. 12	9	\$36	\$28	\$63
Tuesday, October 9	Oct. 15 - Oct. 25	9	\$36	\$28	\$63
Monday, October 22	Oct. 29 - Nov. 9	10	\$40	\$32	\$70
Monday, November 5	Nov. 13 - Nov. 21	7	\$28	\$20	\$49
Monday, November 19	Nov. 26 - Dec. 7	10	\$40	\$32	\$70
Monday, December 3	Dec. 10 - Dec. 21	10	\$40	\$32	\$70
Monday, December 17	Jan. 7 - Jan. 17	9	\$36	\$28	\$63
Monday, January 14	Jan. 22 - Jan. 31	8	\$32	\$24	\$56
Tuesday, January 28	Feb. 4 - Feb. 15	10	\$40	\$32	\$70
Monday, February 11	Feb. 19 - Feb. 29	9	\$36	\$28	\$63
Tuesday, February 25	March 3 - March 14	10	\$40	\$32	\$70
Monday, March 10	March 17 - March 27	8	\$32	\$26	\$56
Monday, March 24	April 7 - April 18	10	\$40	\$32	\$70
Monday, April 14	April 21 - May 2	10	\$40	\$32	\$70
Monday, April 28	May 5 - May 16	10	\$40	\$32	\$70
Monday May 12	May 19 - June 5	13	\$52	\$40	\$91
	TOTAL	180			

2007-2008 BI-WEEKLY SCHEDULE



**SCHOOL OPERATIONS/ COMMUNITY EDUCATION
2007-2008 MONTHLY PAYMENT SCHEDULE
FOR BEFORE/AFTER SCHOOL PROGRAMS**

PAYMENT DUE DATE	<u>MONTHLY SERVICE PERIOD</u>	DAYS OF SERVICE	FEE PER STUDENT FOR SERVICE PERIOD		
			BEFORE SCHOOL or STORY HOUR M-F	STORY HOUR MTRF	AFTER SCHOOL
Monday, August 20	Aug. 20 - Aug. 31	10	\$40	\$32	\$70
Monday, August 27	Sept. 1 - Sept. 28	18	\$72	\$56	\$126
Monday, September 24	Oct. 1 - Oct. 31	21	\$84	\$64	\$147
Monday, October 29	Nov. 1 - Nov. 30	19	\$76	\$60	\$133
Monday, November 26	Dec. 3 - Dec. 21	15	\$60	\$48	\$105
Monday, December 17	Jan. 7 - Jan. 31	17	\$68	\$52	\$119
Monday January 28	Feb. 4 - Feb. 29	19	\$76	\$60	\$133
Monday February 25	Mar. 3 - Mar. 27	18	\$72	\$56	\$126
Monday, March 24	Apr. 7 - Apr. 30	18	\$72	\$56	\$126
Monday April 28	May 1 - June 5	25	\$100	\$80	\$175
	TOTAL	180			

2007-2008 MONTHLY SCHEDULE



MIAMI-DADE COUNTY PUBLIC SCHOOLS

ADA MERRITT K-8 CENTER

PARENTAL ACKNOWLEDGEMENT FORM FOR BEFORE/AFTER SCHOOL PROGRAMS

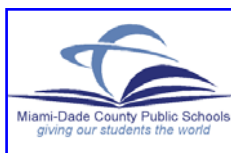
I have received, read, and acknowledge the policies outlined in the program guidelines for the before/after school program.

- Fees must be paid **on time and in full** based on the payment schedules. Failure to make payments may result in the child being withdrawn from the program.
- If complete payments are not received prior to the first day of the service period there will be a late payment fee of \$10.00. If partial payment is made, there will still be a late payment fee of \$10.00.
- A late pick up fee of \$10.00 per 15 minutes per family per occurrence will be applied for any child pick-up after 7:00pm or Story Hour after 3:00pm.
- Appropriate student behavior is required to remain in the program. Behavior deemed inappropriate/unacceptable may result in the child being withdrawn from the program.
- Biweekly and Monthly Fee Payment Schedule are to be adhere to.
- Only authorized persons that I have identify in the child’s registration card will be allowed to pick-up my child.

I verify that I have purchased the student accident insurance for this school year for my child. I understand that this paper will be kept in my child’s file as an official document.

Student Name (Please print) Date

Parent Signature Date



The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03