

Miami-Dade County Public Schools



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SCHOOL AGE CHILD CARE PROGRAM GUIDELINES MIAMI-DADE COUNTY PUBLIC SCHOOLS

AFTER-SCHOOL CARE OFFICE

The After-School Care office hours are from 8:00 a.m. – 6:00 p.m. We can be reached at 305-406-0227 or 305-406-0220, our fax number is 305-406-0225. If we can be of any assistance, please do not hesitate to call. You may also email the program manager at kennethaleman@dadeschools.net.

GENERAL PROGRAM AND STAFF

The After-School Care Program at John I. Smith Elementary School offers a variety of activities such as homework assistance, indoor and outdoor games, and arts and crafts. All activity leaders receive a minimum of 45 hours training from the Department of Children and Families, and have all been screened by Miami- Dade County Public Schools. The program manager monitors the daily operations of the program and supervises the activity leaders. The principal is ultimately in charge of overseeing the entire program.

PROGRAM COMPONENTS

BEFORE-CARE

Before-Care is only offered for our pre-kindergarten and kindergarten students. The program runs Monday through Friday, from 7:20 a.m. to 8:20 a.m. All parents must pre-register their child, as well as purchase the mandatory school accident insurance before the student will be allowed to participate in the program. Additionally, all students must be physically dropped-off and signed-in every morning.

MINI-CARE

Mini-Care is offered for our pre-kindergarten, kindergarten and first grade students on Mondays, Tuesdays, Thursdays and Fridays from 2:00 p.m. to 3:00 p.m. This program is especially designed for those children who need to wait for their older brothers or sisters who dismiss at 3:00 p.m. Please be aware that due to 2:00 p.m. dismissal, the program is not offered on Wednesdays. Students who attend Mini-Care will receive a snack and are encouraged to complete their homework assignments on a daily basis.

PART-TIME AFTER- SCHOOL CARE

Part-time After-School Care will only be offered to children enrolled in Community School Classes under the following condition:

- The child may only be enrolled in part-time After-School Care for the days he or she participates in Community School Classes.

ALL DAY CARE PROGRAM (OFFERED FOR TEACHER PLANNING DAYS ONLY)

We will be offering full-day service on eight of the ten teacher planning days throughout the 2009-2010 school year. We will be open from 7:30a.m. to 6:00p.m. However, service excludes all legal holidays and recess days such as Holiday Break and Spring Break. For those days for which we do offer service, it is important that you provide your child with both a lunch and a snack. Throughout the course of the day, they will be situated and participating in various activities in the cafeteria, as well as have scheduled times for outside play in the playground and P.E. field. Registration and payment for each teacher planning day must be made two weeks prior to that day. The following table lists the eight teacher planning days for which we will be offering service.

DATE:	Daily Fee for Free and Reduced Lunch	Daily Student Fee
September 28	\$18	\$20
October 19	\$18	\$20
October 30	\$18	\$20
January 22	\$18	\$20
March 1	\$18	\$20
April 5	\$18	\$20
June 10	\$18	\$20
June 11	\$18	\$20

THERE IS NO DROP-IN CARE

That is, you will not be permitted to enroll your child in After-School Care for individual dates at any given time, with the exception of the days for which we offer All Day Care.

COMMUNITY SCHOOL CLASSES

One-hour sessions of Community School Classes will be offered twice per week. These sessions will begin in September/October and end in May. Students who are registered in Community School Classes but are not enrolled in After-School Care, can receive supervision for up to 45 minutes after students' dismissal time free of charge.

Because the offerings of Community School Classes change annually, please ask the After-School Care office for this year's selections. Some classes have a set uniform that parents must agree to provide. They are as follows:

Ballet

- Black leotard
- Pink tights
- Pink ballet slippers

Jazz

- Black leotard
- Black jazz pants
- Black jazz shoes

Hip-Hop

- Black leotard
- Black jazz pants
- Sneakers

Latin Dance

- Black leotard

- Black jazz pants
- Sneakers

Cheerleading

- T-shirt
- Shorts

Martial Arts

- White T-shirt and
- Loose pants (NO JEANS)
- or Martial Arts Uniform
- Sneakers

Basketball/Sports

- T-shirt
- Shorts
- Sneakers

REGISTRATION INFORMATION

Office Hours

You may register your child for After-School Care in the After-School Care office between the hours of 8:00 a.m. to 6:00 p.m. During registration, students will be placed in classes according to the 20 to 1 ratio. Any parental preferences for a specific instructor/activity leader will not be considered.

Emergency Contact Information

Registration cards are considered incomplete until the ***EMERGENCY CONTACT INFORMATION*** and the ***EMERGENCY MEDICAL TREATMENT CHECK OFF*** are filled-in. Please complete all the information on the card, including the front of your child's registration form where authorized names are listed for pick-up. It is **extremely important** that you notify the program manager if there are any changes in the parent contact and/or emergency contact card information.

Insurance

It is mandatory to obtain student accident insurance, as no child may attend Before-School Care, All Day Care Program, After-School Care or Community School Classes without school insurance. This insurance is a supplemental insurance and it **does not** take the place of family or individual medical insurance coverage. It is the responsibility of each parent to become familiar with any insurance limitations and other information enclosed in the brochure provided.

FEES

Before-Care, After-School Care, Mini-Care, Community School Classes and Part-Time After-School Care fees must be paid on a monthly basis. Payment schedules for these programs are enclosed. Fees may be paid by check, cash, or money order. There is no partial payment for partial use of services. **No child will be allowed to attend classes during a service period for which payment has not been made. Please note if you are paying by cash, you must bring the exact amount because no change will be given in the office. Also please be advised that the After-School Care/Mini-Care payment for May 2010 will only be accepted in the form of cash.**

All Day Care Program Fees

The All Day Care Program fee must be paid two weeks prior to that teacher planning day. Payment must be made in full, and if you are paying in cash, it must be in the exact amount, as we do not provide change at the office.

Community School Class Fees

Fees for Community School Classes are due on a monthly basis. The fees for these classes vary from \$35.00 to \$50.00 a month. Some periods may have more days of service than other periods, but the payment will remain at a set fee. However, students cannot attend or make-up classes missed due to payment made after the service period begins. Additionally, children will not be allowed to attend class if all fees are not paid in advance.

Program Schedules and Service Costs

Before-Care	7:20 a.m. – 8:20 a.m.	\$20 per week (5 days). Flat fee, same for those students who receive free/reduced lunch and those students who do not.
Mini-Care	2:00 p.m. - 3:00 p.m.	\$16 per week (4 days). Flat fee, same for those students who receive free/reduced lunch and those students who do not.
After-School Care	2:00 / 3:00 p.m. - 6:00 p.m.	\$35 per week for students receiving free/reduced lunch. \$40 per week regular student fee.
Community School Classes	Times Vary	amounts vary (ask for payment schedule)
Community School Part-Time After-School Care	2:00 / 3:00 p.m. - 6:00 p.m.	\$7 per day for students receiving free/reduced lunch. \$8 per day regular student fee.
All Day Care Program (Teacher Planning Days)	7:30a.m. -6:00 p.m.	\$18 per day for students receiving free/reduced lunch. \$20 per day regular student fee.

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. Parents are responsible for fees in excess to the voucher amount.

LATE PAYMENT FEES

Before-Care/ After-School Care/ Mini-Care Late Payment Fees

A late payment fee of \$10.00 will be charged for payments not received **prior to the first day of the service period.**

Parental Contact Regarding After-School Care Late Payment Fees

Five days before the payment for the service period is due, the After-School Care program will notify parents on the magnetic board, as well as provide them with payment reminder flyers available at the counter. These flyers will state the following information:

- Parents will be charged a \$10.00 late fee if payment is past due.
- Children may stay in the After-School Care Program on the first two days of the service period as a grace period. If the parent pays all outstanding fees by the end of the second day, the child will continue in the program.
- In the case that parents have not paid by 6:00 p.m. on the second day of the grace period, their child will be withdrawn from the After-School Care Program.
- Children will not be able to remain in the program on the third day of the service period, or the rest of the current service period if the balance (including the late fee and late pick-up fee) is not paid in full.

A courtesy Connect-Ed call will be made to parents who have not paid by the second day of the service period, in order to find out if his or her child will be continuing in the After-School Care Program. In the event that we are unable to reach parents with the phone number they listed, the child will still be withdrawn from the program and sent to Parent Pick-Up.

LATE PICK-UP FEES

Late Pick-Up Fees for After-School Care / Part-Time After-School Care/ All Day Care Program
Children must be picked up by 6:00 p.m. Parents picking children up after 6:00 p.m. are considered late. From 6:00 p.m. to 6:14 p.m., we allow a grace period. However, as of 6:15 p.m. an additional \$5.00 will be charged for every ten minutes thereafter, until the child is picked-up (see example).

Example of Late Pick-Up Fee Schedule
for After School Care/ All Day Care

6:15 – 6:24	\$ 5.00
6:25 – 6:34	\$ 10.00
6:35 – 6:44	\$ 15.00
6:45 – 6:54	\$ 20.00

Mini-Care Late Pick-Up Fees

Children must be picked up by 3:00 p.m. Parents picking children up after 3:00 p.m. are considered late. From 3:00 p.m. – 3:09 p.m., we allow a grace period. However, as of 3:10 p.m. an additional \$5.00 will be charged for every ten minutes (see example).

Example of Late Pick-Up Fee Schedule
For Mini-Care

3:10 – 3:19	\$ 5.00
3:20 – 3:29	\$ 10.00
3:30 – 3:39	\$ 15.00
3:40 – 3:49	\$ 20.00

Community School Class Late Pick-up Fees

Children must be picked up prior to the dismissal of their Community School Classes. Parents picking children up after dismissal are considered late. We allow a grace period of nine minutes **after dismissal time**. However, as of ten minutes after Community School Class dismissal time, an additional \$5.00 will be charged for every ten minutes (see example). **Please note that Community School hours vary throughout the week.**

Example of Late Pick-Up Fee Schedule
Given that a Community School Class ends at 3:00 p.m.

3:10 – 3:19	\$ 5.00
3:20 – 3:29	\$ 10.00
3:30 – 3:39	\$ 15.00
3:40 – 3:49	\$ 20.00

Please keep in mind that we run on a clock that is synchronized with the official bell schedule of Miami- Dade County Public Schools.

Please note.....

All fees, including late payment fees and late pick-up fees, for After-School Care, Community School Classes, Mini-Care, Community School Part-Time After-School Care, and All Day Care, must be paid before continuing in the After-School Care Program and/or Community School Classes each pay period. **Therefore, please understand that even if you have prepaid for the next service period, if there are still outstanding fees, your money will be returned and your child will be removed from the program until all outstanding fees are paid in full.**

NON-SUFFICIENT FUNDS/RETURNED CHECKS

If for any reason a check is returned to us for non-sufficient funds, we **will not** redeposit it. We will ask that you bring cash for the amount of the check and the additional service charge made by our bank within the 24 hours of notification. If payment for the non-sufficient funds check is not received within 48 hours, the child will not be able to continue in the program until the money is received. **ONCE THIS HAPPENS, ALL FUTURE PAYMENTS MUST BE MADE IN CASH FOR THE ENTIRE SCHOOL LIFE OF THE STUDENT WHILE AT JOHN I. SMITH ELEMENTARY.**

CREDITS / REFUNDS

Credit / Refund Policy for Mini-Care / After-School Care

A student absent for **5 or more consecutive days** from the After-School Care Program may receive credit for the amount of paid days absent (with exception of holidays and teacher planning days). At the request of the parent, this amount may be deducted from the amount of the payment for the following service period. A partial refund will be given if the child is withdrawn from the program before the end of the service period.

Credit/ Refund for All Day Care Program

If your child is enrolled in any of our After-School Care Programs, **and** you have also paid for the All Day Care Program Service (Teacher Planning Days) then the following applies:

If your child is absent on a All Day Care date for which payment has been received, then you will be issued a credit towards the next month's ASC payment. In the event that your child is enrolled in the All Day Care Program, but **does not** attend After-School Care, then you are entitled to a refund. To receive your refund check, you must fill-out a refund application form, and on estimate it will take about a month.

Credit/Refund Policy for Community School Part-Time After-School Care

Children in part-time After-School Care must be absent for the two consecutive days of their class in order to receive credit for days paid. At the request of the parent, this amount may be deducted from the amount of the payment for the following service period. A partial refund will be given if the child is withdrawn from the program before the end of the service period.

However, if one of the two days includes a teacher planning day or a holiday, then there will be no refund or credit issued.

Credit / Refund Policy for Community School Classes

Credit will not be given for Community School Classes missed due to your child's absence. However, if the child is registered for the class but only attends the first session due to absences, you may receive credit or refund. In the event that the instructor is absent, a make-up class will be offered.

Parents will be notified of the date and time of their child's make-up class. If the child is enrolled in another community school class at that same time, the instructor will be asked for other times of availability.

FEDERAL INCOME TAX

Some program costs may be deducted from your federal income taxes. Therefore, you should save your cancelled checks and/or program receipts. Parents are responsible for retaining their own payment receipts.

PROGRAM POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

Arrival of Children to the After-School Care Program

Pre-kindergarten, kindergarten and first grade children will be picked up by their activity leaders at their classrooms prior to dismissal. Second through fifth graders are expected to report directly to their After-School Care classrooms. It is imperative that you notify the After-School Care, in writing or by phone, of any day in which you will be picking up your child before or at regular school dismissal time, resulting in your child not attending the program.

Students in the After-School Care Program who are also registered for Community School Classes will be picked up by their instructors at their individual After-School Care classroom for their Community School Classes. The students will be returned to their After-School Care leaders upon completion of these classes.

Arrival of Community School Class Children

If children have a class that begins 45 minutes after dismissal, an activity leader will supervise them until their classes begin at no charge. However, students attending classes that begin more than 45 minutes after their dismissal time (example: student is dismissed at 3:00 p.m., Community School Class begins at 4:30 p.m.) will not be allowed to stay on school grounds. These students should be dropped off at their assigned Community School classrooms by parents at the time that their Community School Classes begin.

Arrival of Children to All Day Care Program

- All who arrive before 7:30 a.m. will report directly to the cafeteria.
- Parents are asked to drop off their children in the designated bus area. Please drive all the way down so as to accommodate the maximum number of vehicles. Parking and/or leaving cars unattended is **not permitted** in this area. If you wish to park and escort your child into the building, parking is only permitted in the school parking lot located directly in front of the

main building.

Dismissal of Children from the After-School Care Program/Community School Classes/All Day Program Care

The following procedures must be observed in order to pick up a child from the After-School Care Program:

Authorized Person(s) must

- Present photo identification of self at After-School Care Counter
- Obtain one pass per child
- Present the pass to the Activity Leader and sign the child out

Unauthorized Person(s) must

- Present a signed letter from the parent or legal guardian along with a copy of the parent's driver's license (this should be faxed to us in advance. If emailed, a scanned photo ID and a signature must be included).
- Present photo identification of self at After-School Care Counter
- Obtain one pass per child
- Present the pass to the Activity Leader and sign the child out

Verification by the program manager or assistant managers will be made before any child is released to a person not listed on the registration card.

Please note that the dismissal procedures for students released from Community School Classes differs as follows:

Authorized Person(s) Must

- Present photo identification of self at After-School Care Office
- Sign out the child in the After-School Care Office
- Obtain one pass per child
- Present the pass to the instructor

Unauthorized Person(s) Must

- Present a signed letter from the parent or legal guardian along with a copy of the parent's driver's license (this should be faxed to us in advance. If emailed, a scanned photo ID and a signature must be included).
- Present photo identification of self at After-School Care Office
- Sign out the child in the After-School Care Office
- Obtain one pass per child
- Present the pass to the instructor

Please note that every day the individual behind the counter will be asking everyone for

identification, even if he/she recognizes you from a previous day. These procedures are implemented to assure your child's safety.

If at any time your child is to walk home from school (i.e. After-School Care Program or Community School Classes), the "yes" box must be checked on the registration card. **We strongly recommend that your child does not walk home alone.**

It is imperative that if there are any changes in the dismissal procedures for your child, daily or continuous, that you notify the office in writing. If you pick up your child early from the regular school day, it is important that you contact the After-School Care Office, to make them aware of your child's whereabouts.

ILLNESS/ACCIDENTS

Should your child become ill or injured during the program, you will be notified immediately and we ask that you make arrangements to pick up your child as soon as possible. Please be sure to update your child's emergency contact information so that we will always be able to reach you.

As per insurance purposes, we keep a daily detailed record of all injuries that occur during program hours. When you pick up your child, you will be asked to please sign an accident report, summarizing exactly what happened, as stated by one of our staff members. Said accident report will be inputted into the school's data base. In the event that you would like to file a claim with the mandatory school insurance company, United Healthcare Student Resources, you may access a claim form at www.k12StudentInsurance.com or call 1-866-313-4512.

MEDICAL AUTHORIZATION

If your child requires medication during the hours of attendance in the program, a permission form must be filled out and kept on file in our office. Medication must be brought to the After-School Care office by the parent on the same day which child is to receive it. No student may carry any type of medication with them throughout the day (ie: cough drops, Dimetapp, and Tylenol).

SNACKS

Each day a snack will be provided for After-School Care children at the end of the regular school day. Please note that a snack will not be provided for students registered only for Community School Classes.

ALTERNATE NUTRITION PLAN

If your child is unable to eat the snacks provided by the After-School Care Program, please write a letter (with a signature) stating that you will provide your child with a nutritious snack. **It is imperative that the After-School Care Office be notified of any food allergies upon registration.** Children will only be allowed to eat snack brought from home during the allotted snack time. **(Children are not permitted to eat candy or chew gum on school grounds.)**

SAFETY OF CHILDREN

After-School Activity Leaders are responsible for the safety and the well being of the children in

their groups. Indoor and outdoor activities will be in controlled, organized groups. Indoor safety prohibits running, improper use of furniture (tilting in and standing on chairs, etc.) throwing of items, and/or the inappropriate use of materials (brushes, scissors, etc.). Outdoor activities will include organized group play with activity leader involvement.

BEHAVIOR/DISCIPLINE POLICY

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as the regular school day, and are necessary in order to provide a safe learning environment.

These rules are as follows:

1. Students must follow directions the first time given. Cooperation, self-control, and respect for adults and other students are expected from each student. Use of profanity or name calling is prohibited.
2. There is to be no running on school grounds at any time, including dismissal time.
3. Hands, feet, and objects are kept to one's self. Fighting or play-wrestling is not allowed at any time, and will result in immediate suspension.
4. A hall pass from the Activity Leader or Instructor is required upon leaving the classroom for any reason.
5. Gum, candy and/or toys are not allowed to be brought to school. They will be confiscated from students and returned only to parents.
6. Writing on or defacing school property, buildings, walls, desks, books, etc. is not tolerated. Students who violate this rule will be responsible for clean-up, repair, or replacement if necessary.
7. Restrooms must be kept neat and clean. All trash must be put in trash cans.

If your child continually misbehaves, he/she may be withdrawn from the program.

Parents are also asked to be courteous to After-School Care personnel. Often times there are concerns regarding late fees, payments, or actions of activity leaders. All problems and concerns not resolved by the After-School Care Manager are to be directed to the principal, Ms. Hines. Since After-School Care is a service and not a mandatory program, parents who are uncooperative with After-School Care employees or who do not follow policies and/or procedures, will be asked to withdraw from the program and money paid for services not rendered will be refunded in full.

CHANGES WITHIN THE PROGRAM

As our After-School Care Program grows, it may become necessary to create new classes. This will require moving students from their current class to a new class, activity leader and/or instructor. If overcrowding occurs, a student in After-School Care may be moved according to homeroom teacher. Students that have been withdrawn and re-entered into After-School Care and Community School Classes, are not guaranteed to be placed in their previous class. Schedules for students in Community School Classes are also not permanent. Days and times may change throughout the year. Parents will be notified as changes occur.

WITHDRAWAL FROM THE PROGRAM

In the instance that a parent wishes to withdraw a child from the program, we request that they please notify the After-School Care Program in writing.

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6/2/09

MIAMI – DADE COUNTY PUBLIC SCHOOL
JOHN I. SMITH ELEMENTARY SCHOOL
FINANCIAL RESPONSIBILITY FORM
SCHOOL AGE CHILD CARE PROGRAM
2009 - 2010

I have received, read, and acknowledge the policies outlined in the program guidelines for the After-School Care Program and Community School Classes.

- I understand that fees must be paid on time and in full based on the payment schedules. Failure to make payments will result in the child being withdrawn from the program. The After-School Care/Mini-Care payment for the months of May and June will only be accepted in the form of cash.
- There will be a late payment fee of \$ 10.00 for payments not received prior to the first day of service period for Before- Care, After-School Care, Mini-Care and Part-Time After-School Care.
- Please note that if we do not receive payment prior to the first day of classes, your child will not be able to attend his/her community school class for that month.
- A late pick-up fee will be assessed when a child is picked up after dismissal time of the corresponding ASC/CSC program.
- Any returned checks and bank service charges must be paid in cash within 24 hours of notification, or the child may be withdrawn from the program. All future payments must then be made in cash for the school life of the student while at John I. Smith Elementary.
- I received the Before and After-School Care Program Handbook.
- I am aware of all disciplinary policies and procedures, and understand that failure to comply with them may result in denial of service.
- I received the Fee Payment Schedule.

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)

Parent Signature

Date