

Before & After School Care Program 2013-2014 Parent Handbook



Air Base Elementary School
12829 SW 272 Street
Homestead, FL 33032
Phone: (305) 258-3676

SCHOOL-AGE CHILD CARE PROGRAM GUIDELINES

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Program

Your child is now enrolled in a school-age child care program at Air Base Elementary 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 305-258-3676. Our fax number is 305-258-7241.

Staff

Program managers supervise group activity leaders that have been screened by Miami-Dade County Public Schools to work directly with your children in smaller groups. All activity leaders receive a minimum of 45 hours of Florida Department of Children and Families Training.

Snacks

Each day a snack will be provided for your child after the end of the regular school day. Please notify staff of any food allergies upon registration.

Alternative Nutrition Plan

If your child is unable to eat the snacks provided by the school-age child care program, please contact us. Complete the Alternative Nutrition Plan form that is kept in your child's file stating that you will provide a nutritious snack.

Registration

No registration card is considered complete without EMERGENCY CONTACT INFORMATION. All information on the card must be filled in. It is EXTREMELY IMPORTANT that you notify the program manager if there are any changes in the contact and/or emergency contact information.

Program Hours

Below are the hours of operation for school-age child care:

Before School Care	7:00 am – 8:20 am	\$20 per week
Story Hour	1:50 pm – 3:00 pm	\$16 (4 days) or \$20 (5 days)
After School Care	2:00 pm – 6:00 pm	\$40 per week
Full Day Care	7:00 am – 6:00 pm	\$20 per day

Fees

Fees must be paid in advance based on the enclosed payment schedules. Fees **MUST BE PAID BY CHECK OR MONEY ORDER ONLY, NO CASH.** There is no partial payment for partial use of services. **NO CHILD WILL BE ALLOWED TO BEGIN IN 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. Consistent late pick up may result in the child being withdrawn from the program.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 on or prior to the payment due date. Certain program costs may be deducted from your federal income taxes; therefore you should save your cancelled checks and/or receipts from the program.

Non-sufficient Funds/Returned checks

If a check is returned for any reason 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 the bank within 24 hours of notification. Once you have a check returned for **NON SUFFICIENT FUNDS (NSF), ALL future payments must be made by money order.**

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. It is the responsibility of the parent/guardian to know the amount of monies needed to pay from the vouchers NOT the OFFICE STAFF.

Before-School Care/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, but must be picked up **NO LATER** than 6:00 p.m. If an emergency arises, you are expected to make arrangement so that your child will be picked up before 6:00 p.m. and 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.

Dismissal Procedures

Pick-up: Each child must be signed out from the school-age child care 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 present photo identification before the child will be released.

Authorized Persons: ONLY those persons listed on your child's registration card are considered authorized. Family member, 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 card. **NO FAXES, EMAILS, or PHONE CALLS will be allowed, only in extreme emergencies.**

Walk Home: A written notification must be kept on file or sent the day that your child is to walk home. The time of departure must be specified in the written notification. The program manager must approve the child's departure.

Cell Phones

School Board Policy permits students to have cell phones but they must be turned off. Students do not need cell phones. The students are supervised by adults. This will help the ASC staff monitor the students and who is coming onto the campus after hours. If the student is found using his/her cell phone it will be confiscated and returned ONLY to a PARENT.

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

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.

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 CALENDAR DAYS within the service period may receive credit for the amount of paid days. At your request, this amount may be deducted from the amount of the payment of the following service period.

Withdrawal

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
AIR BASE ELEMENTARY SCHOOL
PARENTAL ACKNOWLEDGEMENT FORM
SCHOOL-AGE CHILD CARE PROGRAM

I have received, read, and acknowledge the policies outlined in the program guidelines for the school-age child care program.

- ✓ Fees must be paid on time and in full **by personal check, cashier's check or money order ONLY (no cash)** based on the payment schedules. Failure to make payments may result in the child being withdrawn from the program.
- ✓ Late payment fee of \$10 will be assessed for payments not received on the scheduled **PAYMENT DATE. NOT THE SERVICE PERIOD DATE.**
- ✓ Late pick up fee of \$10 per 15 minutes per family.
- ✓ 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.
- ✓ Before- and After-School Care Program Brochure
- ✓ Discipline procedures
- ✓ Fee payment Schedules

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's Name (Please print)

Date

Parent's/Guardian's Signature

Date

Print Guardian's Name