

Mater Gardens Academy Charter School



Before and After-School Care Program

Parent and Student Handbook

Mission Statement

The Mater Gardens Before and After-School Care Program is dedicated to provide an educational and caring environment filled with learning and recreational activities that enable the students to become well-rounded members of society.

Belief statements

- **WE** believe that a child's full potential is reached through participation in what our program offers: real life experiences, peer interaction, and enriching activities.
- **WE** believe that each child is different and will contribute those values; therefore, the child's uniqueness will be demonstrated in the program's various activities.
- **WE** believe that a child's self-esteem is a priority and will enable him/her to achieve learning; therefore, our program strives to provide the child with confidence and support to pursue his/her endeavors.

Hours of Operation

The program is open for before-school care at 7:00 A.M. until 8:15 A.M. The before-school care program takes place in the school cafeteria.

The after-school care program ends at 5:45 P.M. Students **must** be picked up no later than 6:00 P.M. **If a student is not picked up by 6:00 P.M., there will be a charge of \$5.00 per minute AFTER THE FINAL PICK-UP TIME- NO EXCEPTIONS.** If you have an emergency or are running late, please make sure to **contact the office.**

Requests for occasional before-school, mini-care, or after-school care MUST BE ARRANGED WITH 24 HOURS NOTICE. No exceptions. Please contact Dulce to arrange occasional program participation.

Program	Grade	Hours
Before-school care	K – 8th grade	7:00 A.M.-8:15 A.M.
Mini-care- DAILY*	Pre-K-K	2:00 P.M.-3:00 P.M.
Mini-care*	1st-5th grade	3:00-4:00 P.M.
Mini-care*	6th-8th grade	3:15-4:00 P.M.
Mini-care* WEDNESDAYS	1st-5th grade	2:00 P.M.-3:00 P.M.
Mini-care* WEDNESDAYS	6th-8th grade	2:30 P.M.-3:00 P.M.
After-school care	Pre-K-K	2:00 P.M.-5:45 P.M.
After-school care	1st-5th grade	3:00 P.M.-5:45 P.M.
After-school care	6th-8th grade	3:15 P.M.-5:45 P.M.

** Mini-care students will not participate in the program's activities, such as music and art. If a child in mini-care wishes to participate in the program's activities, then the fee is \$12 for the after-school care stay per day.*

Office Hours

The program director, Pilar Perez, may be reached between 7:00-8:00 A.M. and 3:00-6:00 P.M. Please contact Miss Perez with any concerns, questions, or comments.

The program secretary, Dulce Madera, may be reached between 8:00 A.M.-4:00 P.M. via phone. Please contact Miss Madera with questions regarding registration.

The program treasurer, Diana Diaz, may be reached between 8:00 A.M.-4:00 P.M. via phone. Please contact Mrs. Diaz with questions concerning payments.

Office phone number: 305-512-9775

E-mail address: pperez@matergardens.com

General Program

The Mater Gardens Before and After-school care program has a variety of activities including assistance with home learning, indoor games, outdoor recreation, arts & crafts, music, dance, and sports. All of the counselors and instructors have been fingerprinted and drug-tested by the Miami-Dade County Public School System.

Cost and Payments

Before-school care. \$5 a day

Mini-care. \$5 a day

After-school care. \$8 a day

Pre-K mini-care. \$30 a month

Pre-K after-school care. \$100 a month

(\$12 a day if the child is not a regular member of the after-school care program)

Payments must be received by the 5th of each month. If your child is only enrolled for several days, then payment must be issued by 6 P.M. of the same day that the child participates in the program. There will be a \$20.00 LATE FEE per day for any payments not received by scheduled payment due date. If the program is not paid 10 days after the due date, then the

student will be withdrawn from the program until the balance is paid in full. Any child picked up past the closing time after 3 times will be automatically withdrawn from the program for the entire year without a refund. PLEASE MAKE SURE TO WRITE THE NAME(S) OF THE PARTICIPATING STUDENT(S) IN THE CHECKS TO ENSURE PROPER CREDIT.

Please note that credits or deductions for absences will not be issued.

Any additional sibling participating in the before-school or after-school care program receives a monthly 5% discount from the total cost of participation.

Payments may be made using cash or check payable to Mater Gardens Academy. Any bounced check will result in a \$35 CASH additional penalty.

Withdrawals

If your child is to be withdrawn from the program, a 2-week notice is needed, and the account **MUST** be paid in full by the time of the withdrawal.

Enrollment

In order to enroll your child in the program, all forms required by state-laws must be filled out appropriate: an emergency contact and release form, contract, and fees.

Arrivals

The before-school care program students are to be dropped off at the school cafeteria by parents/guardians.

At the time of school dismissal, the mini-care and after-school care program students will be picked up by their counselors and

taken to the cafeteria. Once attendance is taken and snack is served, the counselors will take their students to their designated classrooms.

Release of Students

Any person entering the building to pick up a child must show a form of identification. Children will be released only to those individuals whose names are recorded on the student's contact cards/enrollment forms. Other persons not on the form **MUST** have a written authorization signed by the parents/guardians and followed up by a verbal authorization to the director or secretary of the program. If the school has not obtained a verbal follow-up authorization from the parent(s)/guardian(s), **the child will not be released.** All persons (including parents/guardians) must have proof of identification to show the counselors in order for the students to be dismissed. Adults must get off the car and physically pick up the students. No children will be dismissed to siblings under the age of 18.

If you need to pick up your child during regular dismissal time, a written notification must be sent to the child's homeroom teacher and parents must make the dismissal line.

Children will not be released to any teachers during the mini-care and after-care program hours unless it is approved by the director, principal, and parents.

Holidays and vacation

The program is in operation on the same school schedule as Mater Gardens Academy. We will be closed for all school-approved holidays and teacher work days. There will be no charge for the winter, spring, or summer recess.

Changes

Dulce Madera, program secretary, must be **immediately** notified of changes in telephone numbers (home, work, cellular phones), job, family status, custody, doctors, and authorized persons to pick up your child. This is done for the safety of your child.

Please keep us informed.

Accidents

If your child is injured at school, the only treatment that is provided is cleansing of the area with soap and water, ice, and band-aids. Individual accident reports are written out by the counselors and parents are to sign verifying that they have been informed of the injury. Any injury that requires more than the basics listed in the preceding paragraph will require a parent coming to the school to determine if professional medical care is needed. If the injury is an emergency, 911 will be contacted by the director.

Medication

The program does not and will not administer any kind of medication. Parents are welcome to visit the school during operating hours and give the needed medication to their children.

Behavior and Disciplinary 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. Students are required to adhere to the same policies and rules set forth in Mater Gardens Academy's Code of Excellence and the parent contract signed by the student's parents at the point of registration. Students who do not follow these rules and guidelines will be asked to withdraw from the

program. **After receiving 2 incident reports, the student will be withdrawn from the program.**

Home Learning

We understand that home learning is a priority and parents would prefer for their children to complete their assignments during program. Our counselors will monitor homework completion for the home learning completion block in the schedule; however, our counselors are not private tutors and can't provide individual academic assistance to each student. Our counselors will review and assist the students to the best of their ability with the home learning assignments, but it is ultimately the parents' responsibility to ensure that the home learning assignments are completed and done correctly on a DAILY basis.

Classrooms

For security reasons, under no circumstance are students allowed to go back to their homeroom classes to pick up home learning, belongings, or any other materials that they forgot.

Snacks

The program provides a snack in the schedule. During this time, the students will receive a light snack (ex: crackers) and a drink. Students may bring an additional snack if they wish.

Activities

The program will include, starting in September, extra-curricular programs such as music, art, and sports. Additional information on the extra-curricular programs will be available at the end of the month of August.

