

# *Mater Gardens Academy Charter School*



Before and After-School Care Program  
2011-2012

***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 for the programs

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 6:00 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 \$2.00 per minute AFTER THE FINAL PICK-UP TIME- NO EXCEPTIONS.** The additional charges must be paid within a week and in cash. 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 the office to arrange occasional program participation.**

<b>Program</b>	<b>Grade</b>	<b>Hours</b>
<b>Before-school care</b>	K – 8th grade	7:00 A.M.-8:15 A.M.
<b>Mini-care- DAILY*</b>	Pre-K-K	2:00 P.M.-3:00 P.M.
<b>After-school care</b>	Pre-K-K	2:00 P.M.-6:00 P.M.
<b>After-school care</b>	1st-5th grade	3:00 P.M.-6:00 P.M.
<b>After-school care</b>	6 <sup>th</sup> grade	3:15 P.M.-6:00 P.M. <i>Wednesdays: 2:00-6:00 P.M.</i>
		<i>Wednesdays: 2:20-6:00 P.M.</i>

\* Mini-care students will not participate in the program's activities or receive snack.

### Office Hours

The program director may be reached during office hours with any concerns, questions, or comments about the program or the payments. The program secretary may be during office hours with questions regarding registration or enrollment. **Office phone number: 305-512-9775**

### 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, 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**

**MONTHLY BASIS**

**Before-school care. . . . . \$100 flat rate (\$50 for the months of August, December, and June)**

**Mini-care. . . . . \$100 flat rate (\$50 for the months of August, December, and June)**

**After-school care. . . . . \$180 flat rate (\$90 for the months of August, December, and June)**

**Pre-K mini-care. . . . . \$50 flat rate**

**Pre-K after-school care. . . . . \$100 flat rate**

**(\$12 a day if the child is not a regular member of the after-school care program- a child may only attend after-care on an occasional basis a maximum of 3 days a month; otherwise, the child will be considered a regular member of the after-school care program and will be billed at the regular monthly rate)**

**Payments must be received by the 5th of every month. If your child is only enrolled for 3 days or less, then payment must be issued by 6 P.M. of the same day that the child participates in the program. There will be a \$25.00 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. In addition, any student with an outstanding balance will have his/her progress report and/or report card withheld and will not be allowed to participate in school activities (field trips, honor roll assemblies, and/or other activities) until all monies have been paid. 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, and the original total must be paid in CASH.

**Federal Income Tax**

Some program costs may be deducted from your federal income taxes. Therefore, you should save your cancelled checks and/or receipts from the program. Parents will not be issued a payment record for tax purposes. Therefore, parents are responsible for retaining their own payment receipts within the month of payment.

**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 for grades Pre-K-5th will be picked up by their counselors and taken to the cafeteria. The middle school students will report to their after-school care classroom(s) at dismissal. 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 for the before and after-school care program. 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 office check-out 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.

Students must be signed out at the office, where the adult will be identified and child called. The students will be called to the office (Pre-K and K parents can pick up the students in the classrooms once they have been signed out).

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. There will be no charge for the winter, spring, or summer recess. Please note that teacher work day camps will be offered separately and information will be sent home prior to the days.

The program secretary must be **immediately** notified of changes in telephone numbers (home, work, cellular phones), job, family statuses, 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

