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Somerset Academy South Homestead Middle/High
305 NE 2nd Road, Homestead, Fl. 33030

Phone: (305) 258-7497 // Fax: (305)258-7498

WWW.SOMERSETACADEMYSH.COM



Home of the Hurricanes

Alina Riveron Lopez
Principal

Jessica Mesa
Assistant Principal

After School Care

Policies and Procedures

Mission Statement

The After School Program is dedicated to provide an educational and caring environment filled with educational and recreational activities where students can grow academically, socially and become well-rounded individuals.

Belief Statements

We believe that learning does not end with the school day. We believe that students can learn through real life experiences, peer interaction, and games. We believe that each child is unique and will offer a world of his/her own. We believe that children need to know their limits and rules and will benefit from understanding those rules and their consequences, should they be broken. We believe that a child's self-esteem is of the utmost importance before any kind of learning can be achieved. We believe that influences in a child's come from home and school together.

General Program

The After School Program at Somerset Academy South Homestead has a variety of activities, including assistance with home learning, indoor games, outdoor recreation and sports. All After Care Leaders have been fingerprinted and drug-tested by the Miami-Dade County Public School System and have experience working with children.

Hours of Operating

The After School program begins at 2:45 pm and ends **promptly** at 6:00 pm. Students **must** be picked up no later than 6:00 pm. **If students are not picked up by 6:00 there will be a late charge of \$1.00 per minute. NO EXCEPTIONS.** If you are in need of assistance, please do not hesitate to contact the main office at (305)258-7497.

Enrollment

In order to enroll your child in the After School Program, all forms required by state-law must be filled out appropriately, emergency contact and release form must be completed and registration and program payment must be paid in full.

Insurance

The students will now be covered by the school's insurance.

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Cost and Payments

The Registration Fee is \$50.00 per child enrolled.

If enrolled by **Friday, August 26th**, the registration fee is waived

After School Care is \$130.00 per Month

Payment Schedule

Payment Due Date	Service Period (4 weeks unless otherwise stated)	After School Payment
August 19 th	August 22 – September 2	\$65.00
September 2 nd	September 5 – September 30	\$130.00
September 30 th	October 3 – October 28	\$130.00
October 28 th	October 31 – December 2	\$130.00
December 2 nd	December 5 – December 23	\$130.00
January 13 th	January 9 – February 3	\$130.00
February 3 rd	February 6 – March 3	\$130.00
March 3 rd	March 6 – March 31	\$130.00
March 31 st	April 3 - April 28	\$130.00
April 28 th	May 1 – May 26	\$130.00
May 26 th	May 29 – June 7	\$65.00

Payments must be received on or before the scheduled payment due date. No child will be allowed to begin a service period for which payment has not been made. There will be no credits or deductions given for partial attendance under any circumstance. There will be a **\$15.00 LATE FEE** for any payments not received by scheduled payment due date. Your child/children will be **WITHDRAWN** if the **LATE FEE** and payment are not paid within 5 days of starting the new Service Period.

Payments may be made using cash, money order, or check payable to Somerset Academy.

Late Pick-Up Fees

Late Pick-Up Fees will be charged for children remaining after 6:00 PM. The office clock is used to determine lateness. **The late charge is \$1.00 per minute past 6:00 PM.** All late fees are due no later than a week from the date in which you were late. It is your responsibility to take care of any late fees. There will be a \$15.00 late fee for late monthly payments. **If you have an outstanding late fee balance, your child will be immediately be withdrawn from the program until your balance is paid in full.** We realize that there are emergencies and unexpected situations and your communication and cooperation are greatly appreciated. However, **any child that is picked up after 6:10 PM more than 3 times will be withdrawn from the Program without a refund.** All payments must be made payable to Somerset Academy. **ANY PAST DUE BALANCE MUST BE PAID IN FULL PRIOR TO THE END OF THE SCHOOL YEAR.**

Returned Checks

The current bank rate for Non-Sufficient Funds (NSF) will be charged to the parents of any returned checks. A notice will be sent home advising of the returned check and amount due. Please be advised that once a check is returned as a non-sufficient, all payments must be made in **CASH ONLY**. This is for any and all payments made to Somerset Academy.

Arrival

At the time of the day school dismissal, all After School students will report to the cafeteria where the After School Leader will be present. Once attendance is taken, the leader will take the students to their designated location.

Absences and Withdrawals

Since expenses continue whether or not your child is present, there will be no credits or deductions given for the absence of your child. Please notify the school if your child will be going on vacation or will be absent for a prolonged period of time.

If your child is to be withdrawn from the After School Program, you must **fill out a withdrawal form provided for you in the schools office** within two weeks in advance. Your account **MUST** be paid in full by the time of the withdrawal

Snacks

The Program provides a snack break in its schedule. During this time, the students will receive a light snack (ex: crackers, cookies, etc.) and a drink. Students may bring additional snacks if they wish.

Holidays and Vacation

We will be closed for all school-approved holidays and Teacher Workdays. There will be no charge for the winter, spring, or summer recess.

Release of Students

Any persons 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 students contact cards/enrollment forms. Other persons not on the form **MUST** have a written authorization signed by the parents/guardian to the Director of the After Care Program. If the school has not obtained a written authorization from the parent/guardian, **the child will not be released.** All persons (including parents/guardians) must have proof of **identification** to show the counselor in order for the student to be dismissed. An adult must get off the car and physically pick up the student.

Personal Items

If any personal items are brought to school we will not be responsible for the item to be lost or damaged. This includes movies, toys, telephones, games, etc.

Changes

Somerset Academy South Homestead must be immediately notified of the changes in telephone numbers (home, work, cellular phones), job, family status, custody changes, 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, band-aid. Individual "Accident Reports" are written out by the adult present and is given to the parent to inform them of the injury. Any injury that requires more than the basics listed in the preceding paragraph will necessitate 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 allow administration of any kind of medication. Parents are welcomed to visit the school during operating hours and give the needed medication to their child.

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 the Somerset Academy South Homestead 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 3 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 After School Care. However, our counselors are not tutors and unfortunately cannot assist each child on a one-on-one basis. An hour block is set in our schedule where there is no talking and home learning must be completed. Our counselors will review and assist the students to the best of their ability but it is ultimately the parents' responsibility to ensure that the home learning assignments are completed correctly on a DAILY basis.

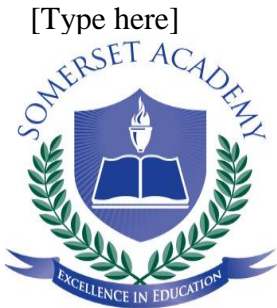
Classrooms

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.

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 payments made to the After Care program. Parents will not be given any payment records for tax purposes. Parents are responsible for retaining their own payment receipts.

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After School Care Policies and Procedures Contract

I understand the policies set forth in this Somerset Academy South Homestead After Care Packet and I am aware that the After Care Packet is also available on the schools web site. It is my responsibility to abide by all the policies set forth. Failure to adhere to the policies as stated in the After Care Packet will result in dismissal from the program.

Student's Name

Grade

Parent's Name

Parent's Signature

Date

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After School Care Enrollment Form

Participant's Name _____ Grade _____

Date of Birth _____ Age: _____ Sex: _____

Participant's Social Security Number _____

Participant's Student ID Number _____

Address _____

City _____ State _____ Zip code: _____

Mother's Name: _____ Home Number _____

Place of Employment _____ Work Number _____

Cell Number _____ E-mail address: _____

Father's Name: _____ Home Number _____

Place of Employment: _____ Work Number _____

Cell Number _____ E-mail address _____

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After School Care Emergency Contact

Contact's Name _____ **Phone Number** _____

Doctor's Name _____ **Phone Number** _____

Doctor's Address _____

Insurance Company _____ **Policy Number** _____

Medical Needs/Allergies _____

Persons Authorized for Pick-Up

Name	_____	Phone Number	_____
Name	_____	Phone Number	_____
Name	_____	Phone Number	_____
Name	_____	Phone Number	_____

Persons NOT Authorized for Pick-Up

Name	_____	Name	_____
Name	_____	Name	_____

RELEASE

In case of emergency, I hereby give permission to the physician selected by Somerset Academy South Homestead to order X-rays, routine tests & treatment for the health of my child. In the event I cannot be reached in an emergency, I give permission to the physician selected by Somerset Academy South Homestead to hospitalize, secure proper treatment for, and to order injection and/or surgery for my child as named above. I understand my personal insurance bears responsibility in case of an accident.

Furthermore, I the undersigned, accept all risk incidentals to Somerset Academy South Homestead activities. I do hereby release Somerset Academy South Homestead, its officers and its representatives, from all liabilities deriving from pursuits of said activities by my child. It is further agreed that the Somerset Academy South Homestead assumes no responsibility for loss of participant's personal property.

I give permission for my child to participate in activities. I also give permission to Somerset Academy South Homestead to use any pictures taken of my child for further promotion purposes.

Name

Signature

Date

[Type here]



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After Care Withdrawal

My child _____ will not be using the after care service from
_____ to _____.

Thank you,

Parent's Signature

**Please attach a copy of your driver's license.*