



[MVP]

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Parent & Student After Care Handbook
2010-2011

Mission Statement

The mission of the SoMi MVP's After Care Program is to provide a positive, educational, and fun-filled environment where students can team up to succeed.

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. They will only 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 life come from **home and school together**.

Childcare Policies

Hours of Operation

The center is open for before care from 7:00 am to 8:00 am and for after care from 2:00 pm to 6:00 pm Students must be picked up no later than 6:00 pm **If students are not picked up by 6:00 pm, there will be a \$1.00 per minute charge after this time. NO EXCEPTIONS.** No Child will be allowed on campus before 7:45 AM unless they are enrolled in the Before Care Program. If you are in need of assistance, please do not hesitate to contact the SoMi Program Director in the main office at 305-740-0509.

General Program and Staff

The SoMi MVP's After Care Program at Somerset Academy SoMi has a variety of activities including assistance with home learning, indoor/outdoor play, and arts & crafts. All SoMi Leaders are fingerprinted and drug-tested by Miami-Dade County Public Schools.

Insurance

It is mandatory to obtain student accident insurance as no child may attend any of the SoMi After Care Programs without insurance. This insurance is supplemental and 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.

Enrollment

Students enrolled in the SoMi MVP's After Care Program must have the appropriate, completed forms, required by State law, prior to the first day of attendance. An emergency contact and release form must be filled out periodically on a yearly basis. It is the parent's responsibility to update this form and keep it current.

Tuition

Program	Time	Grade(s)	Fee
Before Care	7:00 am-8:00 am	All	\$60.00/Month
Mini Care	2:00 pm- 3:00 pm	Pre-K-K grade ONLY	\$60.00/Month
After Care	2:00 pm- 6:00 pm	Pre-K - 7 th grade	\$140.00/Month
First Friday Care	12:00 pm- 3:00 pm	Pre-K - 7 th grade	\$10.00/Month

The tuition schedule has been adjusted for the following months: **August, December, and June.**

August Mini Care = \$15, After Care = \$35

December Mini Care = \$45, After Care = \$105

June Mini Care = \$15, After Care = \$35

****Please add \$50.00 non-refundable registration fee per year.**

****Tuition must be paid for monthly and in advance. Failure to pay on time will result in a \$20.00 late fee (No Exceptions). Any and all late payments will be notified and sent to parents/guardians via email. All monies are due the first of the month. After the 5th of the month, \$20 late fee applies. A check, cash, or money order can be used to make payments. Please make checks payable to **Somerset After School**. Payments may be made in the front office, or may be put in the payment box located by the playground entrance. There is no partial payment for particular use of services. No child will be allowed to begin a service period for which payment has not been made. Two or more siblings enrolled in full time after care will receive a 15% discount on their bill.**

Late Fees

Late fees will be charged for students remaining after 6:00 pm. The office clock is used to determine lateness. **The late charge is \$1.00 per minute.** All late fees are due and payable to the Director(s) no later than the following Friday. It is the parent/guardians responsibility to make that payment. If the payment has not been

paid, your child will be withdrawn from the program until this fee has been received. Any student with an outstanding balance will have their 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. We realize that there are emergencies and unexpected situations. However, your communication and cooperation are greatly appreciated. Any child that is picked up after 6:00 pm more than 5 times, will be asked to withdraw from the SoMi MVP's After Care Program without a refund. **(CASH ONLY)**

Returned Checks

The current bank rate for Non-Sufficient Funds (NSF) checks will be charged to the parent/guardian for any returned checks. There is a \$35 returned check fee. A notice will be sent home advising of the returned check and amount due. Please be advised that once a check is returned as nonsufficient, all payments must be made in **CASH ONLY** for the remainder of the school year. This is for any and all payments made to Somerset Academy SoMi. If a second check is returned throughout the time your child attends Somerset Academy SoMi, **ALL** fees must be paid in **CASH ONLY**. Any student with an outstanding balance will have their 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.

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.

Absences or Withdrawals

Since expenses continue whether or not your child is present, there are no deductions for absences or credits. Please notify the school if your child will be absent for a prolonged period of time. If your child is to be withdrawn from the SoMi MVP's After Care Program, a 2-week notice is needed, and the account paid in full by the time of withdrawal.

*** There is no refund or credit if your child is withdrawn or does not attend the SoMi MVP's After Care Program for any number of days due to absences or illness.**

Arrival

The SoMi MVP's After Care Program Leaders will pick up the students from their classrooms prior to the regular school dismissal time.

Snacks

The SoMi MVP's After Care Program provides a 15-minute snack break in its schedule for full time participants. During this time, the students will be provided a snack and drink. Students may bring their own snack.

Holidays and Vacations

The Before Care, Mini Care, First Friday Care and SoMi MVP's After Care Programs will be operating on the same school schedule as Somerset Academy SoMi. The school will be closed for all school-approved holidays. There will be no charge for the weeks in which the school will be closed for winter, spring, or summer recess.

Release of Students

Any persons entering the building to pick up a child must show an MVP pass along with a form of identification. Children will be released only to those individuals whose names are recorded on the enrollment forms. Other persons not on the form must have a written authorization signed by the parent/guardian and followed up by a verbal authorization by the parent/guardian. All persons are subject to proof of identification. If the school has not obtained a verbal follow-up authorization from the parent/guardian, the child will not be released. If you need to pick up your child during regular dismissal time, a written notification must be sent to the homeroom teacher and parents must make the dismissal line. Children will not be released to any teachers during after care hours unless it is approved by the Directors and parents. This is for your child's safety.

Behavior and Disciplinary Policy

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as those for Somerset Academy SoMi, 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 school's Code of Excellence and the Parent Contracts 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 referrals, (incident reports), students will automatically be withdrawn from the program.

Homework

We understand that homework is a priority in after school care, however our counselors are not tutors. Unfortunately they cannot always give students individual one-on-one assistance. Our counselors are here to help and assist in homework completion. Our counselors have a designated homework time and will make every effort to complete the basic homework assignments, but parents/guardians are still responsible for assuring that homework is completed, at home, on a daily basis. Please check all homework that goes home finished, as well as unfinished, in after school care.

Classrooms

For security reasons, children are under no circumstance allowed to go back to their homeroom classes to pick up their homework, belongings, or any other materials that they forgot. Director/counselors are not allowed to escort parents under any circumstances to the classrooms. It is the student's responsibility to bring all books and materials home.

Changes

The school must be immediately notified of the changes in telephone numbers (home or work), occupation, family status, custodial changes, physicians, and authorized persons to pick up their child/children. This is done for the safety and security reasons.

Illness

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, issuance of a Band-Aid, and TLC. Individual "accident" reports are given to the parent/guardian to inform them of the injury upon request. If a student requires immediate, critical care, 911 will be automatically contacted, followed by a phone call to the parent/guardian.

Medication

The Before Care, Mini Care, and After Care Programs do 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 child.