

**Mater Academy
Middle/High
After-School Care**



**Parent & Student
Handbook**

2018 - 2019

Hours of Operation

PARENT COPY

Mater Academy Middle/High After-School Care is open from 2:30 p.m. – 6:00 p.m. for a charge of \$50.00 per week (Option A) or \$15.00 per day (Option B). Students must be picked up no later than 6:00 p.m. **If students are not picked up by 6:00 p.m., there will be a charge of \$1.00 per minute late after 6:00 p.m.** NO EXCEPTIONS. If you are in need of assistance, please do not hesitate to contact the After-School Program Director in the main office at (305)828-1886 ext. 2309.

General Program and Staff

The After-School Program at Mater Academy Middle/High has a variety of activities including, homework help, sports, computers, game room and snack. Mater Academy After-School employees are fingerprinted and drug screened by Miami-Dade County Public Schools.

Insurance

It is mandatory to obtain student accident insurance which is included in the registration fee, as no child may participate in Mater Academy Middle/High After-Care Program 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/Tuition

Children enrolled in the After-Care Program must have the appropriate forms required by state law completed prior to the first day of attendance. An emergency contact and release form must be completed on a yearly basis and/or as needed. Enrollment in After-Care is only for middle school students, grades 6-8.

Tuition **\$40.00 non-refundable registration fee includes necessary insurance fees

Option A: Weekly Tuition\$50.00/week
Two or more siblings (per child).....\$40.00/week

Option B: Daily Tuition\$15.00/per day

Option C: Prepaid Term Tuition (9 Weeks).....\$405.00/per child
Prepaid Term Siblings Tuition (9 Weeks).....\$315.00/per child

Weekly fee is due one week in advance. Failure to pay on time will result in a \$5.00 daily penalty fee (No Exceptions) and/or withdrawal from the After-Care program effective immediately. Notification will be provided to you if a late payment is due. A check or money order can be used to make payments. Please make checks payable to Mater Academy. There is no partial payment for particular use of services.

A \$25.00 charge will be assessed for any returned checks. A notice will be sent home advising of the returned check and amount owed. Please be advised that once a check is returned for non-sufficient funds, all future payments must be made in cash or money order. This applies to any and all payments made to Mater Academy.

Late Pick Up for After-Care

A late pick up fee will be charged for children remaining after 6:00 p.m. The office clock is used to determine lateness. **The late pick up charge is \$1.00 per every minute.** All late pick up fees are due and payable no later than the following Monday along with the weekly payment. It is your responsibility to take care of any late pick up fees by the following Monday. Failure to submit timely payments will result in your child being withdrawn from the program. We realize that there are emergencies and unexpected situations; however, your communication and cooperation is greatly appreciated. Any child that is picked up after 6:00 p.m. more than 5 times will be withdrawn from the Mater After-Care Program.

Early Release Day & Closing of School Year*

During the school year there are several early release days, the students will be dismissed from school at 12:00p.m. On these days, After-Care will begin at 12:00p.m. On specified days, the children will be able to participate in a field trip. If you wish for your child to participate in the field trip please plan on picking-up your child from After-Care between 4:00p.m. – 6:00p.m.

Early release days for 2018–2019 school year are: TBA

***Early Release Days may change by the administration of the school therefore affecting After-Care. If and when After-Care is cancelled, a letter will be sent home to provide ample time to the parents as to accommodate pick-up by 12:00pm on such occasion.**

During the last 5 days of the school year, After-Care will be closed. Please plan accordingly so that your child is picked-up at 12:00p.m.

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.

Attendance with After-Care

All students **MUST** report to the After-Care Program prior to attending any club meeting or extra-curricular activity.

Withdrawals or Absences

If your child is to be withdrawn from the After-School program, a 1-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. Since expenses continue whether or not your child is present, there are

no deductions or credits for absences. Additionally, lack of payment will result in an immediate withdrawal of the student from after-care.

Snacks

A daily snack will be provided. Students may bring their own snack as well, if they desire.

Contact Information Updates

Mater Academy Middle/High After-School Care Program must be immediately notified of the changes in telephone numbers (home or work), job, family status, custody changes, doctors, and authorized persons to pick up your child. Please keep us informed with up-to-date information for the safety of the children.

Release of Students

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 parents and followed-up by a verbal authorization by the parent. All persons are subject to proof of state identification and must provide it prior to release of student. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released. Pick-up will be in the Attendance Office. You must sign out the child in order for him/her to be released, this is for your child's safety. Late pick-up After-Care charges will be applied beginning at 6:01 p.m. See Enrollment/Tuition for details.

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 Mater Academy Middle/High School, and are necessary in order to provide a safe 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 parents at the point of registration. Students who do not follow these rules and guidelines will be given a warning. After receiving 3 Incident Reports, students will receive a referral and submitted to administration.

Cell phone and Electronic Device Policy

Cell phones and Electronic Devices are not allowed in after-care. We are not responsible for any lost, stolen, or damaged electronics.

Illness

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, and band-aid. Individual "accident" reports are given to the parent to inform them of the injury upon request. Parent will be contacted for any injury that requires more than the basic aforementioned treatments.

Medication

After-School Care employees cannot administer any kind of medication. Parents are welcomed to visit the school during After-care operating hours and give the needed medication to their child. Children are not allowed to carry any medication with them at any time.

RETURN THIS FORM TO AFTER-CARE ATTACHED TO THE APPLICATION

Please sign below acknowledging that you have read and received a copy of the policies, procedures and payment fees for the After-Care Program at Mater Academy Middle/High School.

Name of Student: _____

ID #: _____

Print (Parent/Guardian)

Date

Signature (Parent/Guardian)

Print (Parent/Guardian)

Date

Signature (Parent/Guardian)

Mater Academy
Middle/High
After-School Care
Enrollment Form
School Year 2018 - 2019

Participant's Name: _____ Date of Birth: _____ Age: _____ Sex: _____

Address: _____ City: _____ State: _____ Zip: _____

Participant's Social Security # or ID: _____ Grade: _____ Student ID #: _____

Siblings: No Yes How many: _____ Name of Siblings: _____

Check One:

Option A: (Weekly) _____ Option B: (Daily) _____ Option C: (Pre-Pay) _____

(Once a selection has been made, no changes can be made.)

Mother's Name: _____ Home #: _____

Place of Employment: _____ Work #: _____ Cell #: _____

Email Address: _____ (required for After-Care communications)

Father's Name: _____ Home #: _____

Place of Employment: _____ Work #: _____ Cell #: _____

Email Address: _____ (required for After-Care Communications)

Emergency Contact Name (other than parent): _____ Contact #: _____

Doctor's Name: _____ Doctor's #: _____

Doctor's Address: _____

Insurance Company: _____ Policy #: _____

Medical Needs (Allergies)/Other Special Needs:

Persons **Authorized** to Pick Up:

1. _____

Phone: _____

2. _____

Phone: _____

3. _____

Phone: _____

4. _____

Phone: _____

5. _____

Phone: _____

Persons **NOT- Authorized** to Pick Up:

RELEASE: In case of medical emergency, I hereby give permission to the physician selected by Mater Academy Middle/High to order x-rays, routine tests and 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 Mater Academy Middle/High 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 Mater Academy Middle/High activities and do hereby release Mater Academy Middle/High, its officers and its representatives, from all liabilities deriving from pursuits of said activities by my child. It is further agreed that Mater Academy Middle/High 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 Mater Academy Middle/High to use any pictures taken of my child for future promotional purposes.

I agree to pay in full all fees prior to participation in this program.

I have read, understood, and agree to abide by the entire Mater Academy Middle/High After-School Care Enrollment policies, rules, regulations, procedures, payments, and schedules.

Print Name: _____(Relationship to student)

Signature: _____ Date: _____