

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

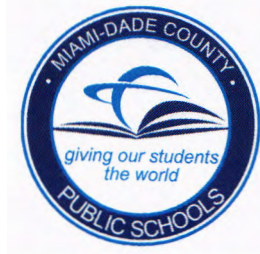


2021 - 2022
BEFORE AND
AFTER SCHOOL
CARE PROGRAM
PARENT
HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

Providing Quality Programs Beyond School Hours



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MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND BEFORE / AFTER SCHOOL CARE PARENT HANDBOOK: PROGRAM GUIDELINES

2021 - 2022 ANNUAL SCHOOL YEAR PROGRAMS (MONDAY, AUGUST 23, 2021 to WEDNESDAY, JUNE 08, 2022)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
BEFORE SCHOOL CARE	7:00 a.m. to 8:25 a.m.	BASE RATE \$20.00 @ 25 TO 1 COVID CAP RATE \$30.00 @ 12 TO 1	No fee reduction
STORY HOUR	1:50 p.m. to 3:00 p.m.	BASE RATE \$20.00 @ 25 TO 1 COVID CAP RATE \$30.00 @ 12 TO 1	No fee reduction
AFTER SCHOOL CARE	1:50 p.m. to 6:00 p.m.	BASE RATE \$40.00 @ 25 TO 1 COVID CAP RATE \$60.00 @ 12 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$35.00 per week – 25 TO 1 (\$1.00 off per day) \$55.00 per week – 12 TO 1 (\$1.00 off per day)

2022 SUMMER PROGRAMS

(RANGE OF OPERATIONS: MONDAY, JUNE 13, 2022 to FRIDAY, AUGUST 19, 2022)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
AFTER SCHOOL CARE	1:50 p.m. to 6:00 p.m.	BASE RATE \$40.00 @ 25 TO 1 COVID CAP RATE \$60.00 @ 12 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$35.00 per week – 25 TO 1 (\$1.00 off per day) \$55.00 per week – 12 TO 1 (\$1.00 off per day)
HALF-DAY SUMMER CAMP PROGRAM	11:30 a.m. to 6:00 p.m.	BASE RATE \$60.00 @ 25 TO 1 COVID CAP RATE \$90.00 @ 12 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$55.00 per week - 25 TO 1 (\$1.00 off per day) \$85.00 per week – 12 TO 1 (\$1.00 off per day)
FULL-DAY SUMMER CAMP PROGRAM	7:00 a.m. to 6:00 p.m.	BASE RATE \$100.00 @ 25 TO 1 COVID CAP RATE \$150.00 @ 12 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$90.00 per week – 25 TO 1 (\$2.00 off per day) \$140.00 per week – 12 TO 1 (\$2.00 off per day)

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PROGRAM: Your child is now enrolled in a fee based Before and / or After school care program at [Ludlam Elementary](#) School. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned during your child's time in our program.

If for any reason we can be of assistance, please do not hesitate to call us at [\(305\)667-5551](tel:(305)667-5551) between the hours of [10:00 am](#) and [6:00 pm](#). Our fax number is [\(305\)666-3070](tel:(305)666-3070). You may also e-mail the program manager at: wcardenas@dadeschools.net.

AFTER SCHOOL CARE STAFF: Before and after school care program managers supervise activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your children in small groups. All activity leaders are required to receive a minimum of 40 hours of state certified childcare training.

SNACK PLUS PROGRAM: Each day a snack will be provided for your child during the after-school care program only. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided during the after-school care program, please contact the after-school care office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

LATE PICK UP FEE: A late fee of \$5.00, per student, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All late pick-up fees will be added to your "FOCUS" online account and must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$5.00, per student, per incident, and per program, will be charged for payments that are not received prior to the start of the next service period. All late payment fees will be added to your "FOCUS" online account and must be paid prior to the start of the next payment period.

REFUND POLICY: Only students that have been verified as absent for **5 OR MORE CONSECUTIVE SERVICE DAYS** from the before and/or after school program, may receive a refund for the number of paid days absent. Parents must notify the after-school care staff if their child will be absent on any given day.

STUDENT WITHDRAWAL: A student withdrawing from the before and/or after school program after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the before and/or after school care program manager or secretary in ***WRITING*** as to the date of withdrawal.

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FOCUS ONLINE STUDENT REGISTRATION: (USING THE CHROME WEB BROWSER): There is no student registration fee required to enroll in after school care. All student applicants must make sure that all sections of the registration form are completed online using the new "FOCUS" online system which can be found once you log into your Parent Portal and clicking on the FOCUS link found on the:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>
- Remember: Prior to adding a student to your M-DCPS Parent Portal account, you must obtain a Parent PIN number for each child, from their day school's front office. Activation of the Parent PIN may take up to 48 hours. See your day school office staff for more details.
- Once in the Parent Portal, click on the "FOCUS" link:



FOCUS - REGISTRATION AND ONLINE PAYMENT SYSTEM FOR BEFORE / AFTER SCHOOL CARE PROGRAMS AND COMMUNITY EDUCATION CLASSES.

Emergency contact Information: Must be completed before a student can participate in a program. Failure to complete your child's emergency contact information can result in your child being excluded from the program.

The screenshot shows the FOCUS online registration system. The main content area is titled "Emergency Contact Information" and contains a form with the following fields:

- Emergency Contact Name
- Emergency Contact Phone
- Emergency Contact Email
- Emergency Contact Address

There are also instructions for parents to complete the form and a sidebar with "Errors" that lists various issues such as "Emergency Contact Name", "Emergency Contact Phone", "Emergency Contact Email", and "Emergency Contact Address".

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STUDENT ACCIDENT INSURANCE: It is mandatory to obtain the HSR student accident insurance issued through the district. No child may participate in or attend the before and after school care program and select community education classes without this insurance. This is a supplemental insurance plan and it is required even if you already have family or individual medical insurance coverage. This supplemental insurance plan **DOES NOT** take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided through this insurance. If you have any questions about student accident insurance, please contact the M-DCPS Office of Risk & Benefits Management at (305) 995-7129.

Students that wish to enroll in a Before care • After care • Story Hour • Summer program and certain community education classes without verified proof of the required Health Special Risk, Inc. (HSR) Student Accident Insurance will not be considered registered for a program or class even if they have paid for the program or class. Students without the HSR Student Accident Insurance will not be able to participate or attend the program if the program they have paid for or signed up for requires it.

To login or to open a new account and pay online for the required Health Special Risk, Inc. (HSR) Student Accident Insurance please go to the following website

- https://www.hsri.com/K12_Enrollment/Main/newAccount.asp

Please make sure that you or your child uploads the paid HSR receipt in the FOCUS portal or delivers a copy of it to the main office to be able to attend or participate in the program.

It is extremely important that you immediately notify the before and/or after school care program manager if you have made any changes on your child's online registration.

Registration Documents: Must be completed before a student can participate in a program.
Failure to complete your child's registration information can result in your child being excluded from the program.

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FEE-BASED COMMUNITY EDUCATION AND BEFORE / AFTER SCHOOL CARE PARENT HANDBOOK: PROGRAM GUIDELINES

PROGRAM FEE PAYMENTS: After registering your child in FOCUS, Parents will be able to pay for their child's before / after school care program fees and any available enhancement classes offered at your school by credit card. In person check, cash, or money orders will not be accepted at the school.

We strongly encourage parents or guardians to use their credit card online to pay for programs and classes as this process will expedite the enrollment process for your child's next service period. Log into the districts:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>

Once in the Parent Portal, click on the "FOCUS" link:



FOCUS - REGISTRATION AND ONLINE PAYMENT SYSTEM FOR BEFORE / AFTER SCHOOL CARE PROGRAMS AND COMMUNITY EDUCATION CLASSES.

The screenshot shows the M-DCPS Parent Portal interface. On the left is a navigation menu with items: Portal, School Information, My Profile, Preferences, Calendar, and a dropdown menu. The main content area is titled 'District & School Announcements' and contains several sections: 'Events', 'Alerts' (with a message 'There are no alerts'), and a list of announcements. The first announcement is dated 05/24 and titled 'LINK TO REGISTER AND PAY FOR THE HSR STUDENT ACCIDENT INSURANCE'. Below it is a yellow highlighted section with a title 'Required Student Registration Documents for After A/S' and two bullet points: '* It is required for all Before / After care students and select Community Ed students to obtain the HSR Student Accident Insurance issued through the district.' and '* No students may participate in or attend a program that requires this insurance until the program staff have proof that the HSR Student Accident Insurance was purchased.' The second announcement is dated 01/24 and titled 'REQUIRED STUDENT REGISTRATION DOCUMENTS FOR AFTER A/S'.

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Please remember to schedule and pay for each of your children if you have more than one and especially if they are assigned to a different school / grade / teacher / program / course / section / class.

All payments made on "FOCUS" are applicable to your child's Before care • After care • Story Hour • Summer program and school based and/or district offered Community Education enhancement classes. All program payments must be paid prior to the start of the payment service period or start of class. Payments must be paid in full; no partial payments are accepted. **In person check, cash, or money order payments will not be accepted at the school.**

- Before care • After care • Story Hour • Summer program and school based and/or district offered Community Education enhancement classes have a short window for parents / students to pay online (usually a week prior to the start date and time). Once a program or class payment period start date has been reached, you will need to **contact the program office so your child can be invoiced, and you can complete the payment.**
- ***NO CHILD WILL BE ALLOWED TO ATTEND A PROGRAM OR CLASS FOR WHICH A SERVICE PERIOD PAYMENT HAS NOT BEEN MADE UNLESS APPROVED BY THE PRINCIPAL OF THE SCHOOL.***

LATE PICK-UP FEE: A late fee of \$5.00, per student, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All late pick-up fees will be added to your "FOCUS" account and must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$5.00, per student, per incident, and per program, will be charged for payments that are not received prior to the start of the next service period. All late payment fees will be added to your "FOCUS" account and must be paid prior to the start of the next payment period.

REFUND POLICY: Only students that have been verified as absent for **5 OR MORE CONSECUTIVE SERVICE DAYS** from the before and/or after school program, may receive a refund for the number of paid days absent. Parents must notify the after-school care staff if their child will be absent on any given day.

NON-SUFFICIENT FUNDS / RETURNED CHECKS: **N/A – School only accepts online payments. No cash, money orders or checks.**

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IRS FORM W-10 - DEPENDANT CARE PROVIDER'S IDENTIFICATION AND CERTIFICATION:

Certain program costs may be deducted from your federal income taxes and it is recommended that you save your cancelled checks and/or receipts that you receive from the program. Ask your Program Manager for the needed IRS W-10 form (Dependent Care Provider Identification and Certification) when you are ready to file.

FREE OR REDUCED LUNCH STATUS: Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced after school care rate (see page 2). Any increase or reduction in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.

ELC SUBSIDIZED CHILD CARE: Parents or guardians approved to receive subsidized childcare through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Students approved to receive ELC funds may be eligible for a subsidized allotment that will off-set the cost for the after-school care program by up to:

(\$8.00 per day – BASE (25 TO 1) max ELC part-time subsidy)
(\$12.00 per day – COVID (12 TO 1) max ELC part-time subsidy)

and for the all-day school care program, up to:

(\$19.67 per day – BASE (25 TO 1) max ELC full-time subsidy)
(\$21.64 per day – COVID (12 TO 1) max ELC full-time subsidy)

Any increase or reduction in the student ELC voucher rate during a student's present service period may become effective and enforced on the first day of the next payment service period.

Parents or guardians are responsible for program fees that are more than the subsidized voucher amount. If you are interested, the ELC can be reached at (305) 646-7220 from 8:00 am to 5:00 pm. For more information, go to www.elcmdm.org

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RELEASE OF CHILDREN: Children enrolled in after school care may be picked up any time prior to 6:00 p.m., but they must be picked up **NO LATER** than 6:00 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 6:00 p.m. and to notify the after-school care program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may be susceptible to their child being withdrawn from the program.

BEFORE SCHOOL ARRIVAL PROCEDURES: If your child is enrolled in a Before care program, the child must be signed in daily within the school building by an authorized person listed on the child's registration form.

DISMISSAL PROCEDURES:

Parent sign-out and pick-up: Each after school care child must be signed out from the after-school care office by an ***AUTHORIZED PERSON*** listed on the child's registration form. The authorized person may be asked to present an official government photo identification card, i.e., driver's license, state ID, military ID, alien registration card, or passport. Once the ID is verified, a pick-up pass will be issued enabling the authorized person to retrieve their child directly from the designated employee(s) assigned to release that school sites after school care students. Any other person that is not listed on the child's registration form must display permission in writing from the parent or legal guardian and be able to present an official government photo identification card that has been verified by an authorized school employee before the child can be released.

Authorized Persons: ***ONLY*** those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the after-school care program manager or designee will be made before any child is released to a person not listed on the registration form.

Walk Home: A written notification must be kept on file or sent the same day that your child is to walk home. The time of departure must be specified in the written notification. The administrator or after school care program manager must approve the child's departure.

Absent Students: Parents or guardians whose child or children are absent from the After School Care Program and are not listed on the day schools absentee list will be contacted as expediently as possible. Parents must notify the after-school care office if their child will be absent on any given day.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after-school care office in person or in writing immediately. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular day school program, please contact the before and/or after school care program office as expediently as possible. Parents must notify the after-school care office if their child will be absent on any given day. All these procedures are in place to help ensure the safety of all children attending the program.

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ILLNESS / ACCIDENTS: Should your child become ill or injured during the program, you will be notified immediately and if needed you must make arrangements to pick up your child at that time.

SPECIAL NEEDS: If there are special needs by way of accommodations pursuant to the Americans with Disabilities Act, please consult with your school site administrator. Parents or guardians that are in need of additional information or resources may call the Miami-Dade County Public Schools Division of Special Education and Student Support or the Office of Community Education and Before/After School Programs using the following phone numbers or by going to the following website found at <http://ese.dadeschools.net>:

- 305-995-2707 • Main line for the Division of Special Education and Student Support
Website: ESE.DADESCHOOLS.NET
Email address: ESE235@DADESCHOOLS.NET

- 305-995-2037 • Ms. Ava Goldman, Administrative Director, Division of Special Education and Student Support
AGOLDMAN@DADESCHOOLS.NET

- 305-817-0014 • Mr. Victor Ferrante, Executive Director, Community Education and Before/After School Programs
VICFERRANTE@DADESCHOOLS.NET

MEDICAL AUTHORIZATION: Should your child require self-medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the before and/or after school care program manager should that occasion arise.

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CODE OF STUDENT CONDUCT: Your child will be under the supervision of qualified personnel familiar with his/her school. The Miami-Dade County Public Schools Code of Student Conduct which is utilized during the day school program will also be utilized during the before and after school programs. Behavioral policies will be explained to your child. For additional information on the Code of Student Conduct you can go to the following website:

- <http://ehandbooks.dadeschools.net/policies/90/>

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR: The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero-tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning.

Interested parties may refer to the following Miami-Dade County Public School guides:

- Code of Student Conduct
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Guide”

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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2021 - 2022

SCHOOL CALENDARS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2021				
M	T	W	T	F
			1	2
8	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	^o 11	^o 12	^o 13
^o 16	^o 17	^o 18	^o 19	^o 20
^o 23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
8	^o 7	8	9	10
13	14	15	^o 16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
^o 1	2	3	4	5
8	9	10	^o 11	12
15	16	17	18	19
22	23	^o 24	^o 25	^o 26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
18	18	19	20	^o 21
^o 24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				^o 1
^o 4	5	6	7	8
11	12	13	14	^o 15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	^o 8	^o 9	^o 10
^o 13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt
- Teacher Planning Day available to opt

Days in Grading Period	
1-46	
2-44	
3-44	
4-46	

For information on employee opt days, please refer to back of calendar.

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MIAMI-DADE COUNTY PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 18, 2021	Teacher planning day; not available to opt; no students in school
August 19	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 20	Teacher planning day; not available to opt; no students in school
August 23	First Day of School; begin first semester
September 6	Labor Day; holiday for students and employees
September 7 *+ #	Teacher planning day; no students in school
September 16*+ #	Teacher planning day; no students in school
October 28	End first grading period; first semester
October 29	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 1	Begin second grading period; first semester
November 11	Observance of Veterans' Day; holiday for students and employees
November 24*+ #	Teacher planning day; no students in school
November 25	Thanksgiving; Board-approved holiday for students and employees
November 26	Recess Day
December 20-	Winter recess for students and employees with the exception of Fraternal Order of Police
December 31	and select 12 month employees
January 17, 2022	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 21*+ #	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 21	All Presidents Day; holiday for students and employees
March 21 - 25	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
April 1	End third grading period; second semester
April 4	Begin fourth grading period; second semester
April 15*+ #	Teacher planning day; no students in school
May 30	Observance of Memorial Day; holiday for students and employees
June 8	Last Day of School; end fourth grading period; second semester
June 9	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 11, 2021	June 9, 2022
Assistant Principals and 10-month clerical	August 11, 2021	June 16, 2022
Cafeteria Managers	August 13, 2021	June 9, 2022
Satellite Assistants	August 17, 2021	June 8, 2022
All Instructional Staff, Paraprofessionals & Security	August 18, 2021	June 9, 2022
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2021	June 8, 2022
Cafeteria Workers (part-time)	August 23, 2021	June 8, 2022

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 16, 17, 2021, or June 10, 13, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 are District-wide Professional Development Days and are not available to opt.

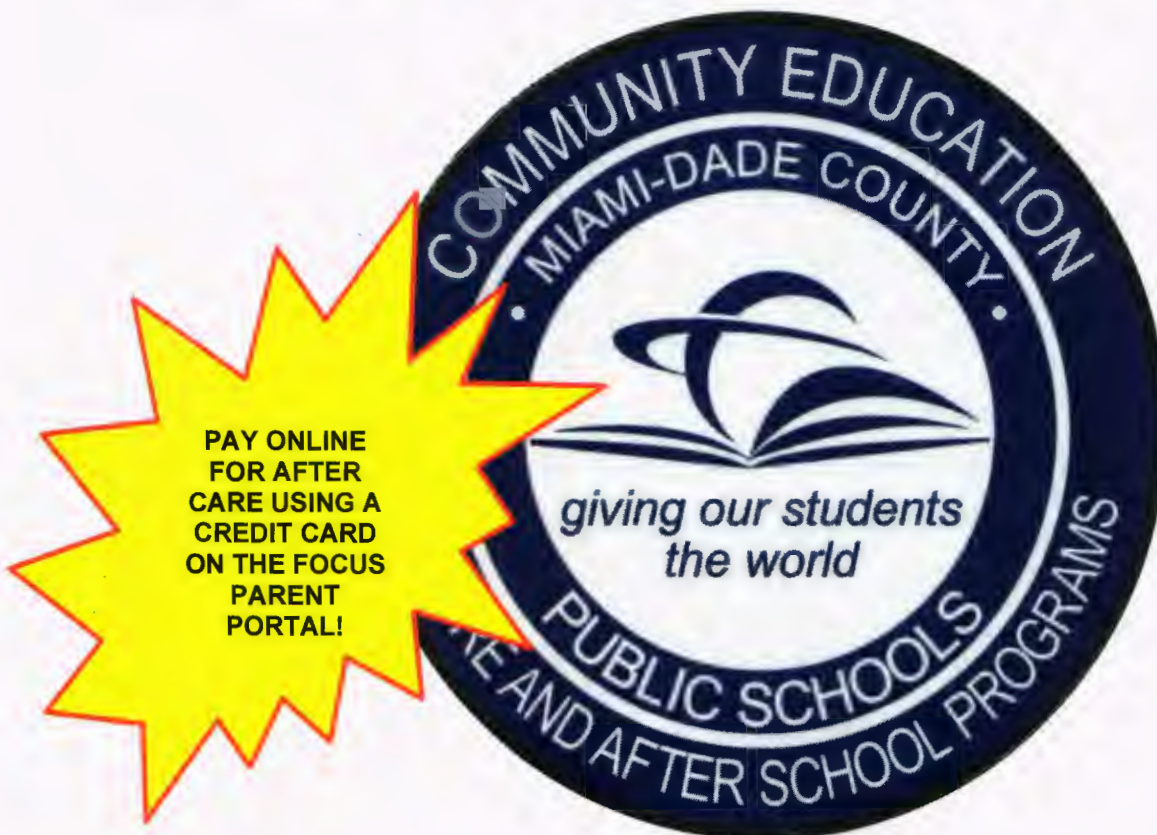
+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 10, 13, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 9, 10, 2021, or June 17, 20, 2022, in lieu of any one or two of the following days: September 7, 2021, September 16, 2021, November 24, 2021, January 21, 2022 and April 15, 2022. August 19, 2021 and October 29, 2021 are District-wide Professional Development Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

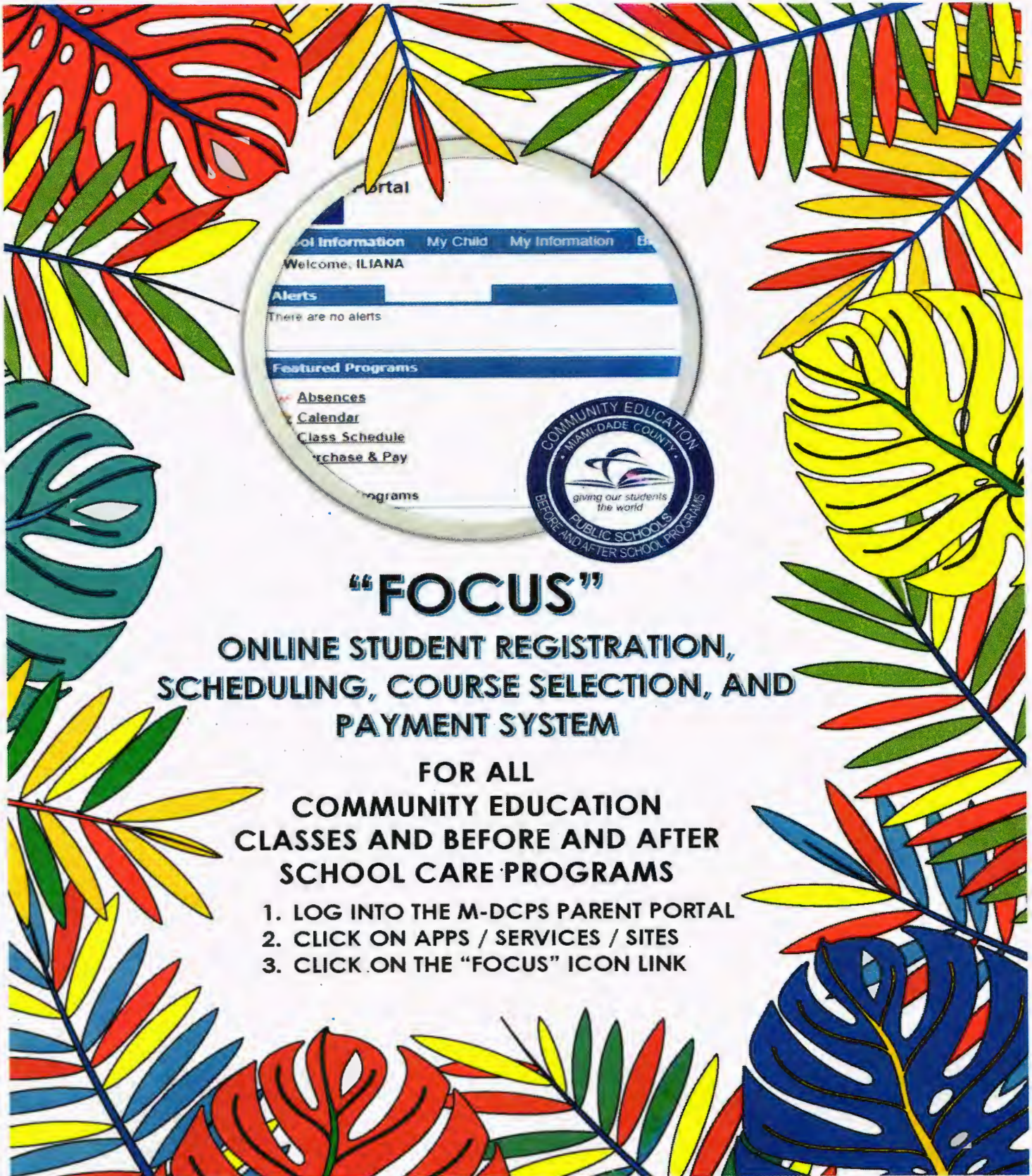
FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

2021 - 2022 ONLINE STUDENT REGISTRATION, SCHEDULING, COURSE SELECTION, AND PAYMENTS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



“FOCUS”

**ONLINE STUDENT REGISTRATION,
SCHEDULING, COURSE SELECTION, AND
PAYMENT SYSTEM**

**FOR ALL
COMMUNITY EDUCATION
CLASSES AND BEFORE AND AFTER
SCHOOL CARE PROGRAMS**

1. LOG INTO THE M-DCPS PARENT PORTAL
2. CLICK ON APPS / SERVICES / SITES
3. CLICK ON THE “FOCUS” ICON LINK

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS





ELEMENTARY AND K-8 CENTERS

2021 - 2022 ANNUAL PROGRAM

MONTHLY PAYMENT DUE DATES (180 DAYS) AND SERVICE PERIODS

OPERATES FROM MONDAY, AUGUST 23, 2021 THROUGH WEDNESDAY, JUNE 08, 2022

SCHOOL NAME: LUDLAM ELEMENTARY

MONTHLY PAYMENT DUE DATES 	MONTHLY SERVICE PERIODS 	NUMBER OF SERVICE DAYS PER SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM				
			BEFORE SCHOOL PROGRAM <u>BEFORE CARE</u> \$4.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>STORY HOUR</u> \$4.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>STORY HOUR 4-DAYS</u> \$4.00 RATE MTTFF
MONDAY, AUGUST 16	AUGUST 23 - 31	07	\$28.00	\$28.00	\$49.00	\$56.00	\$24.00
MONDAY, AUGUST 30	SEPTEMBER 01 - 30	19	\$76.00	\$76.00	\$133.00	\$152.00	\$56.00
MONDAY, SEPTEMBER 27	OCTOBER 01 - 28	20	\$80.00	\$80.00	\$140.00	\$160.00	\$64.00
MONDAY, OCTOBER 25	NOVEMBER 01 - 30	18	\$72.00	\$72.00	\$126.00	\$144.00	\$60.00
MONDAY, NOVEMBER 22	DECEMBER 01 - 17	13	\$52.00	\$52.00	\$91.00	\$104.00	\$40.00
MONDAY, JANUARY 03	JANUARY 03 - 31	19	\$76.00	\$76.00	\$133.00	\$152.00	\$60.00
MONDAY, JANUARY 31	FEBRUARY 01 - 28	19	\$76.00	\$76.00	\$133.00	\$152.00	\$60.00
MONDAY, FEBRUARY 28	MARCH 01 - 31	18	\$72.00	\$72.00	\$126.00	\$144.00	\$56.00
MONDAY, MARCH 28	APRIL 01 - 29	20	\$80.00	\$80.00	\$140.00	\$160.00	\$64.00
MONDAY, APRIL 25	MAY 02 - 31	21	\$84.00	\$84.00	\$147.00	\$168.00	\$68.00
MONDAY, MAY 23	JUNE 01 - 08	06	\$24.00	\$24.00	\$42.00	\$48.00	\$16.00
	11 SERVICE PERIODS	180 SERVICE DAYS	REGULAR STUDENT RATE IS \$4.00	REGULAR STUDENT RATE IS \$4.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	REGULAR STUDENT RATE IS \$4.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS





ELEMENTARY AND K-8 CENTERS

2021 - 2022 ANNUAL PROGRAM

COVID - MONTHLY PAYMENT DUE DATES (180 DAYS) AND SERVICE PERIODS
 OPERATES FROM MONDAY, AUGUST 23, 2021 THROUGH WEDNESDAY, JUNE 08, 2022

SCHOOL NAME: LUDLAM ELEMENTARY

MONTHLY PAYMENT DUE DATES 	MONTHLY SERVICE PERIODS 	NUMBER OF SERVICE DAYS PER SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM				
			BEFORE SCHOOL PROGRAM <u>BEFORE CARE</u> \$6.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>STORY HOUR</u> \$6.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$11.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>REGULAR</u> \$12.00 RATE MTWTF	AFTER SCHOOL PROGRAM <u>STORY HOUR 4-DAYS</u> \$6.00 RATE MTTF
MONDAY, AUGUST 16	AUGUST 23 - 31	07	\$42.00	\$42.00	\$77.00	\$84.00	\$36.00
MONDAY, AUGUST 30	SEPTEMBER 01 - 30	19	\$114.00	\$114.00	\$209.00	\$228.00	\$84.00
MONDAY, SEPTEMBER 27	OCTOBER 01 - 28	20	\$120.00	\$120.00	\$220.00	\$240.00	\$96.00
MONDAY, OCTOBER 25	NOVEMBER 01 - 30	18	\$108.00	\$108.00	\$198.00	\$216.00	\$90.00
MONDAY, NOVEMBER 22	DECEMBER 01 - 17	13	\$78.00	\$78.00	\$143.00	\$156.00	\$60.00
MONDAY, JANUARY 03	JANUARY 03 - 31	19	\$114.00	\$114.00	\$209.00	\$228.00	\$90.00
MONDAY, JANUARY 31	FEBRUARY 01 - 28	19	\$114.00	\$114.00	\$209.00	\$228.00	\$90.00
MONDAY, FEBRUARY 28	MARCH 01 - 31	18	\$108.00	\$108.00	\$198.00	\$216.00	\$84.00
MONDAY, MARCH 28	APRIL 01 - 29	20	\$120.00	\$120.00	\$220.00	\$240.00	\$96.00
MONDAY, APRIL 25	MAY 02 - 31	21	\$126.00	\$126.00	\$231.00	\$252.00	\$102.00
MONDAY, MAY 23	JUNE 01 - 08	06	\$36.00	\$36.00	\$66.00	\$72.00	\$24.00
COVID CAP RATES	11 SERVICE PERIODS	180 SERVICE DAYS	REGULAR STUDENT RATE IS \$6.00	REGULAR STUDENT RATE IS \$6.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$11.00	REGULAR STUDENT RATE IS \$12.00	REGULAR STUDENT RATE IS \$6.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

2021 - 2022

PARENT/GUARDIAN SIGNATURE FORM FOR THE RECEIPT AND ACKNOWLEDGEMENT OF THE COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PARENT HANDBOOK

SCHOOL NAME: LUDLAM ELEMENTARY

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the Community Education and Before/After School Care program 2021-2022 Parent Handbook.

I understand that in order to support the viability of this before and after school program:

- All fees must be paid on time and in full based on the dates and fees posted on the program payment schedule. Failure to make payments may result in your child being withdrawn from the program.
- In person check, cash, or money order payments must be in the exact amount or you will be directed to your parent portal to pay via credit card.
- We strongly encourage the use of credit cards to pay for all fees associated with Community Education and Before and After School Care programming as this will expedite your student's enrollment into the next service period.
- A late pick up fee of \$5.00 will be charged (per student) for every 15 minutes that you are late.
- A late payment fee of \$5.00 will be charged (per student, per program) for payments not received prior to the start of the next payment service period.
- Any late pick-up or late payment fees, any bank service charges, or any other verified penalties will be added to your "FOCUS" account and must be paid prior to the start of the next payment service period.
- **ELC SUBSIDIZED CHILD CARE TO OFF-SET PROGRAM FEES:** Parents or guardians approved to receive subsidized childcare through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Parents or guardians are responsible for program fees that are in excess of the subsidized voucher amount and/or any program fees that have incurred due to the expiration of their child's ELC voucher. Any up or down increase or reduction in the student ELC voucher rate during the present service period will become effective and enforced on the first day of the next payment service period.
- **FREE OR REDUCED LUNCH STATUS:** Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced after school care rate. Any increase or reduction in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.
- All students must adhere to the M-DCPS Code of Student Conduct.
- The Student Accident Insurance that is issued through the District is mandated for all students who wish to enroll in the M-DCPS before and/or after school care program and designated community education classes.
- I verify that I have purchased the HSR Student Accident Insurance for my child for the 2021-2022 school year.
- I understand that this signature form will be kept in my child's file or the FOCUS file as an official document.

STUDENT NAME: _____ STUDENT ID #: _____
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: _____ DATE: _____
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

Anti-Discrimination Policy

FEDERAL AND STATE LAWS

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: Website: <http://crc.dadeschools.net>

Rev. (08-2017)