

Before/After School Care Program Manager
Mr. Cardenas (wcardenas@dadeschools.net)

PROGRAM

The before/after school program at Ludlam Elementary School has a variety of academic enhancement and activities, including homework assistance, indoor and outdoor games, computer lab, and arts and crafts. If we can be of assistance, please do not hesitate to call us at (305) 669-5402.

STAFF

A program manager supervises group activity leaders that have been screened by Miami-Dade County Public Schools to work directly with your children in small groups. All activity leaders are required to receive a minimum of 45 hours of certified training.

SNACKS

Each day a snack will be provided for your child. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided by the before/after school program, please contact our office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

REGISTRATION

All sections of the registration form must be completed. **EMERGENCY CONTACT INFORMATION** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY**. It is extremely important that you notify the program manager if there are any changes in the emergency contact and/or authorized pick-up.

INSURANCE

Upon registering your child, it is mandatory to obtain the student accident insurance issued through the district. No child may attend the before/after school program without insurance. This is supplemental insurance and **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 in the brochure.

PROGRAM HOURS

Fees must be paid in advance based on the enclosed payment schedules. Fees may be paid by check, cash, money order, or online. There is no partial payment for partial use of services. **NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE.**

Certain program costs may be deducted from your federal income taxes and you should save your cancelled checks and/or receipts from the program.

LATE PICK UP FEE

A late fee of \$10 per 15 minutes per family will be charged for children not picked up on time. Consistent late pick up may result in the child being withdrawn from the program.

LATE PAYMENT FEE

A late payment fee of \$10 will be charged for payments not received prior to the first day of the service period.

NON-SUFFICIENT FUNDS/RETURNED CHECKS

If a check is returned for any reason to us for non-sufficient funds, we **WILL NOT** redeposit it. For your child to remain in the program, you will be required to bring only cash for the amount of the check and any additional service charge made by the bank, within 24 hours of notification. Should this happen more than once, we will ask that all your future payments be made in cash.

SUBSIDIZED CHILD CARE

Parents receiving subsidized child care through Miami-Dade County Child Development Services (CDS) must adhere to the guidelines as outlined in the Parents' Rights and Responsibilities for Service Form, and are responsible for fees in excess of the voucher amount. CDS can be reached at 305-514-6000.

BEFORE SCHOOL CARE ARRIVAL PROCEDURES

Each child must be signed in daily within the school building by an authorized person listed on the child's registration form.

RELEASE OF CHILDREN

Children 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 program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may lose the services of the program.

DISMISSAL PROCEDURES

PICK-UP

Each child must be signed out from the office by an **AUTHORIZED PERSON** listed on the child's registration form. The authorized person may be asked to present photo identification. Any other person not listed must have permission in writing from the parent or legal guardian and present photo identification before the child will 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 program manager 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 program manager must approve the child's departure.

CHANGES IN DISMISSAL PROCEDURES

If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after school 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/after school program office as expediently as possible.

ILLNESS/ACCIDENTS

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

MEDICAL AUTHORIZATION

Should your child require medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the program manager should that occasion arise.

BEHAVIOR/DISCIPLINE POLICY

Your child will be under the supervision of qualified personnel familiar with his/her school. The same Code of Student Conduct as the regular school program will be followed, and will be explained to your child. Rough conduct, disrespect to leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable behavior will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. If your child continually misbehaves, he/she may be withdrawn from the program.

REFUND/CREDIT POLICY

A student absent for **5 OR MORE CONSECUTIVE DAYS** from the before/after school program, may receive credit for the amount of paid days absent. At the request of the parent, this amount may be deducted from the amount of the payment for the following service period.

WITHDRAWAL

A student withdrawing from the before/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/after school program manager or secretary in **WRITING** as to the date of withdrawal.