

THE SWAMP PROGRAM

Before and After Care

Parent Handbook

Mission

To provide an extension of quality in education that is offered by Somerset Academy Wilton Manors, where children will discover social, physical and academic learning styles in a caring, supportive, and safe environment that promotes self-discipline, motivation and excellence in education.

Registration

All Parents/Guardians must register their child in the Before/After Care program prior to the child attending the program. There is a \$30 registration fee for each child, which is due at the time of registration. Emergency drop-ins are allowed and parents will be charged \$15 for After Care and \$10 for Before Care. These fees must be paid the day of service or the child will not be allowed back.

Hours of Operation

Before Care will begin at 7:00am - 8:15am. The After Care program will operate from 2:45pm – 6:00pm during regular school days. On Early Release days, the After Care program will begin at 12:15pm and end at 6:00pm.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the schools front doors with their parents. All parents are required to sign their child in each morning at the front desk. Students enrolled in the Before Care program will not be permitted into the school until 7:00am. Students not enrolled in the Before Care program will not be permitted onto the school grounds until 8:00am if they are eating breakfast and 8:15am if they are not eating breakfast.

After Care Program – Departure Procedure

Students must be picked up by 5:55pm. Late fees will be \$25.00 for the first 15 min. accumulate \$2 for every minute after 6:15pm. Parents or authorized pick-up person must sign the child out with a signature and indication of time of pick-up. Photo ID may be required. Children will only be released to the Primary and Secondary Parent/Guardian as well as those listed on the Authorized Pick-up list.

Before and After Care General Schedule

7:00 AM to 8:15 AM.....Supervised indoor quiet activities
2:45 PM to 3:15 PM.....Attendance and snack
3:15 PM to 5:30 PM.....Homework and supervised outdoor play
5:30 PM to 6:00 PM.....Indoor activities, games, clean-up, and dismissal

Snacks: Are provided by the Aftercare Program.

Student Behavior and Discipline Policy

All students enrolled in the Before or After Care programs are to follow the school district's Code of Student Conduct, and Somerset Academy's disciplinary plan. The same procedure that applies during school hours will still be in effect during Morning and Aftercare. Inappropriate behavior will not be tolerated and procedures will be followed that may be enforced during regular school days. Any student that injures another child will be suspended from the program/school. If the behavior continues the student will be terminated from the program. Further consequences will be taken during school hours if termination were to occur.

These actions are considered inappropriate:

- Any type of fighting.
- Intimidating, harassing, or threatening others.
- The use of profane language, gestures, or behaviors.
- Damaging and/or destroying property belonging to the school and/or others.
- Leaving the school grounds without permission of the Before and After Care program.

Discipline Policy:

- First Offense - Director/Student conference (VERBAL WARNING TO CHILD)
- Second Offense - (WRITTEN WARNING TO THE CHILD AND PARENTS)
- Third Offense - Director/Parent/Student conference
- Fourth Offense- School Administration will be notified/procedures will be taken, which may result in suspension from the program/school
- Fifth Offense - Termination from the program/Principal/Director/Parent conference and consequences

Description of Services

The Daily Aftercare program will include:

Healthy Snacks and Drinks

Homework Assistance

Outdoor Activities, including organized games

Indoor Games and Enrichment Activities

Access to the Technology Center and Library

Arts and Crafts and other scheduled activities such as drama, science, etc.

Homework

All Children will be scheduled for a structured homework time which includes assistance.

Not all children will complete their homework during this time.

Attendance

Attendance is taken daily within the first fifteen minutes of the Program's start time. If a child is not going to attend the Program for any reason, it is the parent's responsibility to inform the Program Director by calling the school's telephone number and leaving a message prior to the Program's start time. These procedures are in place to ensure the safety of all children attending the program.

Payment Procedures and Schedule

Monthly payments are due **by the first of the month**. Late fee applies after the 5th of the month.

Daily payments are due on the day of service. If payment is not in by closing on Tuesday, a late fee will be billed to the account.

A registration fee of \$30.00 is due for EACH student upon entry into the program and upon re-entry into the program.

Late fees will automatically be applied in the amount of \$25.00 on the above dates as noted. Fees are paid in advance for services and are due on the given due date. **NO ACCOUNT SHOULD HAVE AN OUTSTANDING BALANCE ENTERING A NEW MONTH.** Non-payment of scheduled fees will result in the student being withdrawn from the program. We accept cash, check or money order.

All returned check items will be charged back to the students account with an additional NSF fee of \$50.00. All returned checks will result in account coding of cash only. Nonpayment of any NSF check will result in the student being withdrawn from the program.

- All students that are daily drop offs in the morning and afternoon must remit on a daily basis or late fees will be applied in the amount of \$20.00 for each invoice.
- Pick up after 6:00PM is billed at the rate of \$2.00 per minute and must be paid at time of pick up or late fees will be applied in the amount of \$25.00.
- Students **not** registered for the Before Care program will be charged \$10.00 a day.
- Students **not** registered for the After Care program will be charged \$15.00 a day.

Payment Type	Initial Payment (First Month Plus Registration Fee \$25.00)	Monthly Payment	Daily Payment (non registered students)
Before Care 1 student	\$85.00	\$60.00	\$5.00
After Care 1 student	\$145.00	\$120.00	\$10.00
Before & After Care 1 student	\$205.00	\$180.00	\$15.00
Before Care 2 students - 20%	\$136.00	\$96.00	\$8.00
After Care 2 students	\$232.00	\$192.00	\$15.00
Before & After Care 2 students	\$328.00	\$288.00	\$20.00
Before Care 3 students – 30%	\$180.00	\$126.00	\$15.00
After Care 3 students	\$306.00	\$252.00	\$20.00
Before & After Care 3 students	\$432.00	\$378.00	\$25.00

*Fees based on a 180 day school calendar divided by 10 months (August-May). No payment is collected for the month of June.

If any child is on the school grounds prior to 8:00 am, he/she will be directed to the Before School Care Program. A Daily rate plus a non-registration fee will be billed to the student's account.

Contact Information

Parents may contact the main office between 8:00AM – 4:00PM at 954-390-0971 to address any issues or concerns. You can also email our Principal Lara Silva at lsilva@somersetwm.com. A meeting may be scheduled if deemed necessary.

Child's Name _____ Teacher _____

I understand the policies and procedures that have been outlined in the Parent Handbook. I also understand that these are in place to ensure the safety and well being of my child while attending the program. I have read them and agree to follow them. I have also discussed the rules of the Program with my child.

In addition, I understand some of my responsibilities as a parent/guardian include, but are not limited to:

- Picking my child up by 6:00pm, or I will be charged a late fee
- Paying Period fees on or before the due date
- Paying Late fees prior to the next Pay Period
- Notifying the Program Director if my child will not be attending the program
- Understanding the Discipline Policy that coincides with Somerset Academy Wilton Manors Policy.

Parent/Guardian Signature

Date

SAWM COPY

Child's Name _____ Teacher _____

I understand the policies and procedures that have been outlined in the Parent Handbook. I also understand that these are in place to ensure the safety and well being of my child while attending the program. I have read them and agree to follow them. I have also discussed the rules of the Program with my child.

In addition, I understand some of my responsibilities as a parent/guardian include, but are not limited to:

- Picking my child up by 6:00pm, or I will be charged a late fee
- Paying Period fees on or before the due date
- Paying Late fees prior to the next Pay Period
- Notifying the Program Director if my child will not be attending the program
- Understanding the Discipline Policy that coincides with Somerset Academy Wilton Manors Policy.

Parent/Guardian Signature

Date

PARENT/GUARDIAN COPY

Somerset Academy Wilton Manors

THE SWAMP PROGRAM

Before and After Care

Parent Handbook



225 NW 29th Street
Wilton Manors, Florida 33311
954. 390.0971 Office
954.390.0972 Fax
lsilva@somersetwm.com
www.somersetwm.com