

Somerset Academy Wilton Manors

Before and After Care



THE S.W.A.M.P. PROGRAM
STUDENTS WILL ACHIEVE
MAXIMUM POTENTIAL

Parent Handbook

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THE SWAMP PROGRAM

Before and After Care

Parent Handbook

Mission

To provide an extension of quality education offered by Somerset Academy Village 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 \$25 registration fee for each child, which is due at the time of registration. Emergency drop-ins are allowed and parents will be charged \$10 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 6:30 am - 7:45am. **Mini Care is until 4:00pm SHARP!** If a Mini Care child is not picked up by 4:00pm the student/students may be discharged from the program. The After Care program will operate from 3:00pm – 6:00pm during regular school days. On Early Release days, the After Care program will begin at 12:45 pm and end at 6:00pm.

Before Care Program – Arrival Procedure

Students enrolled in the Before Care program must enter through the schools side cafeteria doors with their parents. All parents are required to sign their child in each morning at the counselor's desk. Students enrolled in the Before Care program will not be permitted into the school until 6:30am. Students not enrolled in the Before Care program will not be permitted onto the school grounds until 7:45am if they are eating breakfast.

After Care Program – Departure Procedure

Students must be picked up by 5:55pm. Late fees will be \$25.00 for the first offense and \$10.00 additionally per late pick up (ex: 1st offense \$25.00, 2nd offense \$35.00, 3rd offense \$45.00). Parents or authorized pick-up person must sign the child out with a picture ID, signature, and an indication of time of pick-up. **Photo ID will 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

6:30 AM to 7:45 AM.....Supervised indoor quiet activities
3:00 PM to 3:30 PM.....Attendance and snack
3:30 PM to 4:00 PM.....Homework and pick up of **MINI CARE** (all homework may not be completed)
3:30 PM to 5:30 PM.....Homework, Center Rotation 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. Additional snack will be available for purchase daily at the price of \$.50.

Student Behavior and Discipline Policy

All students enrolled in the Before and/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, bullying 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 staff.

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 that include a behavior contract and may result in suspension from the program/school
- Fifth Offense –Principal/Director/Parent conference and consequences. Possible termination from the program

Description of Services

The Daily Aftercare program will include:

Healthy Snacks and Drinks

Homework Assistance

Outdoor Activities, including organized games

Utilization of the technology center and Library

Indoor Games and Enrichment Activities

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. Students will be encouraged to complete all their homework at this time. Students in grades 4th-8th will have one hour of uninterrupted work time while Kindergarten through 3rd grade will have 30 minutes scheduled.

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 whereabouts and 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 \$25.00 late fee will be billed to the account.

A registration fee of \$25.00 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 submit payment on a daily basis or late fees will be applied in the amount of \$25.00 for each invoice.
- Reoccurring Late Pick up after 6:00PM will incur a \$10.00 fee per late pick-up in addition to the \$25.00 late fee. Excessive Late Pick up may result in discharge from the After Care program as determined by the After Care Supervisor.
- Students **not** registered for the Before Care program will be charged \$10.00 a day.
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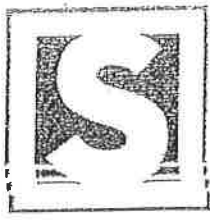
Payment Type	August Payment (First Month & Last Month Plus Registration Fee \$25.00)	Initial Payment after August (First Month & Last Month Plus Registration Fee \$25.00)	Monthly Payment	Daily Payment (non registered students)
Mini Care 1 student (until 4:00pm Sharp)	\$70.00	\$100.00	\$60.00	\$10.00
Mini Care 2 students (until 4:00pm Sharp)	\$85.00	\$125.00	\$80.00	\$15.00
Mini Care - Each Additional Child (3 or More)	Add \$10.00 to above price for each additional child	Add \$10.00 to above price for each additional child	Add \$10.00 to above price for each additional child	Add \$5.00 to above price for each additional child
Before Care 1 student	\$70.00	\$100.00	\$60.00	\$10.00
After Care 1 student	\$115.00	\$175.00	\$120.00	\$15.00
Before & After Care 1 student	\$160.00	\$250.00	\$180.00	\$20.00
Before Care 2 students	\$100.00	\$140.00	\$85.00	\$15.00
Before Care -- Each Additional Child (3 or More)	Add \$10.00 to above price for each additional child	Add \$10.00 to above price for each additional child	Add \$10.00 to above price for each additional child	Add \$5.00 to above price for each additional child
After Care 2 students	\$160.00	\$245.00	\$170.00	\$20.00
After Care -- Each Additional Child (3 or More)	Add \$40.00 to above price for each additional child	Add \$40.00 to above price for each additional child	Add \$40.00 to above price for each additional child	Add \$10.00 to above price for each additional child
Before & After Care 2 students	\$225.00	\$350.00	\$250.00	\$30.00
Before & After Care -- Each Additional Child (3 or More)	Add \$50.00 to above price for each additional child	Add \$50.00 to above price for each additional child	Add \$50.00 to above price for each additional child	Add \$10.00 to above price for each additional child

*Fees based on a 180 day school calendar divided by 10 months (August-May). June payment is collected in the initial payment. Mid-month registrations will be prorated by the aftercare supervisor.

If any child is on the school grounds prior to 7:45 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 7:30AM – 4:00PM at 954-390-0971 to address any issues or concerns. Please contact the Before/After Care Supervisor Ms. Reed if you have any questions or concerns. You can also email our Assistant Principal, Mr. Anthony Marucci at amarucci@somersetwm.com. A meeting may be scheduled if deemed necessary.



SOMERSET
ACADEMY

Somerset Academy
A Broward County Public Charter School



THE SWAMP PROGRAM

BEFORE AND AFTER-SCHOOL CARE

Registration for: Before Care After Care Before & After Care

Child's Name: _____ Date of Birth: _____ Age: _____

Address: _____ City: _____ Zip: _____

Sex: M or F (please circle one)

Race: White Black Hispanic Asian/Pacific Islander American Indian/Alaskan Native Other
(Please circle one - information is for demographic use only)

Grade: _____ Teacher: _____ No. of Siblings in Program: _____

Mother's Name: _____ Home Phone: _____

Place of Employment: _____ Work Phone: _____ Cell Phone: _____

Father's Name: _____ Home Phone: _____

Place of Employment: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____ Code Word: _____

Doctor's Name: _____ Doctor's Phone: _____ Doctor's Address: _____

Insurance Company: _____ Insurance Policy #: _____

Medical Needs/Allergies/Other Special Needs: _____

Additional Persons Authorized to Pick Up: (No more than 4 additional authorized pick up persons are allowed)

1. _____ phone _____ 2. _____ phone _____

3. _____ phone _____ 4. _____ phone _____

RELEASE In case of a medical emergency, I hereby give permission to the physician selected by Somerset Academy Wilton Manors to order x-rays, routine tests, and treatment for the health of my child. In the event that I cannot be reached in an emergency, I give my permission to the physician selected by Somerset Academy to hospitalize, secure treatment for, and to order injection and/or surgery for my child as named above. I understand that my personal insurance bears responsibility in case of accident. Furthermore, I the undersigned accept all risk incidentals to Somerset Academy activities and do hereby release Somerset Academy, its officers, and its representatives from all liabilities deriving from pursuits of said activities by my child. It is further agreed that Somerset Academy assumes no responsibility for loss of participant's personal property. I give my permission for my child to participate in activities and field trips. I also give my permission to Somerset Academy to use any pictures taken of my child for future promotional purposes. I agree to pay in full all fees prior to participation in Before/After Care pursuant to the following schedule in effect through June 5th, 2011. In addition, I agree to pay, upon representation of notice, any late pick-up or NSF/ISF Bank charges pursuant to the Parent/Student Handbook. I further agree that registration in the student medical accident insurance is necessary in order to participate in the Before/After Care Program.

Authorized Signature _____

Date _____

Directions: Please complete both the top and bottom copies. Return the top copy to the school and retain the bottom copy for your records.

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 Village's Policy.

Parent/Guardian Signature

Date

SAV COPY

Child's Name _____ Teacher _____

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Parent/Guardian Signature

Date

PARENT/GUARDIAN COPY