

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL CARE PROGRAMS

Providing Quality Programs Beyond School Hours



BEFORE AND AFTER SCHOOL CARE PARENT HANDBOOK

2015 – 2016

MIAMI-DADE COUNTY PUBLIC SCHOOLS



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MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

PROGRAM: Your child is now enrolled in a fee-based Before and / or After school care program at iPrep Academy Pk-12 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, 305-523-8390 between the hours of 1:50 and 6:00. Our fax number is 305-523-8393.

You may also e-mail the program manager at cdalvarez@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 45 hours of state certified child care 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.

STUDENT REGISTRATION: There is no registration fee. Applicants must make sure that all sections of the registration form are completed. **EMERGENCY CONTACT INFORMATION, AUTHORIZED PICK-UP and the EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY.** It is extremely important that you immediately notify the before and/or after school care program manager if you require any changes on your child's registration form.

STUDENT ACCIDENT INSURANCE: Upon registering your child, it is mandatory to obtain the student accident insurance issued through the district. No child may participate in or attend the before and after school care program 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.

PROGRAM HOURS AND FEES: Enclosed are the hours of operation for your before and after school care program. Students who qualify and are verified as having free or reduced lunch status will be eligible for a reduced after school care daily rate. Proof of free or reduced lunch status for each individual student must be acknowledged by staff and retained in the programs files for future audit. All fees must be paid in advance based on the enclosed payment schedules. Fees may be paid by check, cash or money order. 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. IF PAYMENT IS NOT RECEIVED BY THE DUE DATE, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD IMMEDIATELY.**

- 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 (Provider Identification and Certification) when you are ready to file.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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PROGRAM HOURS AND FEES: continued

2015 - 2016 ANNUAL SCHOOL YEAR PROGRAMS

(MONDAY, AUGUST 24, 2015 to THURSDAY, JUNE 09, 2016)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
BEFORE SCHOOL CARE	7:00 a.m. to 8:20 a.m.	\$20.00	Will not be offered
STORY HOUR	1:50 p.m. to 3:00 p.m.	\$20.00	No fee reduction
AFTER SCHOOL CARE	Hours of Operation <u>Grades Pre-K – 1st:</u> 1:50 p.m. to 6:00 p.m. <u>Grades 2 – 6:</u> 3:05-6:00 p.m. PLEASE NOTE: ON WEDNESDAY, ALL STUDENTS WILL START ASC AT 1:50 P.M. DUE TO EARLY DISMISSAL ON WEDNESDAYS	\$40.00	Students that qualify for the Free or Reduced Lunch student rate will only pay \$35.00 per week. (\$1.00 off per day)
FULL-DAY CARE	7:00 a.m. to 6:00 p.m.	\$100.00	Will not be offered

2015 SUMMER PROGRAMS

(MONDAY, JUNE 08, 2015 to FRIDAY, AUGUST 21, 2015)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTONS
AFTER SCHOOL CARE	1:50 p.m. to 6:00 p.m.	\$40.00	Students that qualify for the Free or Reduced Lunch student rate will only pay \$35.00 per week. (\$1.00 off per day)

HALF-DAY SUMMER CAMP PROGRAM	11:30 a.m. to 6:00 p.m.	\$60.00	Students that qualify for the Free or Reduced Lunch student rate will only pay \$55.00 per week. (\$1.00 off per day)
FULL-DAY SUMMER CAMP PROGRAM	7:00 a.m. to 6:00 p.m.	\$100.00	Students that qualify for the Free or Reduced Lunch student rate will only pay \$90.00 per week. (\$2.00 off per day)



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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PROGRAM HOURS AND FEES: continued

LATE PICK UP FEE: A late fee of \$10.00, per family, per 15 minutes, will be charged for children not picked up on time. **After the third late pick-up your child may be** withdrawn from the program. All outstanding late pick-up fees must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$10.00, per family, per incident, will be charged for payments that are not received by: due date. **NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE. IF PAYMENT IS NOT RECEIVED BY THE DUE DATE, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD IMMEDIATELY.**

All outstanding late payment fees must be paid prior to the start of the next payment 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 or money order.

REFUND / CREDIT 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 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 due for the following service period. 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.

ELC SUBSIDIZED CHILD CARE TO OFF-SET PROGRAM FEES: Parents or guardians approved to receive subsidized child care 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 2015-2016 after school care program by up to **\$8.00 per day (part-time rate)** and for the 2015-2016 all day school care program, up to **\$16.60 per day (full-time rate)**. Parents or guardians are responsible for program fees that are in excess of 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

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



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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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, authorized office personnel will call in to the classroom to have the child meet the parent in the main office. Due to security reasons, parents will NOT be allowed to go to the classrooms. 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 of these procedures are in place to help ensure the safety of all children attending the program.

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.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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 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 • Ms. Liliana Salazar, District Director, Division of Special Education
LSALAZAR@DADESCHOOLS.NET
- 305-995-4259 • Ms. Sonja Clay, Executive Director, Division of Special Education
CLAYSONJA@DADESCHOOLS.NET
- 305-995-2027 • Main line for the Division of Special Education
- 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.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

- continued

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”

2015 - 2016

SCHOOL CALENDARS





MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2015				
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

August 2015				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	(20)	(21)
24	25	26	27	28
31				

September 2015				
M	T	W	T	F
	1	2	3	4
8	9	10	11	12
(14)	15	16	17	18
21	22	(23)	24	25
28	29	30		

October 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	(30)

November 2015				
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				

December 2015				
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	

January 2016				
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

February 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	(16)	17	18	19
22	23	24	25	26
29				

March 2016				
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 2016				
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

May 2016				
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 2016				
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	

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day No Opt
- Legal Holiday

- Recess Day
- Beg/End of Grading Period
- Secondary Early Release

Days in Grading Period

- 1-46
- 2-45
- 3-46
- 4-43

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY**

August 20, 21, 2015	Teacher planning days; no students in school
August 24	First Day of School; begin first semester
September 3	Secondary early release day
September 7	Labor Day; holiday for students and employees
September 14*+##	Teacher planning day; no students in school
September 23*+##	Teacher planning day; no students in school
October 8	Secondary early release day
October 29	End first grading period; first semester
October 30	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 2	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 25 *+##	Teacher planning day; no students in school
November 26	Thanksgiving; Board-approved holiday for students and employees
November 27	Recess Day
December 10	Secondary early release day
December 21- January 1, 2016	Winter recess for students and all employees with the exception of Fraternal Order of Police Employees
January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 22	End first semester and second grading period
January 25 *+##	Teacher planning day; no students in school
January 26	Begin second semester; third grading period
February 4	Secondary early release day
February 15	All Presidents' Day; holiday for students and employees
February 16	Teacher planning day; Professional Development Day-not available to opt; no students in school
March 17	Secondary early release day
March 21 - 25	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 7	End third grading period; second semester
April 8*+##	Teacher planning day; no students in school
April 11	Begin fourth grading period; second semester
May 30	Observance of Memorial Day; holiday for students and employees
June 9	Last Day of School; end fourth grading period; second semester
June 10	Teacher planning day; 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 13, 2015	June 10, 2016
Assistant Principals and 10-month clerical	August 13, 2015	June 17, 2016
Cafeteria Managers	August 17, 2015	June 10, 2016
Satellite Assistants	August 19, 2015	June 9, 2016
All Instructional Staff, Paraprofessionals & Security	August 20, 2015	June 10, 2016
Assistant to Cafeteria Managers/MAT Specialists	August 21, 2015	June 9, 2016
Cafeteria Workers (part-time)	August 24, 2015	June 9, 2016

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 18, 19, 2015, or June 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are 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 13, 14, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 11, 12, 2015, or June 20, 21, 2016, in lieu of any one or two of the following days: September 14, 2015, September 23, 2015, November 25, 2015, January 25, 2016, April 8, 2016, and October 30, 2015, and February 16, 2016, are Professional Development Days and are not available to opt.





MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION

August 2015				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2015				
M	T	W	T	F
	1	2	3	4
8	9	10	11	
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2015				
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				

December 2015				
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	

January 2016				
M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

March 2016				
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 2016				
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

May 2016				
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 2016				
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	

July 2016				
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

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

-  New Teachers Report
-  Recess Day
-  Teacher Planning Day
-  Beg/End of Grading Period
-  Teacher Planning Day No Opt
-  Legal Holiday

Days in Grading Period
1-76
2-69
3-71

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

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION**

HOLIDAYS 2015

September 7	Labor Day
November 11	Veterans' Day
November 26	Thanksgiving Day

HOLIDAYS 2016

January 18	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 15	All Presidents' Day
May 30	Observance of Memorial Day

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
6	19	21	17	13	18	19	18	14	5	21	22	20	3
TOTAL: 76					TOTAL: 69				TOTAL: 71				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

*Teachers may opt to work one or more days, August 18, 19, 2015, in lieu of any of the teacher planning days except August 21, 2015, and the designated Professional Development Days, October 30, 2015, and February 16, 2016. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.



2015 - 2016 PAYMENT SCHEDULES





MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PROGRAMS 2015 - 2016

ANNUAL PROGRAM - BI-WEEKLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

BI-WEEKLY PAYMENT DUE DATE	<u>BI-WEEKLY SERVICE PERIOD</u> ANNUAL PROGRAM OPERATES FROM MONDAY, AUGUST 24, 2015 THROUGH THURSDAY, JUNE 09, 2016	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			BEFORE SCHOOL PROGRAM <u>BEFORE CARE</u> \$4.00 RATE MTWRF	AFTER SCHOOL PROGRAM <u>5 DAY STORY HOUR</u> \$4.00 RATE MTWRF	AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWRF	AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWRF

MONDAY, AUGUST 24	AUG. 24 TO SEPT. 04	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, AUGUST 31	SEPT. 08 TO SEPT. 18	08	\$32.00	\$32.00	\$56.00	\$64.00	
TUES., SEPTEMBER 15	SEPT. 21 TO OCT. 02	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, SEPTEMBER 28	OCT. 05 TO OCT. 16	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, OCTOBER 12	OCT. 19 TO OCT. 29	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, OCTOBER 26	NOV. 02 TO NOV. 13	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, NOVEMBER 09	NOV. 16 TO DEC. 04	12	\$48.00	\$48.00	\$84.00	\$96.00	
MONDAY, NOVEMBER 30	DEC. 07 TO DEC. 18	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, JANUARY 04	JAN. 04 TO JAN. 15	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, JANUARY 11	JAN. 19 TO JAN. 29	08	\$32.00	\$32.00	\$56.00	\$64.00	
TUES., JANUARY 26	FEB. 01 TO FEB. 12	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, FEBRUARY 08	FEB. 17 TO FEB. 26	08	\$32.00	\$32.00	\$56.00	\$64.00	
MONDAY, FEBRUARY 22	FEB. 29 TO MAR. 11	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MARCH 07	MAR. 14 TO APRIL 01	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MARCH 28	APR. 04 TO APR.15	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, APRIL 11	APR. 18 TO APR. 29	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, APRIL 25	MAY 02 TO MAY 13	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MAY 09	MAY 16 TO MAY 27	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MAY 23	MAY 31 TO JUNE 09	08	\$32.00	\$32.00	\$56.00	\$64.00	
	TOTAL	180	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	



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PROGRAMS 2015 – 2016

ANNUAL PROGRAM - MONTHLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

MONTHLY PAYMENT DUE DATE	<u>MONTHLY SERVICE PERIOD</u>	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			AFTER SCHOOL PROGRAM 4 DAY STORY HOUR \$4.00 RATE MTRF	AFTER SCHOOL PROGRAM 5 DAY STORY HOUR \$4.00 RATE MTWRF	AFTER SCHOOL PROGRAM FREE OR REDUCED LUNCH \$7.00 RATE MTWRF	AFTER SCHOOL PROGRAM REGULAR \$8.00 RATE MTWRF
ANNUAL PROGRAM	ANNUAL PROGRAM OPERATES FROM MONDAY, AUGUST 24, 2015 THROUGH THURSDAY, JUNE 09, 2016					

MONDAY, AUGUST 24	AUGUST	06	\$20.00	\$24.00	\$42.00	\$48.00	
MONDAY, AUGUST 31	SEPTEMBER	19	\$64.00	\$76.00	\$133.00	\$152.00	
MONDAY, SEPTEMBER 28	OCTOBER	21	\$68.00	\$84.00	\$147.00	\$168.00	
MONDAY, OCTOBER 26	NOVEMBER	17	\$60.00	\$68.00	\$119.00	\$136.00	
MONDAY, NOVEMBER 30	DECEMBER	14	\$44.00	\$56.00	\$98.00	\$112.00	
MONDAY, JANUARY 04	JANUARY	18	\$56.00	\$72.00	\$126.00	\$144.00	
TUESDAY, JANUARY 26	FEBRUARY	19	\$60.00	\$76.00	\$133.00	\$152.00	
MONDAY, FEBRUARY 29	MARCH	18	\$56.00	\$72.00	\$126.00	\$144.00	
MONDAY, MARCH 28	APRIL	20	\$64.00	\$80.00	\$140.00	\$160.00	
MONDAY, APRIL 25	MAY	21	\$68.00	\$84.00	\$147.00	\$168.00	
MONDAY, MAY 23	JUNE	07	\$20.00	\$28.00	\$49.00	\$56.00	
	TOTAL	180	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	



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PROGRAMS 2015 - 2016

SUMMER CAMP - BI-WEEKLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

BI-WEEKLY PAYMENT DUE DATE	<u>BI-WEEKLY SERVICE PERIOD</u> SUMMER CAMP PROGRAM - PROPOSED OPERATIONAL DATES ARE FROM MONDAY, JUNE 08, 2015 THROUGH FRIDAY, AUGUST 21, 2015	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM					
			SUMMER AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWRF	SUMMER AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWRF	SUMMER CAMP PROGRAM <u>HALF-DAY FREE OR REDUCED LUNCH</u> \$11.00 RATE MTWRF	SUMMER CAMP PROGRAM <u>HALF-DAY REGULAR</u> \$12.00 RATE MTWRF	SUMMER CAMP PROGRAM <u>ALL-DAY FREE OR REDUCED LUNCH</u> \$18.00 RATE MTWRF	SUMMER CAMP PROGRAM <u>ALL-DAY REGULAR</u> \$20.00 RATE MTWRF

MONDAY, JUNE 08	JUNE 08 TO JUNE 19	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, JUNE 15 (1 WEEK ONLY) END OF FISCAL YEAR COLLECTION CUT-OFF PERIOD	JUNE 22 TO JUNE 30	07	\$49.00	\$56.00	\$77.00	\$84.00	\$126.00	\$140.00
WED., JULY 01	JULY 01 TO JULY 10	07	\$49.00	\$56.00	\$77.00	\$84.00	\$126.00	\$140.00
MONDAY, JULY 06	JULY 13 TO JULY 24	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, JULY 20	JULY 27 TO AUG. 07	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, AUG. 03	AUG. 10 TO AUG. 21	10	\$70.00	80.00	\$110.00	\$120.00	\$180.00	\$200.00
	TOTAL	54	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$11.00	REGULAR STUDENT RATE IS \$12.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$18.00	REGULAR STUDENT RATE IS \$20.00



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PROGRAMS 2015 - 2016

SUMMER CAMP - MONTHLY PAYMENT SCHEDULE

ELEMENTARY, K-8, AND MIDDLE SCHOOL STUDENTS

MONTHLY PAYMENT DUE DATE	MONTHLY SERVICE PERIOD SUMMER CAMP PROGRAM - PROPOSED OPERATIONAL DATES ARE FROM MONDAY, JUNE 08, 2015 THROUGH FRIDAY, AUGUST 21, 2015	NUMBER OF DAYS IN EACH SERVICE PERIOD	PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM					
			SUMMER AFTER SCHOOL PROGRAM FREE OR REDUCED LUNCH \$7.00 RATE MTWRF	SUMMER AFTER SCHOOL PROGRAM REGULAR \$8.00 RATE MTWRF	SUMMER CAMP PROGRAM HALF-DAY FREE OR REDUCED LUNCH \$11.00 RATE MTWRF	SUMMER CAMP PROGRAM HALF-DAY REGULAR \$12.00 RATE MTWRF	SUMMER CAMP PROGRAM ALL-DAY FREE OR REDUCED LUNCH \$18.00 RATE MTWRF	SUMMER CAMP PROGRAM ALL-DAY REGULAR \$20.00 RATE MTWRF

MONDAY, JUNE 08	JUNE	17	\$119.00	\$136.00	\$187.00	\$204.00	\$306.00	\$340.00
WED., JULY 01	JULY	22	\$154.00	\$176.00	\$242.00	\$264.00	\$396.00	\$440.00
MONDAY, JULY 27	AUGUST	15	\$105.00	\$120.00	\$165.00	\$180.00	\$270.00	\$300.00
	TOTAL	54	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$11.00	REGULAR STUDENT RATE IS \$12.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$18.00	REGULAR STUDENT RATE IS \$20.00



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE/AFTER SCHOOL CARE PROGRAMS 2015 – 2016

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

NAME OF SCHOOL: iPrep Academy Pk-12 LOCATION # 4081

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 2015-2016 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. **NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE. IF PAYMENT IS NOT RECEIVED BY THE DUE DATE, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD IMMEDIATELY.**
- A late pick up fee of \$10.00 will be charged (per family) for every 15 minutes that you are late. **After the third late pick-up your child may be withdrawn from the ASC program.**
- A late payment fee of \$10.00 will be charged (per family) for payments not received by the: **Due Date**
- Any returned checks and bank service charges must be paid in cash within 24 hours of notification or the child may be withdrawn from the program.
- **ELC SUBSIDIZED CHILD CARE TO OFF-SET PROGRAM FEES:** Parents or guardians approved to receive subsidized child care 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.
- 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.
- I verify that I have purchased the Student Accident Insurance for my child for the 2015-2016 school year.
- I understand that this signature form will be kept in my child's 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



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.

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, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (05-12)