

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

Providing Quality Programs Beyond School Hours



## **BEFORE / AFTER SCHOOL CARE PARENT HANDBOOK**

# **2017 – 2018**

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



## **SCHOOL BOARD MEMBERS**

Dr. Lawrence S. Feldman, Chair  
Dr. Marta Pérez, Vice-Chair  
Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
Dr. Steve Gallon III  
Ms. Perla Tabares Hantman  
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## **SUPERINTENDENT OF SCHOOLS**

Mr. Alberto M. Carvalho



# 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**

**PROGRAM:** Your child is now enrolled in a fee-based Before and / or After school care program at Ethel Koger Beckham 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) 222-4905 between the hours of 8:00 A.M. and 6:30 P.M. Our fax number is (305) 222-4900. You may also email the program manager at pcoakley@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 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. If you have any questions about student accident insurance, please contact the M-DCPS Office of Risk & Benefits Management AT (305) 995-7129.



# 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**

#### **NEW THIS YEAR! USE YOUR CREDIT CARD TO CREDIT YOUR AFTER SCHOOL CARE TUITION:**

Parents now have another option to “CREDIT” their child’s after school care program account. Parents or guardians that wish to go online to use a credit card to credit their child’s after school care tuition can do so by logging in to the districts Parent Portal and going to the Online School Payments (OSP) portal. Online credit card payments will only be available the week that the payment is due according to the payment schedule on page 20 beginning with the September payment. (ELC payments must be made by check or money order)

- Prior to adding a student to your M-DCPS Parent Portal account, you must obtain a Parent PIN number for each child, from their school. See your school site staff for more details.
- After School Care online credit card payments are only applicable to your child’s Before Care, After Care, Story hour, or Summer Camp tuition and may only be available in credit payment increments of \$80.00, \$140.00, \$160.00. Credit cards cannot be used to pay for community education enhancement classes, late pick-up fees, late payment fees, materials fee, or NSF bank fees, as these fees must be paid in person. Credit card tuition payments that are not specific to a child will apply towards the oldest outstanding tuition amount due.

**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. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All outstanding late pick-up fees (cannot use credit card to pay this fee) must be paid in person 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 within 5 days of due date. All outstanding late payment fees (cannot use credit card to pay this fee) must be paid in person 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 a money order (cannot use credit card to pay this fee) 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 the form of a money order.

#### **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.

**PROGRAM HOURS AND FEES:** Enclosed (page 5) are the hours of operation for the 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, starting with the October payment. Proof of free or reduced lunch status for each individual student must be documented by staff and retained in the programs files for future audit. All fees must be paid in advance based on the enclosed payment schedules. After School Care tuition may be paid for by check, credit card or money order.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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

#### **PROGRAM HOURS AND FEES: continued**

There is no partial payment for partial use of services. Payments must be made in a timely manner. When any late fees, or late pickups are applicable, these fees must be included with your payment due, in accordance to the payment schedule. The final payment for the school year will only be accepted in the form of a money order or via credit card. ***NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN MADE.***



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

### **2017 - 2018 ANNUAL SCHOOL YEAR PROGRAMS** (MONDAY, AUGUST 21, 2017 to THURSDAY, JUNE 07, 2018)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
BEFORE SCHOOL CARE	7:00 a.m. to 8:15 a.m.	\$20.00	No fee reduction
STORY HOUR	1:50 p.m. to 3:05 p.m.	\$20.00	No fee reduction
AFTER SCHOOL CARE	1:50 p.m. to 6:30 p.m.	\$40.00	Students that qualify for the Free or Reduced Lunch student rate will only pay \$35.00 per week. <b>(\$1.00 off per day)</b>
FULL-DAY CARE	N/A	N/A	Students that qualify for the Free or Reduced Lunch student rate will only pay \$90.00 per week. <b>(\$2.00 off per day)</b>

### **2018 SUMMER PROGRAMS** (MONDAY, JUNE 11, 2018 to FRIDAY, AUGUST 17, 2018)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
AFTER SCHOOL CARE	N/A	N/A	Students that qualify for the Free or Reduced Lunch student rate will only pay \$35.00 per week. <b>(\$1.00 off per day)</b>
HALF-DAY SUMMER CAMP PROGRAM	N/A	N/A	Students that qualify for the Free or Reduced Lunch student rate will only pay \$55.00 per week. <b>(\$1.00 off per day)</b>
FULL-DAY SUMMER CAMP PROGRAM	N/A	N/A	Students that qualify for the Free or Reduced Lunch student rate will only pay \$90.00 per week. <b>(\$2.00 off per day)</b>



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

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

#### **PROGRAM HOURS AND FEES: continued**

**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 2017-2018 after school care program by up to **(\$8.00 per day - max ELC part-time subsidy)** and for the 2017-2018 all day school care program, up to **(\$16.60 per day - max ELC full-time subsidy)**. ELC program fees must be paid by check or money order.

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](http://www.elcmdm.org)

**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 AND AFTER SCHOOL PROGRAMS

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

**RELEASE OF CHILDREN:** Children enrolled in after school care may be picked up any time prior to 6:30 p.m., but they must be picked up **NO LATER** than 6:30 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 6:30 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.

#### **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. Students enrolled in the after school care program must be signed out by an authorized person.

**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 writing immediately. Changes in dismissal procedures cannot be made over the phone. 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.



# 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**

**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 • Ms. Robin J. Morrison, Executive Director, Division of Special Education and Student Support  
[RMORRISON@DADESCHOOLS.NET](mailto:RMORRISON@DADESCHOOLS.NET)
- 305-995-2707 • Ms. Kelli Hunter-Sheppard, District Director, Division of Special Education and Student Support  
[KHUNTER@DADESCHOOLS.NET](mailto:KHUNTER@DADESCHOOLS.NET)
- 305-995-2707 • Ms. Ava Goldman, Administrative Director, Division of Special Education and Student Support  
[AGOLDMAN@DADESCHOOLS.NET](mailto:AGOLDMAN@DADESCHOOLS.NET)
- 305-995-2707 • Main line for the Division of Special Education and Student Support
- 305-817-0014 • Mr. Victor Ferrante, Executive Director, Community Education and Before/After School Programs  
[VICFERRANTE@DADESCHOOLS.NET](mailto: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

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

**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. Students displaying continuous disruptive conduct or involved in a serious behavior incident may be issued a disciplinary warning letter. The school reserves the right to administratively withdraw students for disciplinary reasons should it be deemed necessary. 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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FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

## **2017 - 2018**

# **SCHOOL CALENDARS**

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# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



## MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

July 2017					August 2017					September 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	<del>4</del>	5	6	7		1	2	3	4	<del>4</del>	5	6	7	8
10	11	12	13	14	7	8	9	<del>10</del>	<del>11</del>	11	12	13	14	15
17	18	19	20	21	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	18	19	20	<del>21</del>	22
24	25	26	27	28	<del>21</del>	22	23	24	25	25	26	27	<del>28</del>	29
31					28	29	30	31						
October 2017					November 2017					December 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
<del>2</del>	3	4	5	6			1	2	3					1
9	10	11	12	13	6	7	8	9	<del>10</del>	4	5	6	7	8
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15
23	24	25	<del>26</del>	<del>27</del>	20	21	<del>22</del>	<del>23</del>	<del>24</del>	18	19	20	21	22
<del>30</del>	31				27	28	29	30		<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>
January 2018					February 2018					March 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>				1	2				1	2
8	9	10	11	12	5	6	7	8	9	5	6	7	8	9
<del>15</del>	16	17	<del>18</del>	<del>19</del>	12	13	14	<del>15</del>	16	12	13	14	15	16
<del>22</del>	23	24	25	26	<del>19</del>	20	21	22	23	19	20	21	<del>22</del>	<del>23</del>
29	30	31			26	27	28			<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
April 2018					May 2018					June 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
<del>2</del>	3	4	5	6		1	2	3	4					1
9	10	11	12	13	7	8	9	10	11	4	5	6	<del>7</del>	<del>8</del>
16	17	18	<del>19</del>	<del>20</del>	14	15	16	<del>17</del>	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					<del>28</del>	29	30	31		25	26	27	28	29
New Teachers Report Teacher Planning Day Teacher Planning Day - (No - Opt) District-wide Professional Development Day					Recess Day Beg/End of Grading Period Secondary Early Release Legal Holiday					Days in Grading Period 1-46 2-44 3-43 4-47				

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



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 17, 18, 2017	Teacher planning days; no students in school
August 21	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 21 *+##	Teacher planning day; no students in school
September 28	Secondary early release day
October 2	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observation of Veterans' Day; holiday for students and employees
November 22 *+##	Teacher planning day; no students in school
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 25-	Winter recess for students and all employees with the exception of Fraternal Order of
January 5, 2018	Police Employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19 *+##	Teacher planning day; no students in school
January 22	Begin second semester; third grading period
February 15	Secondary early release day
February 19	All Presidents Day; holiday for students and employees
March 22	End third grading period; second semester
March 23 *+##	Teacher planning day; no students in school
March 26-30	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
April 2	Begin fourth grading period; second semester
April 19	Secondary early release day
April 20 *+##	Teacher planning day; no students in school
May 17	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	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 10, 2017	June 8, 2018
Assistant Principals and 10-month clerical	August 10, 2017	June 15, 2018
Cafeteria Managers	August 14, 2017	June 8, 2018
Satellite Assistants	August 16, 2017	June 7, 2018
All Instructional Staff, Paraprofessionals & Security	August 17, 2017	June 8, 2018
Assistant to Cafeteria Managers/MAT Specialists	August 18, 2017	June 7, 2018
Cafeteria Workers (part-time)	August 21, 2017	June 7, 2018

\*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 15, 16, 2017, or June 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, 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 11, 12, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, 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 8, 9, 2017, or June 18, 19, 2018, in lieu of any one or two of the following days: September 21, 2017, November 22, 2017, January 19, 2018, March 23, 2018 and April 20, 2018. October 2, 2017 and October 27, 2017, 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

### MIAMI-DADE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

#### HOLIDAYS 2017

September 4	Labor Day
November 10	Veterans' Day
November 23	Thanksgiving Day

#### HOLIDAYS 2018

January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 19	All Presidents' Day
May 28	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
9	19	20	18	16	16	19	16	5	15	22	20	20	1
TOTAL: 82					TOTAL: 56				TOTAL: 78				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

\*Teachers may opt to work one or more days, August 15, 16, 2017, in lieu of any of the teacher planning days except August 18, 2017, and the designated District-wide Professional Development Days, October 2, 2017, and October 27, 2017. 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.

\*\*August 2, 2018 is a Teacher planning day; not available to opt.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

**¡Padres de Familia  
de MDCPS!**

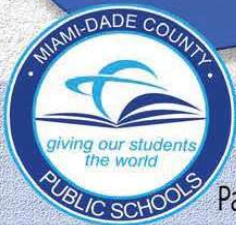
**PAGUEN POR PROGRAMAS  
DE ANTES Y DESPUES DE LA  
ESCUELA EN LÍNEA**

**PAGOS  
ESCOLARES  
EN LÍNEA**

**Sólo se aceptan tarjetas de  
débito o de crédito  
de Visa o Mastercard**

**DISPONIBLE AHORA  
a través de su Portal para  
padres de familia o en el Portal  
del estudiante!**

1. Inicie la sesión en **MDCPS Parent Portal**.
  2. Haga clic en **Apps/Services/Sites**.
  3. Haga clic en **OSP Parent**.
  4. Haga clic en el **nivel de la escuela** infantil y busque el grado de su hijo.
  5. Haga clic en el **nombre de la escuela** de su hijo.
- Esto mostrará los incrementos disponibles para pagar en línea.



Por favor, visite [www.dadeschools.net/TV](http://www.dadeschools.net/TV) y haga clic en **SEARCH** y escriba **Online School Payments** para que vea el video de cómo hacer pagos utilizando el sistema de Online School Payments (OSP).

Para Preguntas, Llamar al **Administrador de Programas de Antes y Despues de la Escuela** de la escuela de su hijo/a o al Departamento de Educación Comunitaria al 305-817-0014.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS

ELEMENTARY AND K-8 CENTERS

**2017 – 2018 ANNUAL PROGRAM**

## **20 DAY SERVICE PERIODS – ANNUAL PAYMENT SCHEDULE**

**OPERATES FROM MONDAY, AUGUST 21, 2017 THROUGH THURSDAY, JUNE 07, 2018**

SCHOOL NAME: **Ethel Koger Beckham Elementary**

<b>PAYMENT DUE DATES</b> 	 <b>20 DAY</b> <b>SERVICE PERIODS</b>	<b>NUMBER OF SERVICE DAYS PER SERVICE PERIOD</b>	<b>PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM</b>			
			<b>BEFORE SCHOOL PROGRAM</b>  <b>BEFORE CARE</b>  <b>\$4.00</b> <b>RATE</b> <b>MTWTF</b>	<b>AFTER SCHOOL PROGRAM</b>  <b>5 DAY HOUR</b> <b>STORY</b>  <b>\$4.00</b> <b>RATE</b> <b>MTWTF</b>	<b>AFTER SCHOOL PROGRAM</b>  <b>FREE OR REDUCED LUNCH</b>  <b>\$7.00</b> <b>RATE</b> <b>MTWTF</b>	<b>AFTER SCHOOL PROGRAM</b>  <b>REGULAR</b>  <b>\$8.00</b> <b>RATE</b> <b>MTWTF</b>
MONDAY, AUGUST 21	AUG. 21 TO SEPT. 18	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, SEPTEMBER 11	SEPT. 19 TO OCT 18	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, OCTOBER 16	OCT. 19 TO NOV. 17	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, NOVEMBER 13	NOV. 20 TO DEC. 20	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, DECEMBER 18	DEC. 21 TO FEB. 02	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, JANUARY 29	FEB. 05 TO MAR. 05	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, FEBRUARY 26	MAR. 06 TO APR. 10	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, APRIL 02	APR. 11 TO MAY 09	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, MAY 07	MAY 10 TO JUNE 07	20	\$80.00	\$80.00	\$140.00	\$160.00
	9 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
<b>*Late fee will be charged if payment is not received within 5 days of due date</b>						



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

**2017 – 2018**

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

**NAME OF SCHOOL:** Ethel Koger Beckham Elementary **LOCATION #** 0251

**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 2017-2018 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. Payments must be received the week that it is due according to the Before and After Care payment schedule. **Failure to make payments, or consistent late payments will result in your child being withdrawn from the program.**
- Credit cards are for tuition only and cannot be used to pay for community education enhancement classes, late pick-up fees, late payment fees, materials fee, or NSF bank fees, as these fees must be paid in person.
- A late pick up fee of \$10.00 will be charged (per family) for every 15 minutes after 6:31 P.M.
- A late payment fee of \$10.00 will be charged (per family) for payments not received within 5 days of due date.
- Any late pick-up or late payment fees, returned checks and bank service charges must be paid in person within 24 hours of notification or your 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. Discipline letters will be issued and as of the third letter, the student will be dismissed from the Before and After Care program. We reserve the right to administratively withdraw students for disciplinary reasons should it be deemed necessary.
- 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 2017-2018 school year.
- I understand that this signature form will be kept in my child's file as an official document.

**STUDENT NAME:** \_\_\_\_\_  
**(PLEASE PRINT)** LAST, FIRST

**STUDENT ID #:** \_\_\_\_\_

**PARENT/GUARDIAN NAME:** \_\_\_\_\_  
**(PLEASE PRINT)** LAST, FIRST

**DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

### Anti-Discrimination Policy

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



Rev. (07-14)