



**ACADEMIR PREPARATORY ACADEMY
ACADEMIR CHARTER SCHOOL MIDDLE
AFTER-SCHOOL CARE
PARENT HANDBOOK**

PROGRAM

The after school program provides homework assistance, and enrichment activities to students. The components of the program are designed to:

- Provide a helpful environment for homework completion
- Provide students with high quality recreational, social, cultural and enrichment activities facilitated by positive role models

HOURS

The program is open Monday – Friday immediately after school until 6:00 pm. It is not open when regular day school is closed, including holidays, and emergency closings.

DAILY SCHEDULE

- **Snack:** Students receive one healthy and nutritious snack every day
- **Restroom:** Time to wash hands and use restroom.
- **Homework Club:** Staff members will supervise students begin their homework and complete as much as possible during their homework time. Students are responsible for bringing daily homework and supplies to the program. Parents and students are responsible for homework completion. *This is a support service and it does not absolve parents of their responsibility to supervise student homework completion and progress.*
- **Art, Reading, Math, and Science Activities:** During these activities, students will be part of games that will enhance their skills in the areas of math, reading and science, as well as develop their imagination in art.
- **Android Tablets:** Tablets will be used for games in the areas of reading, math, science, and higher order thinking games.
- **Outside Play:** Children will be provided with group activities to foster their gross motor skills.

ATTENDANCE POLICY AND PROCEDURES

It is required that each child **MUST** be signed out of the after school program each day. If someone other than the child's custodial parent(s) or legal guardian(s) is picking up the child from the after school program, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who

can authorize the site to release the child to another individual. The parent(s) or legal guardian(s) must complete the change on the emergency form prior to the child being dismissed to new individuals.

It is imperative that all children be picked up **ON TIME**. Emergency contacts will be called for any child who is not picked up by the end of the after school program time. A late penalty will be assessed and in some cases a child may be dropped from the after school program if parents or guardians are habitually tardy.

It is a family's responsibility to notify the Program Director if the child will be absent.

DISCIPLINE POLICY

Students are expected to follow that are established by the school and/or Program Director.

In order to maintain a safe and fun environment, staff will work closely with you and your child to ensure proper behavior.

ASSESSMENT

Your comments and suggestions are important to us. As participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program.

HEALTH INFORMATION

If a participant becomes ill, a parent or authorized person will be contacted to come and pick up the child.

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:

- A fever
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting
- A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the program director may notify parent on the emergency contact.

ACCIDENT OR INJURY

Mild scrapes will be reported to a parent or guardian by way of an Accident Report. An Incident Report will be completed for any incidents in which your child is involved.

MOVIE RELEASE

As a special activity, students will view movies during the program. The school principal will approve all movies and advance notice will be given.

School Hours of Operation:

8:00 am-4:00 pm

Program Hours of Operation:

Immediately After School until 6:00 PM

Contacts:

Mrs. Keilan Hernandez, Program Manager
(305) 596-4150

Mrs. Chereen Coile, Assistant Principal
(305) 596-4150

Mrs. Karla Rodriguez, Principal
(305) 596-4150