



**PARENT & STUDENT  
Before & After School Care  
HANDBOOK  
2019-2020**

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**<http://www.pinecrestpreacademy.com>**

## **General Program**

Our PPA Before and After School Care Program is open for Before Care from 7:00 a.m. to 8:00 a.m. and for After Care from 2:00 p.m. to 6:00 p.m. daily. Our program is designed to provide high quality care to students who require supervision beyond the school day. Our counselors provide our participants with a variety of activities including assistance with home learning and indoor/outdoor play. A snack is provided daily, however parents may choose to send additional snacks. As with all of our employees, counselors are fingerprinted and drug screened by Miami-Dade County Public Schools.

PPA Before Care, Mini Care, and After Care Programs will be operating on the same school schedule as Pinecrest Prep Academy. We will be closed for all school-observed holidays, teacher planning days and on the last day of school.

## **Enrollment and Fee Schedule**

To enroll your child please visit our website at [www.pinecrestprepacademy.com](http://www.pinecrestprepacademy.com) and click the Before and After School Care tab. Enrollment will not be considered complete until all appropriate documents and forms required by state law have been submitted.

**Registration: \$60.00**  
**(Non-refundable includes necessary insurance fees)**

<b>Program</b>	<b>Monthly Cost</b>	<b>Hours</b>
Before-Care	\$75	7:00 a.m. – 8:00 a.m.
Mini-Care (K-1 only)	\$75	2:00 p.m. – 3:00 p.m.
After-Care	\$150	Dismissal – 6:00 p.m.
After- Care Daily Rate*	\$15	Dismissal – 6:00 p.m.
Before-Care Daily Rate*	\$7	7:00 a.m. – 8:00 a.m.

\*Daily Rate Policy: Parents who prefer to be charged on a daily basis to accommodate a more flexible schedule, must enroll their children in the After-Care or Before-Care program, pay the registration fee and submit a schedule of days the student will be using our After-Care and/or Before-Care programs to the After-Care Director. Please notify the After-Care Director of any changes to the schedule at least 24 hours in advance.

The registration fee includes the mandatory student accident insurance. This insurance is supplemental and does not take the place of family or individual medical insurance coverage. It is the responsibility of each parent to become familiar with any insurance limitations.

## **Dismissal**

**In order to ensure the safety and security of our students, authorized adults must come to the main office to pick up students from After Care.**

Children will be released only to those individuals who are listed as authorized on the registration forms. Other individuals not on the form must have a written authorization signed by the parents and followed-up by a verbal authorization by the parent. If the school has not obtained a verbal follow-up authorization from the parent, the child will not be released. All persons are subject to proof of identification. **If a child needs to be picked up during regular dismissal time, please notify the After Care office.**

In order to minimize delays due to traffic congestion, we are requesting that parents refrain from picking up students enrolled in After School Care during one of our regularly scheduled dismissal times.

- Regular School Dismissal: 2:00 pm, 3:00 pm, and 3:30 pm.

A late pick up fee of \$5.00 per 5 minutes (or part thereof) will be charged for students who are not picked up by 6:00 pm.

**Absences and Withdrawals**

If you would like to suspend services or withdraw your child from our Before and After Care program, a *Withdraw/Suspend Program form* must be completed.

Expenses are incurred whether your child is present or not, therefore we are unable to offer deductions or credits for absences. However, you may freeze your ASC account for prolonged absences by completing the *Withdrawal/Suspend Program form* and notifying the school.

**Behavior and Disciplinary Policy**

All children will be under the supervision of qualified personnel. Students are required to adhere to the same policies and rules set forth in the school's Code of Student Conduct and the Parent Contract. Students who do not follow these rules and guidelines may be asked to withdraw from the program pending an administrative review.

While the school will take every measure to protect student items, the school shall not be responsible for loss or damage to any personal items brought to school including electronics and cell phones.

Under no circumstance are children allowed to return to their classrooms to pick up their Home Learning, belongings, or any other materials that they forgot. Before and After Care personnel are not permitted to escort parents to the classrooms. It is the child's responsibility to bring all books and materials home.

**Injuries, Accidents and Illnesses**

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, and a band-aid. Parents will be notified immediately if an injury requires more than the basic treatments. Accident reports may be provided upon request.

PPA Before and After Care employees **cannot** administer any kind of medication.

**Federal Income Tax**

Some program costs may be deducted from your federal income taxes. Your online automatic payment receipts for the program may be used as verification of payments.

**Payment Schedule**

<b>Installments</b>	<b>Date</b>	<b>Installment</b>	<b>Date</b>
1	08/19/19	6	01/03/20
2	09/06/19	7	02/07/20
3	10/04/19	8	03/06/20
4	11/01/19	9	04/03/20
5	12/06/19	10	05/01/20