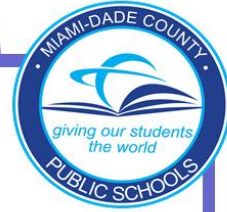


MIAMI-DADE COUNTY PUBLIC SCHOOLS



BOWMAN ASHE/DOOLIN K-8 ACADEMY

**MIDDLE SCHOOL ENRICHMENT
PROGRAM**

PARENT HANDBOOK

2015-2016



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BOWMAN ASHE/DOOLIN K-ACADEMY

MIDDLE SCHOOL ENRICHMENT PROGRAM GUIDELINES

PROGRAM

Your son/daughter is now enrolled in the Middle School Enrichment Program at Bowman Ashe/Doolin K-8 Academy. A variety of academic enhancement and enrichment activities, including homework assistance, have been carefully planned to support and enhance your son's/daughter's academic achievement and social development. Please feel free to contact Ms. Ana Hernandez, Program Manager, at 305-386-6656, if you have any questions.

REGISTRATION

No registration card is considered complete without the manual signature of the parent/guardian and EMERGENCY CONTACT INFORMATION. All sections of the registration card must be completed. **EMERGENCY CONTACT INFORMATION, AUTHORIZED PICK-UP** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF ARE MANDATORY**. If "NO" is selected on the Emergency Medical Treatment section, a letter from the parent/guardian must be attached to the registration card explaining exactly what course of action is to be followed in case of an emergency situation. It is **EXTREMELY IMPORTANT** that you notify the program manager if there are any changes in the emergency contact and/or persons authorized to pick-up the student.

INSURANCE

Upon registering your son/daughter, you will be afforded the opportunity to obtain the student accident insurance issued through the district. While the purchase of insurance is not mandatory, we recommend that you do so. This is a supplemental insurance plan and **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 in the brochure.

PROGRAM HOURS

Below are the hours of operation for the Middle School Enrichment Program:

Monday, Tuesday, Thursday, Friday	3:10 p.m. – 5:40 p.m.
Wednesday	NO PROGRAM

The last day of program operation will be Friday, May 27, 2016.

The program will not operate on the following dates due to Teacher Planning Days:
Teacher Planning – September 14 and 23, October 30, November 25, January 25, February 16, and April 8.

ATTENDANCE

After registering for the Middle School Enrichment Program, your son/daughter is expected to attend the program on all days that are scheduled for program activities. **Students must attend a minimum of 3 days per week in order to remain in the program. Excessive absences will result in removal from the program. Continuous pick-up prior to the end of the program may result in permanent withdrawal from the program.** Kindly provide advance notice of your plan to withdraw your child from the program.

RELEASE OF STUDENTS

It is recommended that students attend classes for the duration of the program in order to maximize students' enrichment. Continuous pick up prior to the end of the program may result in permanent withdrawal from the program. Students must be picked up **NO LATER** than the times cited above. If an emergency arises, you are expected to make arrangements so that your child will be picked up before dismissal time and to notify the program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, will lose the services of the program immediately after the third late pick-up.

If a parent or guardian cannot be reached after exhausting all methods of contact, and/if all other children have been dismissed and the program has concluded for at least 60 minutes, the site manager may contact the proper authorities (i.e., police/Department of Children and Families) to pick up the child. The parent/guardian will be responsible for picking up the child from the authorities' supervision.

DISMISSAL PROCEDURES

Pick-up: Each student must be signed out from the office by an **AUTHORIZED PERSON** listed on the student's registration card. The authorized person will be asked to present photo identification. Any person **NOT LISTED** on the student's registration card **WILL NOT BE ALLOWED** to remove the student from the school.

Authorized Persons: **ONLY** those persons listed on your son's/daughter's registration card are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the program manager will be made before any child is released to a person not listed on the registration form.

Walk Home: A written notification from the parent/guardian must be kept on file if the student is to walk home. The time of departure must be specified in the written notification. The program manager must approve the student's departure.

Absent Students: Parents or guardians whose child is absent from the program and are not listed on the day school's absentee list will be contacted as expediently as possible. Parents must notify the Program Manager if the child is absent on any given day.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your son/daughter, daily or continuous, please notify the after school office in person or in writing immediately. This will help to ensure the safety of your son/daughter. If, for whatever reason, you pick your son/daughter up early from the regular day school program, please contact the Middle School Enrichment program manager as expediently as possible.

SNACKS

Each day a nutritious snack will be provided for your child. Please notify the program manager of any food allergies upon registration. If your child is unable to eat the snacks provided by the program, please contact our office, as you will be responsible for providing a nutritious snack that suits the needs of your child.

ILLNESS/ACCIDENTS

Should your son/daughter become ill or injured during the program, you will be notified immediately and you must make arrangements to pick up your child at that time.

MEDICAL AUTHORIZATION

Should your son/daughter require medication during the hours that he/she attends the program, a permission form must be completed and kept on file. Please notify the program manager of this special circumstance.

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR

Our schools are established for the benefit of all students. The educational goals of the school are accomplished best in a climate of student behavior that is socially acceptable and conducive to learning. Student behavior that disrupts this process or that infringes upon the rights of others will not be tolerated.

Your son/daughter will be under the supervision of qualified personnel familiar with his/her school. The Code of Student Conduct will be followed as it is in regular school. Rough conduct, disrespect to activity leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. Continued violation of established rules and regulations will result in your son's/daughter's exclusion from the program.

PARENT/GUARDIAN PARTICIPATION AND INVOLVEMENT

Parents/guardians are required to attend at least one program event per year and must complete all required surveys in order for their child to be able to participate in this free program.

BOWMAN ASHE/DOOLIN K-ACADEMY

PARENTAL ACKNOWLEDGEMENT FORM MIDDLE SCHOOL ENRICHMENT PROGRAM

I have received, read, and acknowledge the policies outlined in the program guidelines for the Middle School Program. As a parent/guardian, I am responsible for my child's supervision before and after the scheduled program.

The opportunity to purchase the student accident insurance for this school year for my son/daughter has been offered to me.

Parents/guardians are required to attend at least one program event per year and must complete all required surveys in order for their child to be able to participate in this free program.

Students must participate in the program for the duration of the daily schedule. I understand that if my child is picked-up before the end of the daily program and/or is not picked up on time, his/her participation in the program will be terminated after the third occurrence.

I understand that this completed acknowledgement form will be kept in my son's/daughter's file as an official document.

Student Name (Please print)

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date