

ELEMENTARY AFTER-SCHOOL CARE PROGRAM at Pinecrest Presbyterian Day School 2024-2025

10400 SW 57th Avenue Pinecrest, Florida 33156



Dear Parents,

Registration is NOW OPEN for Pinecrest Presbyterian Day School's 2024-2025 AFTER-SCHOOL CARE PROGRAM, which serves students attending Pinecrest Elementary School. We hope your child will be a part of our program!

We have served families and children here in Pinecrest for over sixty years. We offer an after-school snack, indoor and outdoor play, homework time, and arts and crafts, yet, most importantly, an experienced and welcoming staff. For the upcoming year, we will be offering a variety of enrichment programs such as soccer, art, yoga, and Spanish.

We follow the Miami-Dade School calendar; therefore, we are open for aftercare on all days Pinecrest Elementary is open for school. You must notify us by noon via email or by phone if there are any schedule changes for your child (e.g. if your child is absent from school).

Enclosed you will find registration documents, our fee and billing schedule, our policies and procedures, our Pizza Friday fundraiser form, and a credit card consent form.

You must complete and sign:

- 1. Elementary After-School Care Registration Form**
- 2. Schedule Form**
- 3. Policies and Procedures Form**

***** and you must provide a copy of your child's School Health Forms (DH 680 and DH 3040 only; religious exemptions are not accepted)*****

Please complete the packet and return it with your payment, no later than THURSDAY, August 1st.
(School begins Thursday, August 15, 2024.)

Children may not begin in our program until all forms are completed and all documents and payment are received.

We look forward to serving you and welcoming your child or children into our program.

If you have any questions, please email or call our Day School office:

Monday through Friday 8:30am to 1:00pm

Email: aftercare@pinecrestds.com

Phone: (305) 666-3377

Fax : (305) 662-7958

Sincerely,

The Rev. J. Brovold, Head of School

Mrs. Julie Cespedes, Day School Program Director

Ms. Anna E. Rosas, After-School Care Supervisor and Church Youth Leader

Pinecrest Presbyterian Day School
10400 SW 57th Avenue Pinecrest, Florida 33156
305-666-3377 (8:30 AM - 1:00 PM) and 305-458-6886 (1:00 PM - 6:00 PM)

ELEMENTARY AFTER-SCHOOL CARE

ANNUAL FEE AND BILLING INFORMATION 2024-2025

Children will not be accepted into our After-Care Program unless a registration signed by all parents or guardians who have legal custody, a schedule, health forms, and all paperwork and fees have been completed and received in our office at least one day prior to the day a child is to begin our program.

Pinecrest Presbyterian Day School will not take responsibility for a child until s/he is signed in by a member of our After-School Care Staff. All children must be signed out by a parent or authorized contact/pick-up person who are aged 18 years or older.

REGISTRATION

Non-Refundable Registration Fee: \$200

TUITION (Early release pick-up days are included)

Group 1 (Pre-K - Grade 1)

A. 1:50-3:30 PM, 1-5 days per week

Nine monthly installments of **\$180** due on 8/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1

Parents in this group who pick up PAST 3:35 PM will be charged a late fee - see POLICIES AND PROCEDURES.

A. 1:50-6:00 PM, 1-5 days a week

Nine monthly in installments of **\$320** by 8/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1

Group 2 (Grades 2-5)

A. 3:05-6:00 PM, 1-5 days per week (including 1:50 PM pick-up on Wednesdays)

Nine monthly installments of **\$288** on 8/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1

As-Needed Care

We are happy to accommodate parents who need care only sporadically at a fee of **\$30 per day**. We must be notified for AFTER-SCHOOL CARE before NOON on the day care is needed. This arrangement requires a pre-paid (\$300 = 10 days) Pinecrest Presbyterian Child Pass from which fees will be deducted. When the pass has been depleted to \$60, you will be notified to replenish your Child Pass. Any unused portion will be non-refundable and non-transferable to future school years. Parents may only park in our parking lot while picking up their child. Violation will result in revocation and all fees and tuition will be forfeited.

We close promptly at 6:00 PM. Parents picking up PAST 6:00 PM will be charged a late fee - see POLICIES AND PROCEDURES.

BILLING: All fees are payable by the first of the month.

A late fee of 15% of the entire balance due will be charged for any payment received after the 1st of the month. Lateness in paying is considered a breach of contract and may result in your child/children being dropped from our program.

At the time of registration, the non-refundable registration fee will be collected. The remainder of the balance due will be divided into nine monthly payments. Monthly payments are due August 1, 2024 (or upon enrollment thereafter), and the last payment due on May 1, 2025.

We accept cash, checks (made payable to Pinecrest Presbyterian Church or PPC) or Visa, MasterCard, American Express and Discover. There will be a 2.5% convenience fee on all credit card payments made towards tuition and fees.

OTHER CHARGES AND PENALTIES

1. **Late PICK-UP Charges** will be assessed: \$18 after 3:35PM if enrolled in Group 1A; and \$5.00 per minute after 6:00 PM for the first two times and \$10.00 per minute for the third time during one school/program year. Anyone late more than three times may be expelled from our program.

2. **Returned check fee**\$25.

Declined credit cards: Parents must give another form of payment within 24 hours to avoid \$25 fee.

4. **CANCELLATION POLICY:** If for any reason you decide to cancel your enrollment with us, you will not be required to pay future payments due, however your registration fee will be forfeited.

Pinecrest Presbyterian Day School, 10400 SW 57th Avenue, Miami, FL 33156
ELEMENTARY AFTER-SCHOOL CARE REGISTRATION CONTRACT
2024-2025

Student Information:

Full Name: _____

Last First Middle Nick Name

Child's Address: _____

Street Address City ST Zip Code

Date of Birth: _____ Age: _____ Gender: _____ Grade Level: _____ Room#: _____

Primary Hours of Care: from: _____ to _____

My child will have a (check only one):

Fixed schedule (5 days/week) _____

Fixed Part-time Schedule (1-4 days/week) _____

AS NEEDED variable schedule _____

Family Information:

Parent's Name _____

Parent's Name _____

Relationship _____

Relationship _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Employer _____

Employer _____

Work Phone _____

Work Phone _____

Email Address _____

Email Address _____

Custody: Both Parents _____ Mother _____ Father _____ Other _____

Please list the names and ages of all brothers and sisters: _____

Have any of your children attended Pinecrest Presbyterian Day School in the past? _____

If so, please list their names and when? _____

Medical Information:

I hereby grant permission for the staff of Pinecrest Presbyterian Day School to contact the following medical personnel to obtain emergency medical care if warranted for my child. I also give permission to Pinecrest Presbyterian Day School to transport my child by ambulance if the situation warrants.

Doctor Name: _____ Address _____ Phone _____

Hospital Preference _____

Please list allergies, special dietary or medical needs, medications, issues, or other concerns: _____

Contact Information:

Children will be released only to the custodial parent or legal guardian listed above AND the persons listed below. The following people will also be contacted in case of illness, accident or emergency and are authorized to remove my child from this facility if for some reason the custodial parent or legal guardian cannot be reached. Photo ID will be required of all contact persons before your child is released to them. All contacts must be over the legal guardian age of 18 years old.

Name Relationship Phone Number

Name Relationship Phone Number

Name Relationship Phone Number

**PINECREST PRESBYTERIAN DAY SCHOOL
SCHEDULE FORM
ELEMENTARY AFTER-SCHOOL CARE 2024-2025**

Child's Name _____ **Grade** _____

Teacher's Name _____ **Room Number** _____

My child will attend on a **Fixed Schedule, 5 days a week:**

- A. 1:50 – 3:30 PM _____
- or B. 1:50 – 6:00 PM _____
- or C. 3:05 – 6:00 PM _____

OR

My child will attend on a **Fixed Part-time Schedule, but not 5 days a week,**
on the following days from _____ PM to _____ PM

Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____

OR

My child will attend After School Care on an **AS-NEEDED** basis _____

Note: This schedule requires purchase of a Pinecrest Presbyterian Child Pass for \$300, which must be replenished when deductions have left only \$60 in the account.

I understand I must notify the Day School office I require care before NOON on the day that care is needed. I know my Child Pass will be debited \$30 per day.

I understand that I may NOT park in the school's parking lot except on the days childcare is provided or my parking pass will be revoked and all fees and tuition will be forfeited.

All schedule changes must be made in writing. Please email aftercare@pinecrestds.com.

Signature of Parents/Legal Guardians:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

PINECREST PRESBYTERIAN DAY SCHOOL 2024-2025

Policies and Procedures

Elementary After-School Care Program

Children registered in this program are escorted and signed into our care at 1:50 PM and at 3:05 PM by an After-School Care Staff member.

AFTER SCHOOL CARE SCHEDULES:

A schedule must be filled out for every child in the After School Care Program. There are three types of schedules:

1. A FIXED SCHEDULE, 5 days a week or
2. A FIXED PART-TIME SCHEDULE, 1-4 days a week. OR
3. AS NEEDED CARE option, for those who require more flexibility. For this option, parents purchase a Child Pass in \$300 increments. This pass is then debited \$30 per day when used. Parents must have registered with us to use this option and must have purchased the Child Pass.

We must be notified before NOON on the day care is needed.

PICK UP:

Our After School Care staff pick up the elementary students at 1:50 PM and at 3:05 PM.

- At 1:50 PM: we gather Pre-K, Kindergarten and First Grade students outside of their classrooms inside Pinecrest Elementary School. Students are then accompanied by our staff across 104th Street and enter our premises.
- At 3:05 PM: Second through Fifth Grade students cross the 104th Street crosswalk and meet on our side of the street. Once all children are accounted for, they are accompanied to our school.

Note: Our staff cannot escort individual children from classrooms, club activities, or sports programs. Children must be at the designated location at 1:50 PM or 3:05 PM for pick up by our staff.

Children who have activities at the elementary school after dismissal, such as a club or practice, must be escorted to our premises and signed in by an adult, who has been authorized **in writing** by the parent. No child will be permitted to walk over unescorted. Unescorted children will NOT be admitted.

When your child is scheduled to be in our ASC program, we need to be notified **before NOON when your child is ABSENT from school or will NOT be attending ASC**. At pick up if your child's name is on the list, **but your child is not present**, we consider your child MISSING and emergency procedures are immediately implemented.

Emergency Procedure: If we cannot reach you to verify your child's whereabouts, and your child is not present for pick-up, we notify the police that your child is MISSING. If you have forgotten to call, we will not be pleased, as this will cause unnecessary stress on our staff. Thus, **the third time a parent does NOT notify the Day School on the day that your child will not be attending our After School Care Program, a "no call" administrative fee of \$75 will be charged, and thereafter up to two more times. After the fifth time a parent does not notify us that a child will not be attending the scheduled After School Care program, the family will be suspended from our program.**

Please note: We cannot and will not accept children into our care who are not registered in our program.

Our ASC staff have a list of registered and scheduled children to be picked up. If your child's name is not on that list, your child will remain at Pinecrest Elementary School. If any child comes to our property unescorted and is not registered and scheduled to be here, we will consider this child "lost" or "missing" and contact the Pinecrest Police Department.

Children must be signed out by a parent, guardian, or authorized adult over 18 years of age. Photo ID must be presented.

If you will not be picking up your child and need to ADD a contact/pick-up person, that authorization MUST BE IN WRITING and sent to aftercare@pinecrestds.com

BILLING:

REGISTRATION

Non-Refundable Registration Fee: \$200 per child

TUITION (Early release pick-up days are included)

Group 1 (Pre-K - Grade 1)

B. 1:50-3:30 PM, 1-5 days per week

Nine monthly installments of **\$180** due on 8/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1, 5/1

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As-Needed Care

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We close promptly at 6:00 PM. Parents picking up PAST 6:00 PM will be charged a late fee - see POLICIES AND PROCEDURES.

As a courtesy, parents will be billed on a monthly basis. Payment is due on the first of each month. At the time of registration, the non-refundable registration fee will be collected. The remainder of the balance due will be divided into nine monthly payments. Monthly payments are due August 1, 2024 (or upon enrollment thereafter), and the last payment due on May 1, 2025.

LATE PAYMENT FEES:

If a check does not clear, there will be a \$25 nonsufficient funds charge. After two such instances we will no longer accept checks from that payee and payment must be made in cash or by credit card thereafter.

LATE PICK-UP FEES:

3:30pm Pick-Up: Children must be signed out by 3:35 PM to avoid late pick up fees. You will be charged the \$18 Child Pass fee per day, when you are late picking up after 3:35 PM.

6:00pm Pick-Up: We close promptly at 6:00 PM. There will be a late charge of \$5 per minute after 6 PM (for the first two late occurrences) and \$10 per minute for the third and fourth occurrences. **ANYONE LATE MORE THAN FOUR TIMES DURING THE SCHOOL YEAR WILL BE ASKED TO LEAVE THE PROGRAM.**

ACCIDENT REPORTS:

Accident reports are filled out if a child is injured while in our program. You will be contacted immediately if your child has any sort of head injury or serious accident. You will be asked to sign the accident report for any injury. A copy of the report is kept on file in the office. In a medical emergency, we reserve the right to call 911.

ALLERGIES:

Food allergies are becoming more common among infants and young children. Please make your child's teacher aware of any allergies they have and specify whether they are airborne, digestive, or both. The level of sensitivity and the types and severity of reactions vary considerably among individuals with food allergies. We do recognize that in some instances, allergies may be severe and even occasionally life-threatening, so please inform us on what their reaction would be if they were to ever be exposed to the allergen.

Pinecrest Presbyterian Day School's Allergy Plan is as follows:

- * Provide a safe and healthy learning environment for students with food allergies.
- * Reduce the likelihood of severe or potentially life-threatening allergic reactions.
- * Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
- * Protect the rights of food allergic students to participate in all school activities.

If your child has an allergy that is severe and it prevents other children in their class from eating a specific type of food, we do inform all parents in the classroom to avoid such foods. However, in the case that another child does bring that food into the classroom, the child with the allergy is removed and has the choice to eat in a friend's classroom. The table at which the child ate the food is then sanitized with a bleach and water solution and the child is able to return to the classroom.

We post all children's allergies in EVERY classroom, our Kitchens, and the Day School office.

BUG SPRAY/SUN BLOCK:

We do not apply either bug spray or sun block, unless prescribed by a physician. There will be no exceptions. We follow the same procedures for bug spray or sun block as medication if it is prescribed.

DIETARY RESTRICTIONS:

Many of us have specific issues affecting our food choices for our children, from medical conditions to religious and/or social concerns to other health considerations. Please make us aware of any dietary restrictions your child may have.

Dietary restrictions are posted in EVERY classroom and the Day School office.

HEAD LICE:

If head lice are detected at home, it is important for the program to be notified. Lice are not dangerous but can spread quickly. A medicated shampoo for lice should be used and the nits removed with a special comb. It is important to clean the environment including clothes, linens, carpet, upholstery, and car seats. If a case of head lice is detected at school, the parent will be called to pick up the child. Extensive cleaning of the classroom and classroom equipment will be done immediately.

The Pinecrest Presbyterian Day School adheres to a “nit free” policy. Upon returning to the program, a staff member must check your child to ensure that all lice and nits have been removed.

NO CHILD WILL BE ALLOWED TO RETURN TO SCHOOL IF THE HAIR OR SCALP STILL REVEALS NITS – DEAD OR ALIVE. A DOCTOR'S NOTE MAY BE REQUIRED.

HEALTH FORM POLICY:

In accordance with Section 65C-22.006 (2), F.A.C. we require copies of a current immunization record (Florida Certificate of Immunizations - Form DH 680 OR Florida Medical Exemption Certificate - Form DH 680 Part C) and physical examination (Florida School Entry Health Examination Certificate - Form DH 3040) to be on-site. Pinecrest Presbyterian Day School does not accept the Religious Exemption Form DH 681.

INCIDENT REPORTS:

An incident report may be completed for a child who has either caused an injury, was involved in a dispute, or any other incidents that causes concern of the teacher. For instance, if a child bites another child – the child who got bitten will have an accident report and the child who bit will have an incident report. Some incidents are so minor that there is no need to cause stress to the parent.

MEDICATION POLICY:

All medication should be given by the parent at home whenever possible. If medication must be administered during after school care hours, the following guidelines must be met:

1. A Parent must complete the “Authorization for Medication” form. Authorization forms are available in the Day School office.
2. The Doctor’s Authorization portion of the “Authorization for Medication” form must be completed and/or a prescription must accompany the parent’s authorization.
3. All medication must be in the original box or container. The medications will be stored in the child’s classroom in a locked cabinet that is kept out of reach of the children.
4. Over-the-counter medication will not be administered unless authorized by a doctor and authorization forms are submitted. There will be no exceptions. This includes, but is not limited to: Neosporin, hydrogen peroxide, etc. Only soap and water may be administered by our staff to clean any injuries.

All medication and authorization forms must be personally handed to a staff member in the Day School office by a parent or guardian. Do not send medication in with your child and never put it in the lunch box/book bag.

APPROPRIATE BEHAVIOR AND DISCIPLINE POLICY:

We expect the students in our care to be respectful, polite, and well-mannered towards each other and towards our staff. In our program, we teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive environment will result, enabling students to strive for excellence. While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The consequences may be increased in cases of repeat offenses. Suspension will be considered when behavior is disruptive and detrimental to the operation of the school. Any student who uses verbal or physical threats towards the other children in our care or towards our staff will be expelled from our program. Careful consideration is given to individual situations, so that the school’s response to the student is appropriate.

PARKING:

You may park in our lot ONLY during pick up hours (1:50–6:00pm) and ONLY when picking up your child from OUR program.

For security purposes, each car that is parked in our lot is REQUIRED to have a parking pass. Each After School Care family receives two parking passes free of charge. Additional passes are on sale for \$20.00 in the Day School Office. Your parking pass must be displayed on the bottom, passenger side of your windshield. These passes are “clings” and not stickers, so they will not damage your car and can be easily removed at the end of the school year. Cars without parking passes will be denied access to our parking lot. Always take valuable items with you, such as purses, wallets, etc. You must pull your car in forwards. Our speed limit is 5 mph. All small children must be held by the hand while in our parking lot. **Habitual speeders and violators of our parking lot policies will have their parking permits revoked.**

You MUST fill out the below section in order to receive your parking passes.

Year/Make/Model of car _____, Tag #: _____ (free)

Year/Make/Model of car _____, Tag #: _____ (free)

Additional parking passes are \$40.00:

Year/Make/Model of car _____, Tag #: _____

Year/Make/Model of car _____, Tag #: _____

SECURITY:

Our fences and gates are locked for security reasons. Please do not encourage your child to climb the fences! Please do not jump over the fences. Please do not break our locks.

TECHNOLOGY:

We do not allow cell phones, tablets, or technology of any kind to be used by the children in our care while they are in our after-care program. We do not allow WIFI access or provide internet capabilities for use of homework.

I/we understand and agree to abide by the terms, fees, and policies and procedures for the Elementary After-School Care Program at Pincrest Presbyterian Day School.

PARENT SIGNATURES

DATE



**Pinecrest
Presbyterian
After-School Care
Pizza Friday Sign-Up
2024-2025**

In lieu of a typical snack, we will be serving slices of cheese pizza each Friday for \$2.00 per slice. If you would like your child to participate in this fundraiser, please complete this form and return it with your enrollment packet.

Child's Name: _____

Grade: _____

Please check your choice(s) below -

Fall Semester (August through December = 17 weeks)

1 slice @ \$34.00 _____

OR 2 slices @ \$68.00 _____

Spring Semester (January through June = 18 weeks)

1 slice @ \$36.00 _____

OR 2 slices @ \$72.00 _____

____ Initial here if you have a Credit Card ON FILE and you authorize PPC to charge your account for Pizza Fridays.

**Please make checks payable to:
Pinecrest Presbyterian Church or PPC.
Thank You!**

PINECREST PRESBYTERIAN DAY SCHOOL



**10400 SW 57 AVENUE
PINECREST, FL. 33156**

PHONE: (305) 666-3377 FAX: (305) 662-7958

2024-2025 School Year CREDIT CARD CONSENT FORM

This form authorizes Pinecrest Presbyterian Day School
to charge the designated credit card listed below.

Please complete the following information:

Child's Name: _____

Cardholder's Name: _____

Credit Card type (circle one): VISA MC AMEX DISCOVER

Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____ Billing Zip Code _____

Please choose one of the following:

I authorize Pinecrest Presbyterian Day School to charge my credit card ONE TIME ONLY for the total amount currently due of \$_____.

I authorize Pinecrest Presbyterian Day School to charge my credit card on a monthly basis. The monthly fee can vary depending on the usage of before- and after-school care and monthly tuition fees.*

*If you would like to discontinue use of the automatic monthly charge you must notify the office in writing.

There will be a 2.5% convenience fee on all credit card payments made towards tuition and fees including Day School and Before and After-School Care.

Authorized Signature: _____ Date: _____