



Sarasota Academy of the Arts Extended Care

2021-2022 Programs Guidelines

Sarasota Academy of the Arts, 4466 Fruitville Road, Sarasota, FL 34232

Director: Bryan Egan began@sarasotaacademyofthearts.com, Phone: 941-876-8268

HOURS

- Before Care: 7:00 a.m. to 7:45 a.m.
- After Care: Dismissal – 5:30 p.m.

DAYS OF OPERATION

- Every School Day except:
 - Before Care will not be provided on the first day of school but will be provided on the last day of school. All students MUST arrive after 7:45 on the first day of school.
 - There will be no After Care on the last day of school for students. All students MUST be pick up no later than 4:15 on the last day of school.
 - In case of a delayed opening, there will be no Before Care.
- In case of an emergency closing, there will be no Before or After Care.

REGISTRATION/FEES

\$25 registration fee

The following are the fees for our program:

	One Child	Two Children	Three Children
Before and After Care	\$150.00	\$240.00	\$340.00
Before Care Only	\$ 50.00	\$ 75.00	\$100.00
After Care Only	\$125.00	\$215.00	\$315.00

If the entire year is paid in full at the 09/01/20 due date, a 10% discount would be applied. 10 months for \$1125.00.

PAYMENT SCHEDULE

Payment Due By	Payment Late By: (Add \$25.00)
August 10, 2021	August 15, 2021
September 2, 2021	September 7, 2021
October 1, 2021	October 6, 2021
November 1, 2021	November 6, 2021
December 1, 2021	December 6, 2021
January 3, 2022	January 8, 2022
February 1, 2022	February 6, 2022
March 1, 2022	March 6, 2022
April 1, 2022	April 6, 2022
May 1, 2022	May 6, 2022

LATE PICK-UP AND PAYMENT POLICY

- **LATE PICK-UP FEE** - Beginning at 5:31 p.m., \$10.00 for the first 15 minutes then \$1.00 per minute/child for every minute after 5:45 p.m. This fee is to be paid at the time of pick-up or the next morning. Your child will not be allowed to attend until the late pick-up fee is paid.
- **ALL PAYMENTS ARE DUE ON THE FIRST SCHOOL DAY OF THE MONTH.**
- Payments can be in the form of cash, check, money order, or you may pay by credit card.
- **LATE PAYMENT FEE** – A fee of \$25.00 is due when payment is not made by invoice due date.
- **ANY ACCOUNT OVER TWO (2) WEEKS PAST DUE WILL RESULT IN THE EXCLUSION FROM THE PROGRAM UNTIL THE ACCOUNT IS PAID IN FULL.**
- At 6:00 p.m. emergency numbers will be called. In the event no is available to pick-up your child within a reasonable amount of time, Sarasota Academy of the Arts reserves the right to notify DCF of this fact.

WHAT TO BRING

During the After Care Program, a snack will NOT be provided to students. Please do not send anything with glass and leave personal items such as toys at home. We are not responsible for theft, loss, or damage of personal items.

BEFORE CARE PROCEDURES

Before Care will open at 7:00 a.m. Students may be dropped off between 7:00 a.m.-7:40 a.m.

AFTER CARE PROCEDURES

- Students must be signed out daily upon pick up. Students will only be released to designated adults who are listed on your registration/emergency form and who have ID.
- Notify the Program Coordinator via email began@sarasotaacademyofthearts.com with any changes to your child's schedule, i.e. no care needed today, pick up person. ANY CHANGE must be emailed by 11:30 a.m. for your child's safety at dismissal.
- Send a note or email to the main office of your child's school when a change is made so the After Care Program and your child's school and teacher are all on the same page. We work together for your child's safety at dismissal.

CLUBS

A monthly calendar will be provided to parents with club information it will also be found on the clubs Google Classroom.

HOMEWORK POLICY

Part of our daily schedule is set aside for homework support. Guidance is given but not instruction. Your child must do their own work and parent's will still need to check for completion and adherence to classroom procedures.

MEDICATION/SICKNESS POLICY

If your child has a fever, nausea, or other illness, you will be called to pick up your child. We follow the Sarasota County School District guidelines. We do not administer any medications, except an epi-pen in case of an allergic emergency.

PUBLICITY POLICY

We like to promote activities that our students participate in. We do not use personal identifiers or locations. provided to you highlighting activities of the program. Please be sure to sign the School Publicity form.

DISCIPLINE POLICY

Parents may set up a meeting with the program coordinator to discuss individual needs and concerns. We use a consistent, positive approach including re-direction, diversion, and separation, but always promoting self-discipline. Parents will be notified if there is a consistent behavior problem. We are focused on promoting an engaging and fun program for your child and will promote and practice positive communication to resolve conflicts or behavior issues.

- Age-appropriate consequences will be adhered to. Should inappropriate behavior occur, the concern will be discussed with the students, and a verbal or written warning may be given.
- If your child's behavior seriously violates the safety of any child or staff, please understand that he/she may be temporarily excluded from the program. In these circumstances, a parent or authorized adult must pick up your child within 30 minutes of notification.
- Should the same or similar inappropriate behavior continue; a second warning will be given and the parents will be notified.
- Should the same or similar inappropriate behavior continue; a third warning will be given and the student will be suspended based on the severity of the behavior.
- Continued behavior problems may result in permanent dismissal. (Refunds will not be given.) Immediate causes for expulsion from the program:
 - The child is at risk of causing serious injury to other children or himself/herself.
 - Parent threatens physical or intimidating actions toward staff members.
 - Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child.
- Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.



Sarasota Academy of the Arts Extended Care 2021-2022 Extended Care Application

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STUDENT INFORMATION

Student Name:		Birth Date:	
Address:			M/F:
Phone Number:	Social Security Number:	Grade Entering:	

CONTRACT INFORMATION

This contract is an agreement between Sarasota Academy of the Arts and the parent/guardian of the above named student for before and after care services beyond the regularly scheduled school day. There is a \$25.00 registration fee that must be paid prior to the student's first day of attendance along with this signed agreement and a completed automatic payment form using either ACH or a credit card. The rate for Before and After Care is \$150.00 per month for the first child and \$90.00 per month for siblings. Before Care only is \$50.00 per month for the first child and \$25.00 per month for siblings. After care only is \$125.00 per month for the first child and \$90.00 per month for siblings. After care is 4:15 PM to 5:30 PM. Additional fees will be charges for students not picked up by the 5:30 PM at a rate of \$10.00 for the first 15 minutes, then \$1.00 added for every minute after.

Payment will be due the first school day of each month from September through May. Payments will be considered late 5 days after and a charge of \$25.00 will be added to the monthly fee. For those parents needing occasional care, the cost will be \$12.50 per day, \$9.00 per siblings. Payment for occasional care will be due upon pick up or the next school day.

PLEASE CHECK THE APPROPRIATE BOX BELOW:

AFTER CARE		We wish to pay Monthly, beginning August and ending May, and agree that billing will be processed \$125.00 per month and \$90.00 per sibling. Yes <input type="checkbox"/> No <input type="checkbox"/>	
BEFORE CARE			
BOTH			
OCCASIONAL CARE			
AM (7:00 – 7:30)			
PM (4:00 – 5:30)		Number of Days of the Week – <i>Please Circle to the Right</i>	M T W T H F

I, _____, parent or guardian of the above named student, agree to the conditions and regulations set forth herein. I further agree to pay all bills as they become due. The parent or guardian, in signing this contract, agree that the student(s) is responsible for adhering to the rules of the school. I realize that in signing this contract I make a commitment to Sarasota Academy of the Arts to pay for before/after/occasional care with the payment method that I have selected. I understand any balance over 30 days overdue (including the previous year), must be paid or have a payment plan arranged or services will be discontinued.

SIGNATURE

Signature Of Parent or Guardian financially responsible (Mother)		Signature Of Parent or Guardian financially responsible (Father)	
Email		Email	
Address		Address	
Social Security No		Social Security No	
Occupation		Occupation	
Date		Date	

**If the cost of this program is a financial hardship and financial assistance is needed, please contact Jodi Kopacz, Principal, at 941-377-2278 to arrange an alternative fee schedule.



**Sarasota Academy of the Arts Extended Care
2021-2022 Emergency Contact Form**

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Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

EMERGENCY INFORMATION: (all areas must be completed)

Child's Allergies/Concerns:

Doctor's Name: Phone #:

In the event of an injury that requires medical attention, I grant the school the authority to contact the Sarasota Emergency Medical Services or, if necessary, have the child transported to the nearest hospital.

Parent Signature Date

I give my permission for the above named student(s) to participate fully in all child care/school activities including physical education and recreational sports.

Parent Signature

ADDITIONAL PERSONS TO CONTACT IN CASE OF EMERGENCY:

NAME	RELATIONSHIP	PHONE NUMBER
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