



Sarasota Academy of the Arts Extended Care

2023-2024 Programs Guidelines

Sarasota Academy of the Arts, 582 McIntosh Rd, Sarasota, FL 34232

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HOURS

- Before Care: 7:00 a.m. to 8:15 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 **monthly** 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 09/01/22 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, 2023	August 15, 2023
September 2, 2023	September 7, 2023
October 3, 2023	October 6, 2023
November 1, 2023	November 6, 2023
December 1, 2023	December 6, 2023
January 10, 2024	January 17, 2024
February 1, 2024	February 6, 2024
March 1, 2024	March 6, 2024
April 3, 2024	April 6, 2024
May 1, 2024	May 6, 2024

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 one 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:
 - o The child is at risk of causing serious injury to other children or himself/herself.
 - o Parent threatens physical or intimidating actions toward staff members.
 - o 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.