



Dr. William A. Chapman Elementary School

Project M.O.V.E. AFTER SCHOOL PROGRAM GUIDELINES MIAMI-DADE COUNTY PUBLIC SCHOOLS PARENT HANDBOOK

[2019-2020 AFTER SCHOOL/SUMMER HANDBOOK](#)

- [After School and Summer](#)
- After Care/Summer Contact:
Dr. Ferguson (mfer@dadeschools.net)

PROGRAM

The after school program at Dr. William A. Elementary School has a variety of academic and enrichment activities, including STEAM activities and homework assistance. If we can be of assistance, please do not hesitate to call us at (305) 245-1055.

STAFF

A program manager supervises group activity leaders that have been screened by Miami-Dade County Public Schools to work directly with your children in small groups. Certified teachers and paraprofessional will provide instruction for students in grades 2-5.

SNACKS

Each day a snack (summer 2 meals and a snack) will be provided for your child. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided by the after-school program, please contact our office. In this case, an appropriate and nutritious alternative snack will be provided.

REGISTRATION

All sections of the registration form must be completed. **EMERGENCY CONTACT INFORMATION** and the **EMERGENCY MEDICAL TREATMENT CHECK OFF IS MANDATORY**. It is extremely important that you notify the program manager if there are any changes in the emergency contact and/or authorized pick up.

PROGRAM HOURS

3:10 a.m. – 6:10 p.m. After School

9:00 a.m.- 2:00 p.m.

Good attendance is mandatory. It is important that students maintain 95% attendance. Student achievement and growth will be monitored; therefore, regular attendance is needed to benefit from the activities, curriculum and support.

LATE PICK UP

Parents must be on time to pick-up students. We ask that the parents allow the students to attend the full time of the program. This will ensure that the students receive the all that the program has to offer as well as focus on enrichment and academic achievement.

RELEASE OF CHILDREN

Children may be picked up **NO LATER** than 6:10 p.m. after school hours, and 6:00 p.m. summer school hours. If an emergency arises, you are expected to make arrangements so that your child will be picked upon time. and to notify the program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may lose the services of the program.

DISMISSAL PROCEDURES

PICK-UP

Each child must be signed out from the office by an **AUTHORIZED PERSON** listed on the child's registration form. The authorized person may be asked to present photo identification. Any other person not listed must have permission in writing from the parent or legal guardian and present photo identification before the child will be released.

AUTHORIZED PERSONS

ONLY those persons listed on your child's registration form 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 must be kept on file or sent the same day that your child is to walk home. The time of departure must be specified in the written notification. The administrator or program manager must approve the child's departure.

CHANGES IN DISMISSAL PROCEDURES

If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after-school office in person or in writing immediately. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular day school program, please contact the after-school program office as expediently as possible.

ILLNESS/ACCIDENTS

Should your child 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 child require medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please notify the program manager should that occasion arise.

BEHAVIOR/DISCIPLINE POLICY

Your child will be under the supervision of qualified personnel familiar with his/her school. The same Code of Student Conduct as the regular school program will be followed, and will be explained to your child. Rough conduct, disrespect to 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. If your child continually misbehaves, he/she may be withdrawn from the program.

SAFETY AND SECURITY

- Code Yellow/Code Red In the event of an emergency, the primary responsibility of all program personnel is to provide for the safety of all students. In the event a school administrator/director/security announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Teacher Assistant Principal, Principal Region Center: Line Director Region Superintendent School Operations District MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK 26 Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.
- Emergency Operations Plan Student and employee safety is a primary concern of the Miami-Dade County Public School (MDCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and

knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children. BeSafe Anonymous Reporting System (Insert Flyer)
http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf

- Fire Drills Ten fire drills will take place during the school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell or alert, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

- Visitors Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main MIAMI-DADE COUNTY PUBLIC SCHOOL PARENT/STUDENT HANDBOOK 27 entrance, sign-in, produce photo identification, and then proceed to register in the main office/security desk. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest. Because of limited space, security concerns and health reasons, parents may not visit the cafeteria during snack, breakfast, or lunch. Students of school age are expected to be able to eat a meal independently with their class in the cafeteria. Parents may not visit the cafeteria to feed a child or monitor the child's food intake. Staff is available to help children open containers and to provide other supervisory assistance. Parents who have medical concerns about their child's meals should discuss the problem with a physician and the director.

EMERGENCY CONTACT

Emergency Student Data Forms are a part of the registration packet. Parents/Guardians are expected to return the forms home with the registration form. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable program staff to contact the parent/guardian immediately in the case of an emergency. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

FIELDTRIPS

All fieldtrips must be approved by the principal and Region Superintendent. Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. Learning experiences appropriate for the students' age may be offered to your child through field trips planned by the teacher. These field trips are extended classroom instruction and will be specifically related to subjects being studied. All trips are adequately supervised to provide a safe environment. In order for a child to participate, each parent must sign a Field Trip Permission Form and return it to the teacher by the due date.

Contact Us

Dr. William A. Chapman Elementary School
27190 SW 140 Ave.
Homestead, FL 33032

Phone: 305 245-1055
Fax: 305-245- 1187