



Aftercare Introduction Form (For Program Coordinators)



Student Information

First & Last Name:

Date of Birth:

Grade:

Teachers Name:

Allergies:

Gender:

Emergency Contact:

First & Last Name:

Relationship to student:

Phone Number:



Program Hours

PROGRAM	GRADE(S)	HOURS
Beforecare	PK-8th	6:30-7:30AM
Aftercare	PK-8TH	3:30-6:00PM



Payment Dates August-December



Late Fees are applied 5 days after payment is due.

Registration Fee (One Time Fee): \$50.00 (Aftercare)

August

Payment Due:
August 12th, 2023
Late Fee Applied:
8/18/24
8/12-9/09
(4 Weeks)

Aftercare

1 Day \$90/ installment
2 Days \$150/ installment
3 Days \$200/ installment
4 Days \$250/ installment
5 Days \$300/ installment

September

Payment Due: September
10th, 2023 Late Fee
Applied:
9/22/24
9/10-10/08
(4 Weeks)

October

Payment Due: October
9th, 2023 Late Fee
Applied: 10/20/24
10/09-11/05
(4 Weeks)

November

Payment Due:
November 6th, 2024
Late Fee Applied:
11/11/24
11/06-12/11
(4 Weeks)

December

Payment Due:
December 12th, 2024
Late Fee Applied:
12/15/24
12/12-1/24
(4 Weeks)

*Payment periods do not include Thanksgiving, Spring Break
or Christmas Break.

Payment Dates January-May

Late Fees are applied 5 days after payment is due.

Registration Fee (One Time Fee): \$50.00

January

Payment Due:

**January 27th,
2025 Late Fee**

Applied: 01/12/25

**1/27-2/25
(4 Weeks)**

Aftercare

- 1 Day \$90/ installment
- 2 Days \$150/ installment
- 3 Days \$200/ installment
- 4 Days \$250/ installment
- 5 Days \$300/ installment

February

Payment Due:

**February 26th,
2025 Late Fee**

Applied: 02/09/25

**2/26-4/02
(4 Weeks)**

April Payment

**Due: April 3rd,
2025 Late Fee**

Applied:

03/09/25

4/03-05/02

May Payment

Due: May 5th,

2024 Late Fee

Applied: 05/2/24

**5/05-05/22
(3 Weeks)**

Aftercare

- 1 Day \$90/ installment
- 2 Days \$150/ installment
- 3 Days \$200/ installment
- 4 Days \$250/ installment
- 5 Days \$300/ installment

***Payment periods do not include Thanksgiving, Spring Break
or Christmas Break.**



Policies & Procedures

Mission Statement

The After Care Program is dedicated to providing a safe and caring environment filled with educational and recreational activities where students can grow academically, socially and become well-rounded individuals.

Hours of Operation

The After Care program begins at 3:30 pm and ends promptly at 6:00 pm. Students must be picked up no later than 6:00 pm. If students are not picked up by 6:00 there will be a late charge of \$1.00 per minute. NO EXCEPTIONS. If you are in need of assistance, please do not hesitate to contact Ms.Pinney jpinney@doralacademytx.com

General Program

The After Care Program at Doral Academy has a variety of activities, including assistance with home learning, indoor games, outdoor recreation, arts & crafts, dance*, clubs* and sports*. All After Care Counselors have been fingerprinted and drug-tested.

* Additional charges may apply

Enrollment

In order to enroll your child in the After Care Program, all forms required by state-law must be filled out appropriately, emergency contact and release form must be completed, and registration and program payments must be paid in full. If you have any previous balance in the aftercare program. The balance will need to be paid before starting a new year/period in aftercare.

Holidays and Vacation

The After Care Program will operate on the same school schedule as Doral Academy. We will be closed for all school-approved holidays and Teacher Workdays. There will be no charge for the winter, spring, or summer recess. There will be no aftercare on early release days.

Early Release days - 8/30/24,10/4/24,11/22/24,12/20/24,2/14/25,3/14/25

No aftercare 5/23/25 last day of school



Policies & Procedures

Cost and Payments

Aftercare

- 1 Day \$90/ installment
- 2 Days \$150/ installment
- 3 Days \$200/ installment
- 4 Days \$250/ installment
- 5 Days \$300/ installment

Payments must be received before the new Service Period begins. There will be a \$15.00 LATE FEE for any payments not received within 5 days of the scheduled payment due date. This will be strictly enforced. No child will be allowed to begin a service period for which payment has not been made. There will be no credits or deductions given for partial attendance under any circumstance. Payments may be made using our online school store or by card at the front office. No refunds will be accepted

Daily Rates

The Daily Rate is a benefit allotted to parents on a day-by-day basis and is for students not enrolled in the After Care program. The aftercare daily rate is \$25. Any student not picked up by 4:00 pm will be charged the daily rate and monitored by aftercare.

WITHDRAWAL

A student withdrawing from the program after payment has been made will not receive a refund for the unused days.



Policies & Procedures

Insurance

The students will be covered by the school's insurance.

Absences and Withdrawals

Since expenses continue whether your child is present or not, there will be no credits or deductions given for the absence of your child. Please notify the school if your child will be absent for a prolonged period of time. If your child is to be withdrawn from the After School Program, a 2-week notice is **REQUIRED IN WRITING (DOJO/LETTER)** and **YOU MUST CONTACT Ms.Pinney (jpinney@doralacademytx.com) TO WITHDRAW STUDENT**. Billing will continue until this form is turned in. The account **MUST** be paid in full by the time of the withdrawal. If your child is withdrawn and you wish to re-enroll, there will be an additional \$50 re-enrollment charge.

After Care Arrival

At school dismissal, all After Care students will be dropped off by their teacher where the After School Counselors will be present. Once attendance is taken, the After Care Counselors will take their students to their designated location. Please see above for "Daily Rate" information.

Snacks

The Program provides a snack break in its schedule only for the children enrolled in the full After Care Program. Mini Care enrollees do not receive a school snack but are more than welcome to bring snacks in their lunch boxes for when in after care. During the snack break the students will receive a light snack (ex: crackers, cookies, etc.) and a drink. These students may also bring additional snacks if they wish. Students will only be allowed to eat their own or the school provided snacks **DURING SNACK TIME**.



Policies & Procedures

Release of Students

Any person entering the building to pick up a child must show identification and receive a pass from the office. Students will be released only to those individuals whose names are recorded on the students contact cards. Other persons not on the form **MUST** give a written authorization to the Director of Aftercare. If the school has not obtained a verbal follow-up authorization from the parent/legal guardian, the child will not be released. Any person (including parents/guardians) must have proof of identification to show the office in order for the student to be dismissed. An adult must enter the building and physically pick up the student. No child will be dismissed to an underage sibling. If you need to pick up your child during regular dismissal time, a written notification must be sent to the child's homeroom teacher and parents must pick-up in the dismissal line. Children will not be released to any teachers during After School hours unless the Director and parents approve it. This is for the safety of your child.

Changes

Doral Academy must be immediately notified of the changes in telephone numbers (home, work, and cellular phones), job, family status, custody changes, doctors, and authorized persons to pick up your child. This is done for the safety of your child. Please keep us informed.

Student Classrooms

For security reasons, under no circumstances are students allowed to go back to their homeroom to pick up home learning, belongings or any other materials.



Policies & Procedures

Behavior and Disciplinary Policy

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as the regular school day and are necessary in order to provide a safe learning environment. Students are required to adhere to the same policies and rules set forth in the Doral Academy code of conduct and the Parent /family Contract signed by the student's parents/guardian at the time of registration. Students who do not follow these rules and guidelines will be withdrawn from the program. After receiving 2 incident reports the student will be withdrawn from the program.

Accidents

If your child is injured at school, we will clean the injury with soap and water, provide ice, a Band-Aid and TLC. "Accident Reports" are written out by the adult present and a copy will be given to the parent. Any injury that requires more than the basics listed will necessitate a parent coming to the school to determine if professional medical care is needed. If the injury is an emergency, 911 will be contacted by the Director.



Policies & Procedures

Medication

The program does not allow administration of any kind of medication. Parents are welcome to visit the school during operating hours and give the needed medication to their child.

Late Fees

Late fees will be charged for children remaining after 6:00 pm. The office clock is used to determine pick-up time. The late charge is \$ 1.00 per minute past 6:00 pm. All late fees are due the following school day. There will be a \$15.00 late fee for monthly payments. If you have an outstanding balance, your child will be immediately withdrawn from the program until your balance is paid in full. Your child will also be removed from any enrichment and/or club if there is a balance in their aftercare account. We realize that there are emergencies and unexpected situations, and your communication and cooperation are greatly appreciated. However, any child that is picked up after 6:10 pm more than 2 times will be withdrawn from the Program without refund. ANY PAST DUE BALANCE MUST BE PAID IN FULL PRIOR TO THE END OF THE SCHOOL YEAR. Students with an outstanding balance may be unable to attend any non-academic school activities as decided by administration.

Doral Academy Charter School After Care Enrollment Form

Student's Name:

Date of Birth:

Age/Gender:

ID #/Grade:

Teacher:

Address:

City/State/Zip Code:



Parent Information & Emergency Contacts:

Mother's Name:

Cell Phone Number:

Work Number:

Email Address:

Father's Name:

Cell Phone Number:

Work Number:

Email Address:

I have read and understand the policies, payment schedules and procedures set forth in this Doral Academy After Care Packet and will abide by all these policies. I agree to pay in full all fees prior to participating in activities. Failure to adhere to the policies as stated in the After Care Packet will result in dismissal from the program.

Student's Name: _____

Grade: _____ Date: _____

Parent Name: _____ Parent

Signature _____



Emergency Contact:

Main Contact Name:

Cell Phone Number:

Doctor's Name:

Doctor's Number:

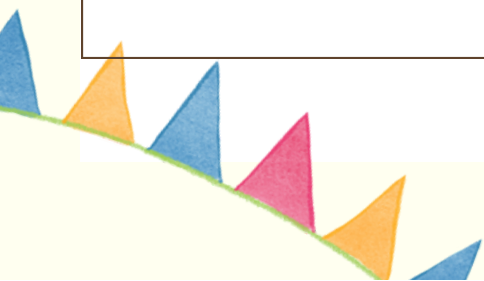
Doctor's Address:

Medical Needs (Allergies):

Authorized to pick up:

Unauthorized to pick up:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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Consent:

RELEASE In case of emergency, I hereby give permission to the physician selected by Doral Academy to order X-rays, routine tests & treatment for the health of my child. In the event I cannot be reached in an emergency, I give permission to the physician selected by Doral Academy to hospitalize, secure proper treatment for, and to order injection and/or surgery for my child as named above. I understand my personal insurance bears responsibility in case of an accident.

Furthermore, I the undersigned, accept all risk incidentals to Doral activities. I do hereby release Doral Academy, its officers and its representatives, from all liabilities deriving from pursuits of said activities by my child. It is further agreed that Doral Academy assumes no responsibility for loss of participant's personal property. I give permission for my child to participate in activities. I also give permission to Doral Academy to use any pictures taken of my child for further promotion purposes.

Name: _____

Signature: _____

Date: _____



Photo & Movie Consent:

Doral Academy Aftercare Program Movie Permission
and Photography Permission -

Student's Name: _____

Please Circle Yes or No for the following:

1. Do you allow your child to be photographed and posted on our school social media?

Yes or No

2. Is your student allowed to watch G, PG and PG-13 Movies?

Yes or No

*Please note PG-13/14 TV Movies are usually Marvel/Superhero Movies
(Located on Disney+)

Parent Signature _____

Date _____

