



DORAL
ACADEMY

IMAGINATION. INNOVATION. EXCELLENCE.

**Before Care
Parent-Student
Handbook 2024 - 2025**

1333 Firecracker Drive
Buda, Texas 78610

HOURS OF OPERATION

Program	Times	Grade Levels
Before Care	6:30 am – 7:30 am	PK – 8 th Grade

ENROLLMENT

It is mandatory to complete an Enrollment Form for each student participating in the Child Care Program.

LIMITED ENROLLMENT

Space in the Before Care Program is limited! Registration will be first-come, first-serve monthly basis. No exceptions.

PAYMENTS & FEES

Payments must be received by Friday prior to the service period needed. Fees may be paid with cash or check in the main office. Online payments will be available. No child will be allowed to begin a service period for which payment has not been made. There is no partial payment for partial use of services. The full monthly fee is due regardless of the number of days the child is absent from the program for illness, family trips, withdrawal from the program, etc.

Program	Fee
Before Care	\$125 monthly

- **Late Payment Fee** - A late payment fee of \$10.00 will be charged for payments not received by the Friday prior to the service period. If payment is not made five days after the due date, the student shall be withdrawn from the program.
- **Registration** – A one-time registration fee of \$30.00 is required for every student. The registration fee is nonrefundable and applicable each time a student is enrolled. Fee must be paid for every child to start a program.

REFUND/CREDIT POLICY

No refunds will be issued. No exceptions.

BEFORE CARE PROGRAM

As a courtesy during the first few days of school, our team members have been greeting you outside. Effective 8/12/2024, we are kindly asking that parents drop their children off in the main LOBBY.

In order to ensure your child's safety, all students must be accompanied to the Main Office by an adult. All parents are required to sign their child in daily upon arrival.

WITHDRAWAL

A student withdrawing from the program after payment has been made will not receive a refund for the unused days. Parents are responsible for filling out the Afterschool Program Withdrawal Form.

STAFF

Before care staff have been screened and are cleared to work in schools to work directly with your child in small groups.

BEHAVIOR/DISCIPLINE POLICY

Doral Academy is committed to providing a safe teaching and learning environment for students, staff, and members of the community. All students are expected to abide by the Doral Academy Student Code of Conduct.

The parents, students, and staff of Doral Academy childcare programs are asked to treat each other with respect, tolerance, kindness, and consideration. Students must exhibit professional, respectful classroom conduct at all times and will be asked to leave a class or activity for inappropriate behavior, including, but not limited to yelling, using profanity or fighting.

The following procedures will be followed consistently in the event participants behave unacceptably:

- First offense: The Site Coordinator will discuss the problem with a student's parent/guardian.
- Second offense: The Site Coordinator will notify the participant's parent/guardian that the student has been dismissed from the Program.

NOTE: Serious or disruptive/destructive behavior that interferes with normal program operation will not be tolerated and will result in immediate dismissal with no previous notice to a parent/guardian.

UNAUTHORIZED ITEMS

Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the school building at any time.

Cell phones may not be visible at any time during the school day, may not be displayed during school, and must be left in the student's bag.

The school will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents during the time they are picked up. The school may keep any such unauthorized items until the end of the school year.

While the school will take every measure to protect such items, the school shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the school.

INTERNET USE POLICY

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the district. Students must always get permission from their teachers prior to using the internet.

In addition, the district prohibits the transmission of materials such as copyrighted material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning, or solicitation. Violation of this policy could result in the issuance of a referral and/or other administrative action.

ILLNESS/ACCIDENTS

If a student is absent from school due to an illness, the student may not participate in the childcare program that day. In general, a student must have attended school during the school day to attend the program.

If a student becomes ill or is injured during the program or exhibits any of the following conditions, the parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification:

- contagious disease
- fever over 100 degrees Fahrenheit
- vomiting or diarrhea
- accident requiring medical attention.

If a student needs urgent hospital attention, staff will call 911, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

ABUSE & NEGLECT POLICY

The Program staff members are mandated reporters and as such, are required to report all suspected instances of abuse or neglect to CPS.

MEDICAL AUTHORIZATION

Should your child require medication during the hours that he/she attends the program, a doctor's note and permission form must be filled out and kept on his/her file. Please contact Nurse Schubbe should that occasion arise at nurse@doralacademytx.com. Program participants may not self-medicate and or carry any medication at any time.

CONTACT US

Should you have any questions or concerns contact Ms. Pinney at jpinney@doralacademytx.com .

**Doral Academy of Texas
2024-2025 School Year
Before Care Payment Schedule**

Parent Name: _____ Student name: _____

Grade: _____ Month of: _____

***Please make checks payable to: Doral Academy Charter School**

Payment Due Date	Service Month	Monthly Fee
8/9/24	August	\$75.00
8/30/24	September	\$125.00
9/27/24	October	\$125.00
11/1/24	November	\$125.00
11/29/24	December	\$50.00
12/27/25	January	\$125.00
1/31/25	February	\$125.00
2/28/25	March	\$125.00
3/28/25	April	\$125.00
5/2/25	May/June	\$125.00

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