

## **Sunset Elementary School**

### **Before Care, After School Care, and Story Hour FAQs**

#### **Contact Information**

Community School Office Phone Number: 305-661-2166

Community School Office Hours: 10:00 a.m. – 6:00 p.m.

Assistant Principal for Community Education: Sandra Smith-Moise, [smoise@dadeschools.net](mailto:smoise@dadeschools.net)

Community School Specialist: Rolando Morales, [rolandomorales@dadeschools.net](mailto:rolandomorales@dadeschools.net)

#### **Registration**

Registration and payment are completed through the FOCUS App in the Parent Portal. Your Parent Pin will be required to set up your Parent Portal. Please acquire the parent Pin from the main office if you do not have one. It takes 24-48 hours to activate FOCUS once you set up your Parent Portal.

#### **Computer Choice**

For PC portal users, please use Google Chrome browser for the best results. For Mac portal users, please use Safari for the best results. Please note, work or company computers may block portal access set by the company or provider. We advise you don't use your cellphone for initial registration since the screen is smaller and it will be harder to read and navigate.

#### **Insurance**

School insurance is required for participation in the before and after school care programs and is currently available for purchase. It must be purchased at [www.hsri.com/K12\\_Enrollment](http://www.hsri.com/K12_Enrollment). **Please save a screenshot or PDF of the policy** to upload when you register. You can purchase the "At School Excludes Athletics" plan to meet the insurance requirement.

#### **Completing the Forms**

Please ensure that **all sections** of the registration application are completed. Your child will not be eligible to begin until all sections are finalized, including the influenza brochure, distracted adult brochure, media release, and proof of insurance sections on the emergency contact card. For the media release section you must indicate "yes" or "no" and print your name.

Please note that the emergency contact card you complete for the day program is **separate** from the emergency contact card you complete for the before and after school care programs. You must include the name of every person (**INCLUDING PARENTS AND/OR GUARDIANS**) authorized to pick up your child from after school care on the emergency contact card in the FOCUS registration system when you register. Persons listed as authorized will need to present a photo ID when picking up your child from after school care.

If your student has allergies, **Please Double Check** that you filled in the allergies section on the portal out properly so our staff are aware in advance.

**IMPORTANT:** Make sure to add everyone who you wish to be allowed to pick up your child, **including yourself**, to the authorized sign out list. To ensure the safety of your students, if someone wishes to pick up a student and isn't on the authorized list, a parent or guardian with access to the Parent Portal will have to add them and provide proof before we can dismiss the student. It is best to add anyone you wish in advance since it may take time if done at the last minute.

### **Before Care**

Before care begins at 7:00 a.m. Students must be dropped off **and** signed in at the front main gate.

### **After School Care vs Story Hour**

Story hour provides one hour of care from the time of dismissal. Children receive a snack, are encouraged to complete homework assignments, and engage in indoor and outdoor activities. It is provided for children who only need one hour of care, typically for students who have older siblings who dismiss later. After school care begins at the time of dismissal and is available until 6:00 p.m.

### **Pick-Up**

Pick up for after school care and story hour is at the Main gate (excluding bus students). Only individuals on the "authorized to pick up list" on the emergency contact card in FOCUS will be permitted to pick up. Parents also need to add their own names in this section. Please always have a photo ID available when picking up your child. **If a name is not listed on the authorized pickup list, we cannot release the student. Please add multiple persons to this list in case you have an emergency.**

### **Late Payment Fee**

A late payment fee of **\$10.00, per student**, per incident, and per program, will be charged for payments that are not received at least one day **prior** to the start of the next service period. All late payment fees will be added to your "FOCUS" online account and must be paid **prior** to the start of the next payment period. Payment is **always** due by 11:59 p.m. the day prior to the start of the monthly service period.

### **Late Pick up Fee**

A late fee of **\$10.00, per student**, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick-up fee may result in the child being withdrawn from the program. All late pick-up fees will be added to your "FOCUS" online account and must be paid prior to the start of the next payment period. **Please note, the late fee for the after school care 6:00 p.m. dismissal will be charged beginning at 6:01 p.m., and will incur an additional \$10.00 for each 15 minute increment after 6:01 p.m.**

## **Bus**

If your child will take the M-DCPS bus home after story hour, you will need to submit a letter to the community school office to authorize your child to ride the bus in lieu of parent pick up at the main gate. Please also include frequent bus buddies so that we are aware of the children/siblings asking for one another during after school hours. Any changes to the bus dismissal must be communicated to the homeroom teacher and emailed to the community school office by 12:00 p.m.

## **Snacks**

Each day a snack will be provided for your child during the after-school care program only. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided during the after-school care program, please contact the after-school care office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

## **Personal Items**

Please CLEARLY LABEL all personal items you send with your child, especially the water bottle, lunch box (on outside of container), and sweaters or sweatshirts. It is best to write your child's first and last name as well as the grade or homeroom teacher name.

## **After School Care and Story Hour Activities**

### **Homework**

Students will be allotted a set amount of time every day to get a head start or catch up on schoolwork or reading, after snack and before all other activities. If you prefer your student to not work on schoolwork during aftercare, please send an email so we know it comes from you, the parent/guardian.

## **Indoor Activities**

Students in after school care and story hour will engage in a variety of activities, including arts and crafts, drawing, board games, puzzles, and Legos. All programs shown on the Prometheans will be kid friendly and educational to allow kids time to either learn or decompress from a long day of learning and activities. We encourage toys and other personal belongings not school related be left at home for safe keeping. We understand some kids may really want or need to bring toys/personal items so please know we are not responsible for any lost toys or personal items. We will do our best to look and try and find any lost items; however, rooms are cleaned daily and used every morning so things may be lost for good.

## **Outdoor Activities**

Students in after school care will partake in outdoor activities at least once a day depending on the weather. Students in story hour engage in outdoor activities at least twice per week. Outdoor activities include formal games and team sports as well as free play.

### **Arts and Crafts**

Our leaders take time to plan crafts for your students to enjoy making while also providing them with a fun activity to foster their creativity. Some crafts may take longer than others and may even be used for decorations during the school year. Rest assured that all students will have opportunities to make crafts.

### **Enrichment**

If your child is registered in an enrichment class, your child will report to after school care before going to the enrichment class. Students enrolled in story hour will be taken to the main gate for pick up at the end of the enrichment class. Students enrolled in after school care will be taken back to their after school care classrooms at the end of the enrichment class. Please note, at times we have students who do not want to attend the enrichment class. We encourage them to attend, but sometimes they want to remain in after care with their friends.

### **Communication**

Please communicate any issues, concerns, or any special needs with after school care staff. We understand that students have had a long day by the time they arrive in after school care or story hour, and we strive to make the experience enjoyable, enriching and nurturing.