MIAMI-DADE COUNTY PUBLIC SCHOOLS

giving our students the world

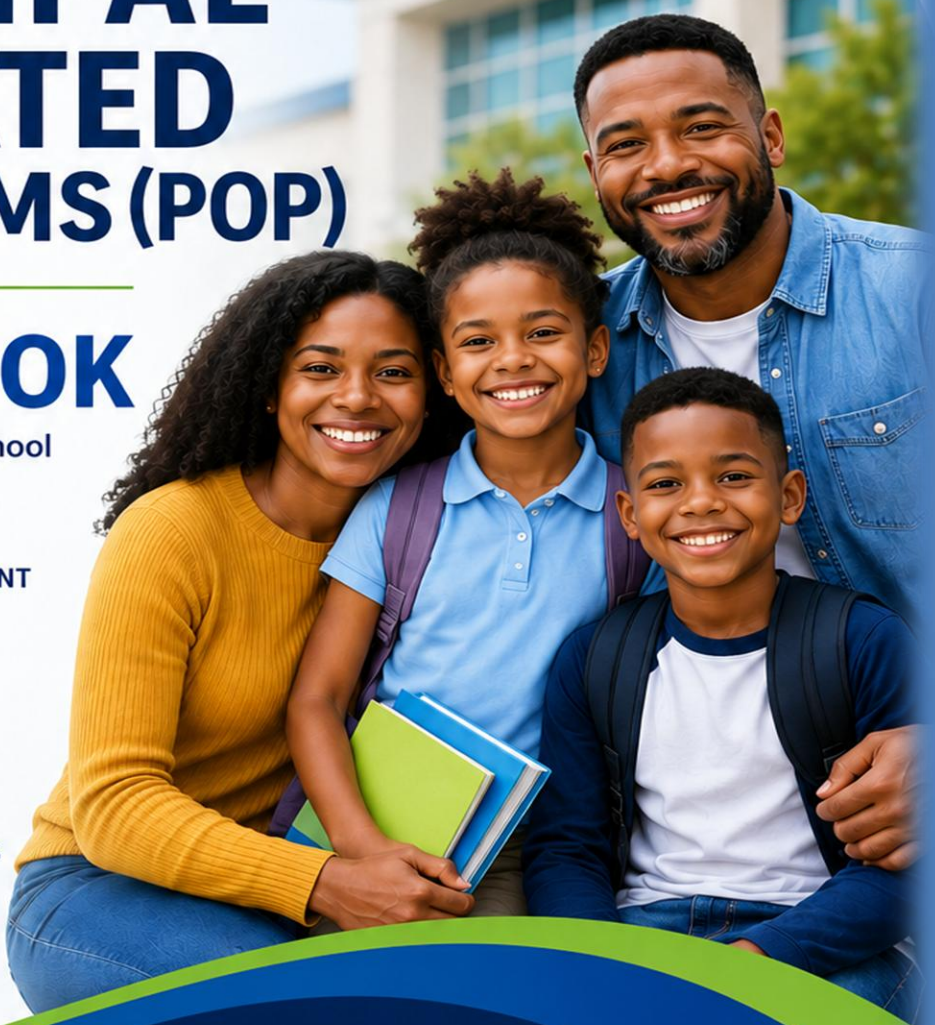
MIAMI-DADE COUNTY
PUBLIC SCHOOLS

2026–2027

PRINCIPAL OPERATED PROGRAMS (POP)

HANDBOOK

Before School and After School Programs



- ACADEMIC ENRICHMENT
- SAFE ENVIRONMENTS
- YOUTH DEVELOPMENT
- FAMILY PARTNERSHIPS
- COMMUNITY FOCUSED

EVERY CHILD. | EVERY DAY. | EVERY OPPORTUNITY.

Stronger Together. Brighter Futures.

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EVERY CHILD. EVERY DAY. EVERY OPPORTUNITY.

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2026-2027 Annual School Year Programs (Thursday, August 13, 2026, to Thursday, June 03, 2027)			
NAME OF PROGRAM	**HOURS OF OPERATION**	**WEEKLY RATE**	**FEE REDUCTIONS**
Before School Care	7:00 a.m. to 8:25 a.m.	BASE RATE $30.00	NA
Story Hour	2:05 p.m. to 3:05 p.m. (Prek) 3:05 p.m. to 4:05 p.m.	BASE RATE $30.00	NA
After School	2:05 p.m. to 6:00 p.m.	BASE RATE $60.00	Free/Reduced Lunch **or** Sibling Discount Rate for Qualifying Students $55.00 per week **($1.00 off per day)**

2027 Summer Programs (Start Date Monday, June 07, 2027)			
NAME OF PROGRAM	**HOURS OF OPERATION**	**WEEKLY RATE**	**FEE REDUCTIONS**
After School	2:05 p.m. to 6:00 p.m.	BASE RATE $60.00	Free/Reduced Lunch **or** Sibling Discount Rate for Qualifying Students $55.00 per week **($1.00 off per day)**
Half-day Summer Camp	11:30 a.m. to 6:00 p.m.	BASE RATE $80.00	Free/Reduced Lunch **or** Sibling Discount Rate for Qualifying Students $75.00 per week **($1.00 off per day)**
Full-day Summer Camp	8:00 a.m. to 6:00 p.m.	BASE RATE $125.00	Free/Reduced Lunch **or** Sibling Discount Rate for Qualifying Students $115.00 per week **($2.00 off per day)**

Parent Handbook: Program Guidelines

Program: Your child is now enrolled in a fee based before and/or after school program at Sunset Elementary School. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned during your child's time in our program.

If for any reason we can be of assistance, please do not hesitate to call us at 305-661-2166 between the hours of 10:00 a.m. and 6:00 p.m. Our fax number is 305-666-2327.

You may also e-mail the assistant principal for community education at smoise@dadeschools.net or the community school program specialist at rolandomorales@dadeschools.net.

After School Staff: Before and/or after school program managers supervise activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your child in small groups. All activity leaders are required to receive a minimum of 40 hours of state-certified childcare training.

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

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.**

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 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.

Refund Policy:

After/ Before / Story Hour - Only students that have been verified as absent for ***5 or more consecutive service days*** from the before and/or after school program may receive a refund, upon parental request, for the number of paid days absent. Parents must notify the after-school staff if their child will be absent on any given day.

Community School Classes - Full refunds are not made unless requested prior to the start of the second course or activity session. If extenuating circumstances exist, Principals, Assistant Principals for Community Education, or the principal's designee may recommend a full one-hundred percent refund, subject to the completion of the **"Application to Request a Focus Transaction Refund by Check or Credit" FM-2657**

Student Withdrawal: A student withdrawing from the before and/or after school program after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the before and/or after school program manager or secretary in writing as to the date of withdrawal.

Student Withdrawal for Community Enrichment Classes ONLY: A student who has registered for a class is entitled to a full refund up until the beginning of the second scheduled class session.

Focus Online Student Registration: (using the Chrome web Browser): There is no student registration fee required to enroll in before and/or after school program. All student applicants must make sure that all sections of the registration form are completed online using the new "FOCUS" online system which can be found once you log into your Parent Portal and clicking on the FOCUS link found on the:

M-DCPS Parent Portal website:

- http://www.dadeschools.net/parents.asp

- Remember: Prior to adding your child to your M-DCPS Parent Portal account, you must obtain a Parent PIN number for each child, from their day school's front office. Activation of the Parent PIN may take up to 48 hours. See your day school office staff for more details.

- **Once in the Parent Portal, click on the "FOCUS" link:**

- **Once in the Parent Portal (Mobile Device), click on the "FOCUS" link:**

Emergency contact Information: Must be completed before a student can participate in a program.

Failure to complete your child's emergency contact information can result in your child being excluded from the program. The emergency contact card for community school programming is located in FOCUS.

Student Accident Insurance: It is mandatory to obtain HSR student accident insurance issued through the district. No child may participate in or attend the before and/or after school program and select community education classes without this insurance. This is a supplemental insurance plan, and it is required even if you already have family or individual medical insurance coverage. This supplemental insurance plan does not take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided through this insurance. If you have any questions about student accident insurance, please contact the M-DCPS Office of Risk & Benefits Management at (305) 995-7129.

Students that wish to enroll in a Before Care • After School • Story Hour • Summer Program and certain Community School Classes without verified proof of the required Health Special Risk, Inc. (HSR) Student Accident Insurance will not be considered registered for a program or class even if they have paid for the program or class. Students without the HSR Student Accident Insurance will not be able to participate in or attend the program if the program they have paid for or signed up for requires it.

To log in or to open a new account and pay online for the required Health Special Risk, Inc. (HSR) Student Accident Insurance please go to the following website.

- https://www.hsri.com/K12_Enrollment/Main/newAccount.asp

Please make sure that you upload the paid HSR receipt in the FOCUS portal or deliver a copy of it to the program office to be able to attend or participate in the program.

It is extremely important that you immediately notify the before and/or after school program manager if you have made any changes to your child's online registration.

Registration Documents: Must be completed before a student can participate in a program. Failure to complete your child's registration information can result in your child being excluded from the program.

Program Fee Payments: After registering your child in FOCUS, Parents will also have the option to pay for before and/or after school care program fees and any available enrichment community school classes offered at your school by check, cash, credit card, or money order. In person check, cash, or money order payments must be the in exact amount or you will be directed to your parent portal to pay via credit card.

We strongly encourage parents or guardians to use their credit card online to pay for programs and classes as this process will expedite the enrollment process for your child's next service period.

Transaction Fee: This fee covers the administrative and processing costs of providing an alternative, electronic payment channel. This 4% transaction fee will be completed when paying with a Visa or MasterCard. This fee is non-refundable and will appear as a separate line item at checkout.

M-DCPS Parent Portal website:

- http://www.dadeschools.net/parents.asp

• Once in the Parent Portal, click on the "FOCUS" link:

Please remember to schedule and pay for each of your children if you have more than one and especially if they are assigned to a different school / grade / teacher / program / course / section / class.

Check, cash, credit card, or money order payments made on "FOCUS" are applicable to your child's Before Care • After School • Story Hour • Summer Program and school based and/or district offered Community School Classes. All program payments must be paid prior to the start of the payment service period or start of class. Payments must be paid in full; no partial payments are accepted.

- Before care • After School • Story Hour • Summer Program and school based and/or district offered Community School Classes have a short window for parents / students to pay online (usually a week prior to the start date and time). Once a program or class payment period start date has

been reached, you will need to come into the program office to pay in person if you wish for your child to continue in the program or class.

- **No Child will be allowed to attend a program or class for which a service period payment has not been made unless approved by the principal.**

Non-Sufficient Funds / Returned Checks: If a check is returned for non-sufficient funds, we will not redeposit it. For your child to remain in the program, you will be required to bring only cash in the amount of the check and any additional service charge made by the bank, within 24 hours of notification. Should this happen more than once, we will ask that all your future payments be made in cash, money order, or online via credit card.

IRS form W-10 – Dependent Care Provider's Identification and Certification: Certain program costs may be deducted from your federal income taxes, and it is recommended that you save your cancelled checks and/or receipts that you receive from the program. Ask your Program Manager for the needed IRS W-10 form (Dependent Care Provider Identification and Certification) when you are ready to file.

Free or Reduced Lunch Status: Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced after school program rate. Any increase or reduction

in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.

Sibling Discount: The sibling discount rate will be applied to those families that have two (2) or more children simultaneously registered in any after school program and summer camp program and do not qualify for free/reduced lunch. This will only take effect once all the siblings are linked to the Parent in the Parent Portal.

ELC Subsidized Child Care: Parents or guardians approved to receive subsidized childcare through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Students approved to receive ELC funds may be eligible for a subsidized allotment that will offset the cost for the after-school care program by up to: **($12.00 per day – ELC part-time subsidy) and for the all-day school care program, up to: ($22.14 per day – max ELC full-time subsidy)**

Any increase or reduction in the student ELC voucher rate during a student's present service period may become effective and enforced on the first day of the next payment service period.

Parents or guardians are responsible for program fees that are more than the subsidized voucher amount. If you are interested, the ELC can be reached at (305) 646-7220 from 8:00 am to 5:00 pm. For more information, go to www.elcmdm.org.

Parents who may be experiencing financial hardship should apply for assistance. The 2022 Federal Poverty Guidelines DOES NOT determine eligibility. If there is a financial hardship, please apply.

If your child has an ELC voucher, any time your child is absent from the program, please provide a written parent note or a doctor's note for every absence from the program. Please note that 4 or more absences are considered excessive and after 10 absences ELC will be reviewing your child's eligibility. Extraordinary circumstances do not include vacation or recreational time.

Early Learning Coalition of Miami-Dade/Monroe

Need Help Paying for Child Care / Early Education?

You may be eligible for child care financial assistance!

School Readiness program helps low income families pay for the cost of high quality early care and education.

How to Qualify

- Parent must work or attend an educational program a minimum 20 hours a week
- Parents must apply for school readiness in the county of residence
- Family income must be at or below 150% of Federal Poverty Level (FPL) for eligibility

2022 Federal Poverty Guidelines (up to 150% FPL)

Household Size	Maximum Annual Gross Income
2	27,465
3	34,545
4	41,625
5	48,705
6	55,785
7	62,865
8	69,945

For more information visit elcmdm.org or scan the code

Early Education. Lifelong Success.

ELCMDM

Sponsored by the Early Learning Coalition of Miami-Dade/Monroe and the State of Florida.

Early Learning Coalition of Miami-Dade/Monroe

¿Necesita Ayuda Para Pagar por el Cuidado Infantil/Educación Temprana?

¡Usted puede ser elegible para recibir asistencia financiera para el cuidado infantil!

El programa **School Readiness** puede ayudar a las familias de bajos ingresos a pagar el alto costo del cuidado y la educación temprana de calidad.

Cómo calificar

- Los padres deben trabajar o asistir a un programa educativo un mínimo de 20 horas a la semana
- Los padres deben solicitar la preparación escolar en el condado de residencia
- El ingreso familiar debe ser igual o inferior al 150 % del nivel federal de pobreza (FPL, por sus siglas en inglés) para ser elegible

Directrices federales de pobreza de 2022
(elegibilidad inicial hasta el 150 % del FPL)

Tamaño del grupo familiar	Ingreso bruto anual máximo
2	27,465
3	34,545
4	41,625
5	48,705
6	55,785
7	62,865
8	69,945

Para obtener más información, visite elcmdm.org o escanee el código

Educación temprana. Éxito de por vida.

ELCMDM

Patrocinado por la Coalición de Aprendizaje Temprano de Miami-Dade/Monroe y el Estado de Florida.

Early Learning Coalition of Miami-Dade/Monroe

Ou Bezwen Èd pou Peye pou Gadri / Edikasyon Prekòs?

Ou ka petèt elijib pou asistans finansyè pou gadri a!

Pwogram Preparasyon Lekòl (School Readiness) la ede fanmi ki gen revni ki ba yo peye depans pou swen ak edikasyon prekòs kalite siperyè yo.

Kijan pou Kalifye

- Fòk paran an travay oswa patisipe nan yon pwogram edikatif pandan omwen 20 èdtan pa semèn
- Paran yo dwe aplike pou preparasyon lekòl la nan konte kote y ap viv la
- Revni fanmi an dwe nan nivo oswa enferyè ak 150% nan Nivo Povrete Federal (FPL) la pou yo kapab elijib

Direktiv Federal sou Povrete 2022 (jiska 150% FPL)

Gwosè Fanmi an	Revni Brit Anyèl Maksimòm
2	27,465
3	34,545
4	41,625
5	48,705
6	55,785
7	62,865
8	69,945

Pou jwenn plis enfòmasyon, ale sou elcmdm.org oswa eskane kòd la

Edikasyon Prekòs. Reyisit Pandan Tout Lavi.

ELCMDM

Se Early Learning Coalition of Miami-Dade/Monroe ansanm ak Eta Florida ki esponnsorize li.

Release of Children: Children enrolled in after school may be picked up at any time prior to 6:00 p.m., but they **must be picked up no later than 6:00 p.m.** If an emergency arises, you are expected to make arrangements, so that your child will be picked up before 6:00 p.m. and notify the after-school program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may be susceptible to their child being withdrawn from the program.

Before School Arrival Procedures: If your child is enrolled in a before care program, the child **must be signed in daily** within the school building by an authorized person listed on the child's registration form.

Dismissal Procedures:

Parent sign-out and pick-up: Each after school child must be signed out from the after-school program office by an ***Authorized Person*** listed on the child's registration form. The authorized person may be asked to present an **official government photo identification card**, i.e., driver's license, state ID, military ID, alien registration card, or passport. Once the ID is verified, the student will be released to pick up the authorized person. Any other person that is not listed on the child's registration form must display permission in writing from the parent or legal guardian and be able to present an official government photo identification card that has been verified by an authorized school employee before the child can be released.

Authorized Persons: **ONLY** the individuals 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 after-school program manager or designee will be made before any child is released to a person not listed on the registration form. **Parents' names MUST also be listed in the "authorized to pick up" section** of the emergency contact card.

Walk Home: A written notification must be kept on file or sent the same day that your child is walking home. The time of departure must be specified in the written notification. **The administrator or after school program manager must approve the child's departure.**

Absent Students: Parents or guardians whose child or children are absent from the after-school program and are not listed on the day school absentee list will be contacted as expediently as possible. Parents must notify the after-school program office if their child will be absent on any given day.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the after-school program office in person or in writing immediately, as well as your child's homeroom teacher. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular school day program, please contact the before and/or after school program office as expediently as possible. Parents must notify the after-school care office if their child will be absent on any given day.

All these procedures are in place to help ensure the safety of all children attending the program.

Illness / Accidents: Should your child become ill or injured during the program, you will be notified immediately and if needed **you must make arrangements to pick up your child at that time**.

Special Needs: If there are special needs by way of accommodations pursuant to the Americans with Disabilities Act, please consult with your school site administrator. Parents or guardians that are in need of additional information or resources may call the Miami-Dade County Public Schools Division of Special Education and Student Support or Community Enrichment Education using the following phone numbers or by going to the following website found at http://ese2.dadeschools.net:

http://ese2.dadeschools.net

305-995-2037 • Main line for the Department of Exceptional Student Education
Website: ESE2.DADESCHOOLS.NET
Email address: ESE@DADESCHOOLS.NET

305-222-3960 • Renae Larkins, rlarkins@dadeschools.net
Community Enrichment Education

Medical Authorization: Should your child require administration of medication during the hours of before and/or after school program, an authorization form must be filled out and vetted as per Florida statute 1006.062. Please notify a site administrator and the before and/or after school care program manager should that occasion arise. For more detailed information, please reach out to the M-DCPS Comprehensive Student Health Services office at (305) 995-4111.

Code of Student Conduct: Your child will be under the supervision of qualified personnel familiar with the school site. The Miami-Dade County Public Schools Code of Student Conduct which is utilized during the day school program will also be utilized during the before and after school programs. Behavioral policies will be explained to your child.

Maintenance of Appropriate Student Behavior: The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida endorses a zero-tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning.

Interested parties may refer to the following Miami-Dade County Public School guides:

- Code of Student Conduct,
  https://codeofconduct.dadeschools.net/#!/fullWidth/5866
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Guide
  https://ehandbooks.dadeschools.net/policies/17.pdf

STUDENT REFERRALS: A student referral will be documented if any student is involved in a physical altercation. If a student collects 3 referrals within the school year, the student will be dismissed from our program and given the chance to return the following school year.

Community School Enrichment Classes:

Registration, Payment of Fees, Late Registration: Registration and payment of fees, including any fees for materials, must take place prior to commencement of the first class of a series, however, when late registration is approved by the administration, a prorated fee will be charged. Registration and payment are completed through the FOCUS app in the Parent Portal. It is mandatory for students enrolling in enrichment activities involving physical activity (Volleyball, Soccer, Tae Kwon Do, Basketball, Cheerleading, Baseball, etc.) to obtain the HSR student accident insurance issued through the district.

Supervision of Students: Community School students are permitted to enter the classroom only when the teacher is present. Parents are responsible for the punctual arrival and departure of minor students attending Community School classes and are not to drop off students at school prior to the scheduled community school class time. Students in kindergarten and 1st grade who are attending and enrichment class immediately following dismissal will be picked up by a community school staff member and escorted to class. Students in after care will be escorted to their enrichment class and back to their after care classroom. Students in grades 2-5 who are attending an enrichment class immediately following dismissal will report to the gazebo where they will be supervised until the enrichment class begins.

Student Withdrawals: Community Education Classes Only: Those who have registered for a class are entitled to a full refund up until the beginning of the second scheduled class meeting. It is important that you speak with your child about his or her interest in the class prior to registering your child, and again after the completion of the first class session. Refunds can only be made prior to the start of the second scheduled class meeting.

Administrative Withdrawals: If a student is withdrawn for disciplinary reasons, no refund will be granted. If the class must be closed due to low enrollment, the student may receive a proration to attend another class or receive a prorated refund for unused days.

Class Cancellation for the Day: When a class must be cancelled for the day, every effort will be made to contact each class member in advance. The instructor will schedule a make-up date and will inform class members of that date.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2026-2027 SCHOOL CALENDAR

ELEMENTARY AND SECONDARY

JULY 2026				
M	T	W	T	F
		1	2	~~3~~
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2026				
M	T	W	T	F
3	4	5	6	7
(10)	(11)	(12)	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2026				
M	T	W	T	F
	1	2	3	4
~~7~~	8	9	10	11
14	15	16	17	18
(21)[a]	22	23	24	25
28	29	30		

OCTOBER 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026				
M	T	W	T	F
2	(3)	4	5	6
9	10	~~11~~	12	13
16	17	18	19	20
~~23~~	~~24~~	~~25~~	~~26~~	~~27~~
30				

DECEMBER 2026				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)[a]
~~21~~	~~22~~	~~23~~	~~24~~	~~25~~
~~28~~	~~29~~	~~30~~	~~31~~	

JANUARY 2027				
M	T	W	T	F
				~~1~~
4	5	6	7	8
11	12	13	14	(15)[a]
~~18~~	19	20	21	22
25	26	27	28	29

FEBRUARY 2027				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
~~15~~	16	17	18	19
22	23	24	25	26

MARCH 2027				
M	T	W	T	F
1	2	3	4	5
8	9	(10)[a]	11	12
15	16	17	18	19
~~22~~	~~23~~	~~24~~	~~25~~	~~26~~
(29)[a]	30	31		

APRIL 2027				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
~~31~~				

JUNE 2027				
M	T	W	T	F
	1	2	3	(4)
○ 7	○ 8	9	10	11
14	15	16	17	~~18~~
21	22	23	24	25
28	29	30		

△ New Teachers Report

◯ Teacher Planning Day

◯ District-wide Professional Learning Day

◯[a] Teacher Planning Day available to opt

~~◯~~ Recess Day (10 and 11.5 month)

~~◯~~ Recess Day

▭ Beg/End of Grading Period

~~◯~~ Legal Holiday

~~◯~~ Legal Holiday (12-month)

○ Available to opt

DAYS IN GRADING PERIOD
1 - 45
2 - 46
3 - 42
4 - 47

180 Days Total

For information on employee opt days, please refer to the back of calendar.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2026-2027 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

August 10, 2026	Teacher planning day; not available to opt; no students in school
August 11	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 12	Teacher planning day; not available to opt; no students in school
August 13	First day of school; begin first semester
September 7	Labor Day; holiday for students and employees
September 21 *+#	Teacher planning day; no students in school, available to opt
October 16	End of first grading period; first semester
October 19	Beginning of second grading period; first semester
November 3	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 23-25	Recess Days (10-month and 11.5-month employees only)
November 26	Thanksgiving; Board-approved holiday for students and employees
November 27	Recess Day for students and employees
December 18*+#	Teacher planning day; no students in school, available to opt
December 21 – January 1, 2027	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 14	End of second grading period; first semester
January 15 *+#	Teacher planning day; no students in school, available to opt
January 18	Dr. Martin Luther King, Jr.'s birthday; holiday for students and employees
January 19	Beginning of third grading period; second semester
February 15	All Presidents Day; holiday for students and employees
March 10 *+#	Teacher planning day; no students in school, available to opt
March 19	End of third grading period; second semester
March 22-26	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 29 *+#	Teacher planning day; no students in school, available to opt
March 30	Beginning of fourth grading period; second semester
May 31	Memorial Day; holiday for students and employees
June 3	Last day of school; end fourth grading period; second semester
June 4	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 3, 2026	June 4, 2027
Assistant Principals and 10-month clerical	August 3, 2026	June 11, 2027
Cafeteria Managers	August 5, 2026	June 4, 2027
Satellite Assistants	August 7, 2026	June 3, 2027
All Instructional Staff, Paraprofessionals & Security	August 10, 2026	June 4, 2027
Assistant to Cafeteria Managers/MAT Specialists	August 11, 2026	June 3, 2027
Cafeteria Workers (part-time)	August 13, 2026	June 3, 2027

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 6, 7, 2026, or June 7, 8, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days June 7, 8, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, July 30, 31, 2026 or June 14, 15, 2027, in lieu of any one or two of the following days: September 21, 2026, December 18, 2026, January 15, 2027, March 10, 2027, and March 29, 2027. August 11, 2026, and November 3, 2026, are District-wide Professional Learning Days and are not available to opt.

2026 - 2027

Parent / Guardian Signature for the Receipt and Acknowledgement of the Community Enrichment Education Before and/or After School Program Parent Handbook

SCHOOL NAME: **Sunset Elementary**

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the 2026-2027 Community Education and Before/After School Program Parent Handbook.

I understand that in order to support the viability of this Before and/or After School Program, I agree to the following:

- All fees must be paid on time and in full based on the dates and fees posted on the program payment schedule. Failure to make payments will result in your child being withdrawn from the program.
- In person check, cash, or money order payments must be in the exact amount, or you will be directed to your parent portal to pay via credit card.
- Transaction Fee charge of 4% for transactions completed via Visa and MasterCard. This fee covers the administrative and processing costs of providing an alternative, electronic payment channel.
- All program payments must be paid prior to the start of the payment service period or start of class. Payments must be paid in full; no partial payments are accepted.
- A late pick-up fee of $10.00 will be charged (per child) for every 15 minutes that you are late.
- A late payment fee of $10.00 will be charged (per child, per program) for payments not received prior to the start of the next payment service period.
- Any late pick-up or late payment fees, any bank service charges, or any other verified penalties will be added to your “FOCUS” account and must be paid prior to the start of the next payment service period.
- **ELC SUBSIDIZED CHILDCARE TO OFF-SET PROGRAM FEES:** Parents or guardians approved to receive subsidized childcare through The Early Learning Coalition of Miami-Dade/Monroe (ELC) must adhere to the guidelines stipulated by this agency. Parents or guardians are responsible for program fees that are in excess of the subsidized voucher amount and/or any program fees that have incurred due to the expiration of their child’s ELC voucher. Any increase or reduction in the student ELC voucher rate during the present service period will become effective and enforced on the first day of the next payment service period.
- **FREE OR REDUCED LUNCH STATUS:** Students who qualify and are verified as having free or reduced lunch status in “FOCUS” will be eligible for a reduced after school program rate. Any increase or reduction in the student Free and Reduced lunch status rate during a student’s present

service period will become effective and enforced starting on the first day of the next payment service period.

- **SIBLING DISCOUNT:** The sibling discount rate will be applied to those families that have two (2) or more children simultaneously registered in an after school program or a summer camp program, which DO NOT qualify for the free or reduced lunch discount. The sibling discount will be applied to the second child(ren). This will only take effect once all the siblings are linked to the Parent in the Parent Portal.
- All students must adhere to the M-DCPS Code of Student Conduct.

- The Student Accident Insurance that is issued through the district is mandated for all students who wish to enroll in the M-DCPS before and/or after school program and designated community education classes.

- I verify that I have purchased the HSR Student Accident Insurance for my child for the 2026-2027 school year.

- I understand that this signature form will be kept in my child's file or the FOCUS file as an official document.

STUDENT NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx **STUDENT ID #:** xxxxxxxxxxxx
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx **DATE:** xxxxxxxxxxxxxxx
(PLEASE PRINT LAST, FIRST

PARENT / GUARDIAN SIGNATURE: _____ **DATE:** xxxxxxxxxxxx

Anti-Discrimination Policy

FEDERAL AND STATE LAWS

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

***Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: http://crc.dadeschools.net

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