

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Fee-Based Community Education and Before and/or After School Programs



2025 - 2026 Before and/or After School Program Parent Handbook

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2025-2026 Annual School Year Programs **(Thursday, August 14, 2025, to Thursday, June 04, 2026)**

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	1:50 p.m. to 3:00 p.m.	BASE RATE \$30.00	NA
After School	1:50 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)

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Parent Handbook: Program Guidelines

Program: Your child is now enrolled in a fee based Before and / or After School Program at [Winston Park K-8 Center](#). 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 [305-386-3847](tel:305-386-3847) between the hours of [7:00 AM](#) and 6:00 PM. Our fax number is [305-386-3847](tel:305-386-3847). You may also e-mail the program manager at: mllama@dadeschools.net and gnunez@dadeschools.net.

After School Staff: Before and 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 snacks 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 if your child is not picked up on time. Consistently being charged a late pick-up fee may result in your child being withdrawn from the program.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.

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: 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.

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.

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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:



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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 screenshot shows the 'Child Info' portal with a sidebar menu on the left containing links like Portal, School Information, My Profile, Preferences, Calendar, and Class Schedule. The main content area is titled 'Emergency Contact Information' and contains a form with various fields for contact details. A red box highlights the form's title and the first few fields. To the right, an 'Errors' list identifies missing information. At the bottom of the form, there are several links to download and sign documents related to the enrollment process.

Student Accident Insurance: It is mandatory to obtain the HSR student accident insurance issued through the district. No child may participate in or attend the before and after school care 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 education 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 or attend the program if the program they have paid for or signed up for requires it.

To login 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

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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 on your child's online registration.

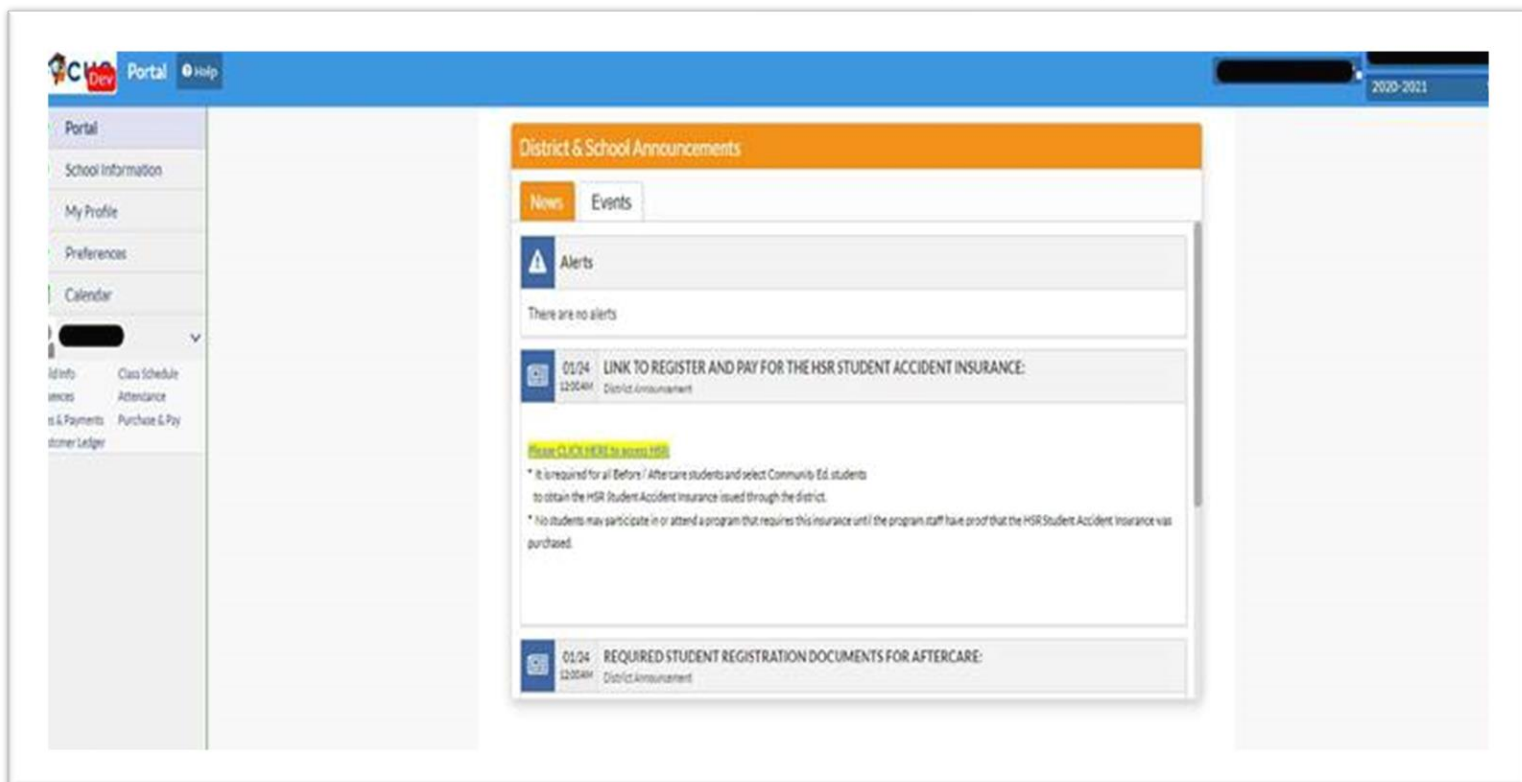
Registration Documents: Must be completed before a student can participate in a program. Failure to complete your child's registration information can result in your child being excluded from the program.

Program Fee Payments: After registering your child in FOCUS, Parents will also have the option to pay for before / after school care program fees and any available enrichment 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. Log into the districts:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>
- Once in the Parent Portal, click on the "FOCUS" link:



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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 Education Enrichment 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. **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.**

- Before care • After School • Story Hour • Summer program and school based and/or district offered Community Education Enrichment 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.

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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 off-set 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:

(\$22.07 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 a financial hardship, should apply for assistance. The 2022 Federal Poverty Guidelines DOES NOT determine eligibility. If there is a financial hardship, please apply.