



After School Care Program
DR. GILBERT L. PORTER ELEMENTARY

Parent Handbook

2023-2024

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

August 17, 2023

Dear Parents,

We welcome you to Dr. Gilbert Porter Elementary After-School Care Enrichment Program. We welcome your ideas and suggestions to help us make our program the most enjoyable and rewarding program available. We have also extended our services beyond the traditional K-12 hours and focused on improving student learning, building character, and stronger families.

Mrs. Salcedo is our Program Director and will be my designee in charge of the day-to-day operations of the program. Mrs. Benard is the Community School Specialist in charge of registration and the collection of all fees. All after-school care leaders are required to complete 40 hours of comprehensive training and are well equipped to lead your child with homework assistance, arts & crafts, outside activities, as well as academic enrichment. The program will operate from 1:30 p.m. to 6:00 p.m. We will offer Before School Care starting at 7:00 a.m., Story hour from 1:50- 3:05 p.m., and After School Care from 1:50 – 6:00 p.m. In addition, we will offer enrichment activities that include tutoring, dance, computer, and sports classes. The cost for these services is outlined in the parent handbook.

To help ensure a successful year please read over the parent handbook you received when you enrolled your child. It contains important information regarding student pick up procedures, emergency procedures, the code of student conduct, payment schedules and other valuable information. We strive to ensure your child's safety at all times. Please help us by familiarizing yourself with our health and safety procedures.

We look forward to having a wonderful year and wish you and your child success throughout the 2023-2024 school year.

Sincerely,

Jesús González
Principal

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

Parent Handbook: Program Guidelines

2023 - 2024 Annual School Year Programs (Wednesday, August 16, 2023, to Thursday, June 06, 2024)

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 Care	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)

2024 Summer Programs (Range of Operations: Monday, June 10, 2024, to Friday, August 2, 2024)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
After School Care	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)
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	7:00 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)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

Parent Handbook: Program Guidelines

Program: Your child is now enrolled in a fee based Before and / or After school care program at Dr. Gilbert L. Porter 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 305-382-0792 between the hours of 1:30 and 6:00. Our fax number is 305-383-2761
You may also e-mail the program manager at: claudiasalcedo@dadeschools.net.

After School Care Staff: Before and after school care program managers supervise activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your children 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 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.

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.

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 care 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 care program manager or secretary in **written** as to the date of withdrawal.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

Parent Handbook: Program Guidelines

Focus Online Student Registration: (using the Chrome web Browser): There is no student registration fee required to enroll in after school care. 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 a student 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:



FOCUS – Registration and Online Payment System for Before / After School Care Program and Community Education Classes.

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.

A screenshot of the FOCUS Parent Portal interface. The main content area displays the "Emergency Contact Information" form, which is highlighted with a red background. The form includes fields for "Emergency Contact Name", "Emergency Contact's Relationship to you", "Emergency Contact Address", "Emergency Contact City", "Emergency Contact State", "Emergency Contact Zip Code", "Emergency Contact Home Phone", "Emergency Contact Work Phone", "Emergency Contact Cell Phone", and "Emergency Contact Email". Below these fields are checkboxes for "Influenza Brochure", "Student Receipt and Acknowledgement Form", "Media Release Parental Consent Form", and "Have you read and agree to the for school (By Media Release Par...". The left sidebar shows navigation options like "Portal", "School Information", "My Profile", "Preferences", "Calendar", "Class Schedule", "Attendance", "see & Payments", and "Purchase & Pay". The right sidebar shows an "Errors" section with a list of required signatures and forms, including "Signature needed for Media Release Parental Consent Form", "Emergency Contact Work Phone", "Emergency Contact Cell Phone", "Emergency Contact Email", "List name of persons or persons authorized to pick up student if enrolled student is under 18 years old Type 'NAC' if not applicable.", "Student disclosed arrangements. Please choose all that apply.", "Other Distinct Arrangements", "Medical alerts and / or allergies. Comments.", and "In an emergency, permission".

Parent Handbook: Program Guidelines

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 care • 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

Please make sure that you or your child uploads the paid HSR receipt in the FOCUS portal or delivers a copy of it to the main 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 care 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 you child in FOCUS, Parents will also have the option to pay for their child's before / after school care program fees and any available enhancement classes offered at your school by check, cash, credit card or money order. **In person, cash 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:

Parent Handbook: Program Guidelines

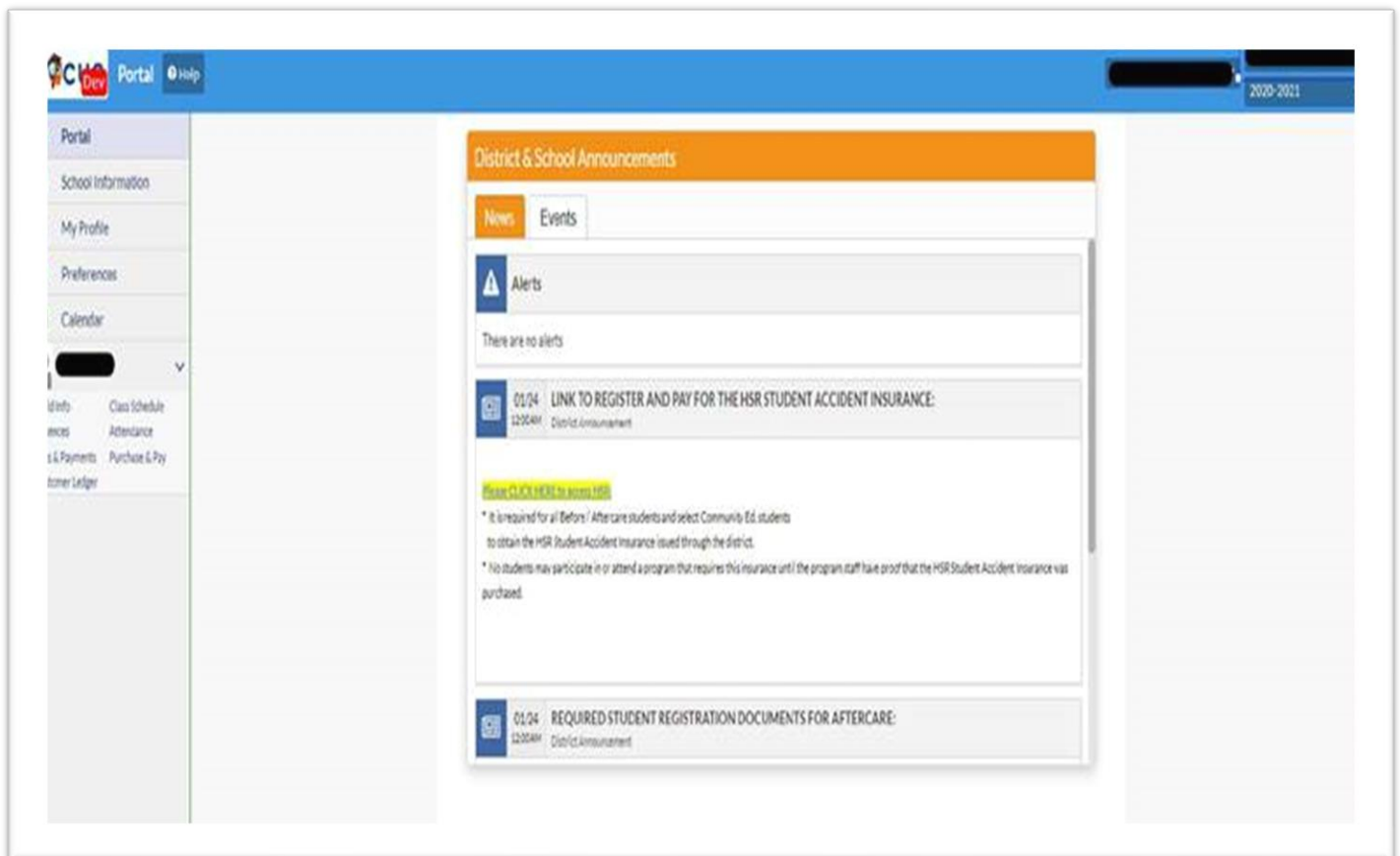
M-DCPS Parent Portal website:

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

Once in the Parent Portal, click on the “FOCUS” link:



FOCUS – Registration and online payment system for Before / After School Care Programs and Community Education Classes.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

Parent Handbook: Program Guidelines

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 care • Story Hour • Summer program and school based and/or district offered Community Education enhancement 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 care • Story Hour • Summer program and school based and/or district offered Community Education enhancement 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 any reason to us 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 care rate (see page 2). 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 care and summer camp program

Parent Handbook: Program Guidelines

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.

Release of Children: Children enrolled in after school care may be picked up 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 to notify the after-school care 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 care child must be signed out from the after-school care 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 for pick up to 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

Parent Handbook: Program Guidelines

Authorized Persons: **ONLY** those persons 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 care program manager or designee will be made before any child is released to a person not listed on the registration form.

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

Absent Students: Parents or guardians whose child or children are absent from the After School Care Program and are not listed on the day schools absentee list will be contacted as expediently as possible. Parents must notify the after-school care 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 care office in person or in writing immediately. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular day school program, please contact the before and/or after school care 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 the Office of Community Education and Before/After School Programs using the following phone numbers or by going to the following website found at <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

305-817-0014 • Isabel Jimenez
Office of Community Education and Before/After School Programs

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs



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



Apply Today!

<http://bit.ly/ELCFreeChildCare>

www.elcmdm.org

305-646-7220

For more information visit elcmdm.org or scan the code



Early Education. Lifelong Success.



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



¿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



¡Aplique hoy!

<http://bit.ly/ELCFreeChildCare>

www.elcmdm.org

305-646-7220

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



Educación temprana. Éxito de por vida.



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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

Parent Handbook: Program Guidelines

Medical Authorization: Should your child require medication an administration during the hours that he/she attends the 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 his/her school. 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
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Guide”

2023 - 2024

SCHOOL CALENDARS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY



JULY 2023				
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				

AUGUST 2023				
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	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

OCTOBER 2023				
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	31			

NOVEMBER 2023				
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	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
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
29	30	31		

FEBRUARY 2024				
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	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
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
29	30			

MAY 2024				
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

JUNE 2024				
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

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2023-2024 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

August 14, 2023	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
September 25*+ #	Teacher planning day; no students in school
October 26	End first grading period; first semester
October 27	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
October 30	Begin second grading period; first semester
November 10	Observance of Veterans' Day; holiday for students and employees
November 20-22	Recess Days
November 23	Thanksgiving; Board-approved holiday for students and employees
November 24	Recess Day
December 22*+ #	Teacher planning day; no students in school
December 25 – January 5	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 18	End first semester and second grading period
January 19*+ #	Teacher planning day; no students in school
January 22	Begin third grading period; second semester
February 19	All Presidents Day; holiday for students and employees
March 22*+ #	Teacher planning day; no students in school
March 25-29	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
April 9	End third grading period; second semester
April 10*+ #	Teacher planning day; no students in school
April 11	Begin fourth grading period; second semester
May 27	Observance of Memorial Day; holiday for students and employees
June 6	Last Day of School; end fourth grading period; second semester
June 7	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 7, 2023	June 7, 2024
Assistant Principals and 10-month clerical	August 7, 2023	June 14, 2024
Cafeteria Managers	August 9, 2023	June 7, 2024
Satellite Assistants	August 13, 2023	June 6, 2024
All Instructional Staff, Paraprofessionals & Security	August 14, 2023	June 7, 2024
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2023	June 6, 2024
Cafeteria Workers (part-time)	August 17, 2023	June 6, 2024

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 10, 11, 2023, or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, August 10, 11, 2023, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2023 or June 10, 11, 2024, in lieu of any one or two of the following days: September 25, 2023, December 22, 2023, January 19, 2024, and April 10, 2024. August 15, 2023, and October 27, 2023, are District-wide Professional Development Days and are not available to opt.

2023 - 2024 ONLINE STUDENT REGISTRATION, SCHEDULING, COURSE SELECTION, AND PAYMENTS



MIAMI-DADE COUNTY PUBLIC SCHOOLS



Dr. Gilbert L. Porter Elementary After School Programs

2023 - 2024 Annual Program

Monthly online Payment Date Range and Monthly Service Periods

Annual Program Operates from Thursday August 17, 2023, through Thursday, June 06, 2024

SCHOOL NAME: Dr. Gilbert L. Porter Elementary School

Monthly online "Purchase and Pay." Date Ranges 	Monthly Service Periods 	Number of Live Service Days Within This Service Period	Per Student Fee for Each Service Period and Program			
			Before School Program \$6.00 Rate MTWTF	STORY HOUR PROGRAM STORY HOUR \$6.00 RATE MTWTF 5 DAYS	AFTER SCHOOL PROGRAM REGULAR \$11.00 RATE MTWTF	AFTER SCHOOL PROGRAM REGULAR \$12.00 RATE MTWTF

Monday, AUG. 14 - 17	AUGUST	11	66.00	66.00	121.00	132.00
Monday, AUG. 28 - 31	SEPTEMBER	19	114.00	114.00	209.00	228.00
Monday, SEP. 25 - 30	OCTOBER	21	126.00	126.00	231.00	252.00
Monday, OCT. 23 - 31	NOVEMBER	16	96.00	96.00	176.00	192.00
Monday, NOV. 24 - 30	DECEMBER	15	90.00	90.00	165.00	180.00
Monday, DEC. 18 - 31	JANUARY	16	96.00	96.00	176.00	192.00
Monday, JAN. 22 - 31	FEBRUARY	20	120.00	120.00	220.00	240.00
Monday, FEB. 19 - 29	MARCH	15	90.00	90.00	165.00	180.00
Monday, MAR. 18 - 31	APRIL	21	126.00	126.00	231.00	252.00
Monday, APR. 22 - 30	MAY	22	132.00	132.00	242.00	264.00
Monday, MAY 27 - 31	JUNE	04	24.00	24.00	44.00	48.00

11 Service Periods 180 Service Days	<p>FOCUS APP "Purchase and Pay" option is blocked once the program service period goes live. If this occurs, please call your site Program Manager</p>					
--	---	--	--	--	--	--

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

2023 - 2024

Parent / Guardian Signature from for the Receipt and Acknowledgement of the Community Education and Before / After Care Parent Handbook

SCHOOL NAME: 4511-Dr. Gilbert L. Porter Elementary School

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the Community Education and Before/After School Care program 2023-2024 Parent Handbook.

I understand that in order to support the viability of this before and after school program:

- 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 may 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.
- We strongly encourage the use of credit cards to pay for all fees associated with Community Education and Before and After School Care programming as this will expedite your student's enrollment into the next service period.
- A late pick-up fee of \$10.00 will be charged (per student) for every 15 minutes that you are late.
- A late payment fee of \$10.00 will be charged (per student, 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 CHILD CARE 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 up or down 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 care 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 care program or a summer camp program, that 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 care program and designated community education classes.
- I verify that I have purchased the HSR Student Accident Insurance for my child for the 2023-2024 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: _____ **STUDENT ID #:** _____
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: _____ **DATE:** _____
(PLEASE PRINT) LAST, FIRST

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Dr. Gilbert L. Porter Elementary After School Programs

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>

Rev. (08-2017)