

NFMAA Arts Enrichment Program

Parent Information Packet

2023- 2024

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PROGRAM GOAL: To provide our NFMAA students with a safe and structured environment, while meeting the needs of our working parents.

HOURS:	Before school:	6:30 a.m. to 7:30 a.m.
	After school:	2:10 p.m. to 6:00 p.m.

Arts Enrichment services are available whenever school is in **full** day sessions. There are no program services when children are out of school for Teacher Duty Days, In-service Days and district observed holidays including Winter Break and Spring Break. **After School Care** will **NOT** be available for early dismissal days on August 30, 2023, October 25, 2023, December 21, 2023, February 28, 2024, and April 24, 2024. Please note, these early dismissal days are all on Wednesdays. Before School Care will still be available on early dismissal days.

The **last** day for Arts Enrichment will be Thursday, May 29, 2024.

RATES:

Annual Registration Fee: \$25.00 per child / \$40.00 per family

Morning Weekly Rate: \$20.00 per child per week

Afternoon Weekly Rate: \$50.00 per child per week

The weekly rate is due each week to hold your child(ren)'s spot in the Arts Enrichments Program whether your child(ren) attend(s) every day or not. If your child is not in Arts Enrichment during the week, you will still be charged the weekly rate to hold your spot.

ENROLLMENT:

Students in Kindergarten through Eighth Grade, prior to participation, must be registered in the Arts Enrichment Program. Enrollment criteria include:

- Students must be able to function in a group of twenty-five students with one adult
- Space is limited and enrollment may be closed due to high numbers from time to time.
- Students must have independent bathroom skills.

PAYMENT PROCEDURES:

Program works on a Pre-Pay basis. Payment is due prior to participation. Payment may be made in the main office during school hours, or when dropping off or picking up your child, up until 5:30 P.M.. **Cash, check and credit cards are accepted. Make checks payable to NFMAA. Please write child(ren)'s name on the "FOR" line at the bottom of the check. Children will NOT be allowed to attend the Program with an unpaid balance.** Unpaid balances are subject to collection.

According to Florida Constitution Article VII, Section 10, Pledging Credit. "Neither the state nor any county, school district, municipality, special district or agency of them, shall become a joint owner with, or stockholder of, or give, lend or use its taxing power or credit to aid any corporation, association, partnership or person."

First payment is due, Monday, August 7, 2023 for Registration and the weeks of August 10th – 11th and August 14th-18th. Payments are due the Friday before each week begins.

It is a courtesy that we maintain a money owed and credit list in the office when you pick up your child, however, it may not always be there. **A \$25 late payment fee is added each week, a payment is late. More than three late payments could result in dismissal of the program.**

Arts Enrichment balances must be paid in full so that children may attend/participate in any extended day activities (including but not limited to: Clubs, Dances, Trips, Tutoring).

Arts Enrichment will NOT have cash available to make change. The change may be applied to your account for credit towards future use in the program.

OTHER CHARGES:

The program closes at 6:00 p.m. Children who are picked up after 6:00 p.m. will be charged an **additional fee of \$1.00 per minute. Children who are repeatedly picked up late (three times or more) will be dismissed from the program.**

Any returned checks will be collected by our Bookkeeper and all future payments will need to be in cash or credit card **ONLY**. Other charges may be accrued during this collection process.

PAST DUE BALANCES FROM PREVIOUS SCHOOL YEARS:

All past due balances must be paid in full before a registration form for 2023-2024 may be accepted.

TAXES:

Tax papers will be sent by mail to the address you provided on the Arts Enrichment Registration form. It is your responsibility to update the Directors of Arts Enrichment if your address changes.

DROP OFF PROCEDURES:

Parents will walk their child to the Media Center doors and check them in with the supervising adult. Students may not bring food or drinks, other than water, into the Media Center. The doors will open at 6:30 a.m. Students may not be left unattended.

PICK UP PROCEDURES:

Parents will sign their child(ren) out in the Media Center for After School Care. **You must show a photo ID.** Only contacts on the Registration form, with correct identification, will be permitted to pick up your child.

Please be advised, your child(ren) will not be called for pick up until you hang up your phone. This is to ensure that we may have your attention to discuss money matters, behavior concerns or any other concerns.

Students will not be dismissed to evening activities unless signed out by someone from the student's approved list.

EMERGENCY PICK UP EXCEPTION:

If the person designated to pick up your child(ren) is not on your Registration form, the following will be adhered to:

The parent will be required to e-mail the Arts Enrichment Director and/or call the school to give permission to have your child(ren) picked up by that certain person. Included in this e-mail and/or phone call should be the child(ren)'s name(s), grade(s) and name of the person picking up your child(ren). When the designated person arrives at the office, they must have a photo I.D.

HOMEWORK:

Time for homework will be given each day Monday-Thursday. This is **NOT** a tutoring service, but a time to complete homework. The Arts Enrichment workers will do their best to assist your child(ren) in completing homework, however, it is the child(ren)'s parent/guardian(s) responsibility to make sure that all assignments are completed each night. Students should have a pencil and paper with them to complete their assignments. They should also have a book to read in the event that they have no homework or they finish early. Students are responsible for knowing what their homework is for the day. Arts Enrichment instructors will not have access to their homework assignments. **We cannot guarantee homework will be completed.**

DISCIPLINE POLICY:

This program will adhere to the policy below as well to all Lee County District policies:

First Offense: Verbal Warning

Second Offense: Time-out

Third Offense: Referral Written and parents/guardians will be contacted

Note: Three written referrals will result in suspension or dismissal from the program for the remainder of the school year.

Discipline infractions are but not limited to the following:

- Fighting, hitting or verbally abusing another person
- Not following the instructions of all program staff
- Repeated infractions/same offense
- Gross insubordination/disrespect
- Stealing
- Destruction of school or personal property

Parents will be notified to pick up their child(ren) as soon as possible if any infraction warrants and if unexpected circumstances occur. The offense may be given the following day after a preliminary investigation. Offenses resulting with disciplinary actions will be at the discretion of the Arts Enrichment Director and/or the Principal.

***Students will need to follow the NFMAA Arts Enrichment After School Program rules.**

1. **I will follow the instructions of all program staff.**
2. **I will ask permission before leaving my designated area.**
3. **I will not fight, hit or verbally abuse another person.**
4. **I will be polite and conduct myself properly.**
5. **I will use appropriate language.**

~Phones, electronic games and toys from home are not allowed in the Arts Enrichment Program. Arts Enrichment staff are not responsible for lost, broken, or stolen items. Staff is not responsible for monitoring your child's activity on any electronic device, including their phone.

The NFMAA Arts Enrichment After School Program reserves the right to dismiss any child from the program at any time because of behavior issues or the child does not meet the minimum criteria to participate in the program. Please take time to review this information with your child(ren).

REVOCAION PROCEDURES:

In accordance with the Lee County's District Policy for Fee Based Programs the Principal or the Director have the authority to revoke the enrollment of a child in a fee-based program if the following situations occur:

- If a behavior becomes problematic and recurring as defined in the program discipline policy.
- Non-payment of regular weekly and late fees.
- If the child is repeatedly picked up late in the evening.
- The child does not meet the minimum requirements to participate in the program.

LETTERS:

At least a **72-hour notification** will be required for any type of documentation needed for court hearings or any other situations.

MEDICATION POLICY:

If your child(ren) has/have a medical condition, please notify the Arts Enrichment Director before starting the program. The staff may not administer medication. We will not accept any medication being dropped off. Any medication dropped off or being picked up, must be done during regular school hours and with the front office.

PRIVATE VIOLIN LESSONS:

Private violin lessons are offered through the Arts Enrichment program. If interested, please contact Mitsue Schmidt by email; MitsueAS@leeschools.net.

SUPPER:

A meal time will be provided. Currently meals are supplied by the school. Please notify the Arts Enrichment Director of any food allergies before starting the program. Students should not bring any chips or candy. **Please send a water bottle with your child daily.**

ATTIRE:

Children must wear their school uniforms.

- *Suggestion:* Tennis shoes daily
- *Suggestion:* Child's name on all personal belongings