

**Somerset Academy - Davie**  
**Learning Enrichment After-School Program**  
**2011-2012**  
**Parent & Student Handbook**  
**and Enrollment Forms**





**Registration Note:**

In order to be eligible to participate in the LEAP program a student must be registered and must pay the registration and monthly tuition fees. The initial LEAP payment is due in the school office no later than August 5, 2011.

**L.E.A.P. Program Payment Schedule Dates**

<b><u>Monthly Payments</u></b>	<b><u>Due Date</u></b>
Initial Payment (August 2011, May & June, 2012 Registration Fee):	No later than August 5, 2011 (space available)
September:	September 1, 2011
October:	October 3, 2011
November:	November 1, 2011
December:	December 1, 2011
January:	January 2, 2012
February:	February 1, 2012
March:	March 1, 2012
April:	April 2, 2012

**Registrants acknowledge that payments are due on the 1<sup>st</sup> of the month or as listed above.**

***Please note that due to the calendar, some payment dates may fall within one or two days of the late payment date.***

**Fees for LEAP are calculated based on an entire program year, therefore, there is no reduction in fees for the months in which a holiday break occurs.**

**LATE PAYMENT & NSF/ISF FEES**

Payments received after the 5<sup>th</sup> of the month will be assessed a \$25 late fee; payments which remain unpaid after the 10<sup>th</sup> of the month will be assessed a \$50 late fee and payments which remain unpaid after the 15<sup>th</sup> of the month will be removed from the program and will not be entitled to a refund of May tuition. Any check returned NSF/ISF will be assessed a \$25 NSF/ISF fee, any payments not immediately brought current will be sent to Telecheck Services, Inc. for collection, which collection fees shall be the expense of the check issuer. Money orders, cash or cashier's checks will be required from any family who has two (2) checks returned NSF/ISF.

**Withdrawal from L.E.A.P. Program and Refund of Unused Fees**

Parents must complete a withdrawal form in the office five (5) school days prior to the last day the parent wishes his/her child to participate in the program. In order to be eligible for a refund, all fees, late pick-up charges, late payments and NSF/ISF fees must be current. In order to receive a refund for May and June, 2011 tuition, the parent must complete the withdrawal form and submit it to the L.E.A.P. office no later than April 15, 2012 to be eligible for a refund (provided all fees, late pick-up charges, late payment and NSF/ISF fees are current). All withdrawals from the L.E.A.P. program for the month of May and June 2012 submitted to the L.E.A.P. office after April 15, 2012 will be eligible for a 50% family refund only (providing all fees, late pick-up charges, late payment and NSF/ISF fees are current).

**FIRST DAY & LAST DAY OF L.E.A.P. PROGRAM**

The LEAP program will provide care beginning on the first day of school, i.e., August 22, 2011.

Parents acknowledge that the last day of the L.E.A.P. program will be June 6, 2012 (the day before the last day of school).

**ELIGIBLE STUDENT PARTICIPANTS**

Students of Somerset Academy - Davie – Davie Road Campus are eligible for participation in the L.E.A.P. Program providing that space is available in a particular class. Registration will be accepted only when a completed registration form and payment is made to the school office. LEAP Registration Hours: from 8:00 a.m. – 3:00 p.m. commencing July 01, 2011 – August 5, 2011 on a space available basis only.

**ATTENDANCE ELIGIBILITY FOR PARTICIPANTS**

Students are not eligible to attend the after care program if he/she did not attend the full day of school. Therefore, you can not bring your child to attend the after care program if your child did not come to school from 8:00 a.m. – 2:00 p.m.

## **Pick-Up Procedures**

Only parents or alternate pick-up representatives indicated on the registration form will be permitted to pick-up child from the after care program. These individuals will be required to supply photo identification in order to pick up students. If alternative arrangements need to be made this information must be faxed to the school at 954-584-5598 along with a copy of a parent or guardian driver's license. This is necessary to ensure that only authorized people are picking up students from the after care program.

## **Medicine**

Medicine will not be administered during the L.E.A.P. Program. In addition, students are not permitted to administer medicine to themselves during the L.E.A.P. program.

## **Student Personal Belongings**

Students may not bring to school any personal items, i.e., large sums of money (i.e., more than lunch money or snack money), radios, ipods, cell phones, toys, trading cards or bracelets, etc. In the event the student brings this to school, it will be retained by the school office and the parent will be called to pick-up the item. In the event a student brings any of these items to school, Somerset Academy - Davie, L.E.A.P. and the staff members of Somerset and L.E.A.P. is not responsible for loss, stolen, damage or security to any of these prohibited items.

## **Student Conduct**

The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

1. who is on the school property
2. who is in attendance at school or any school-sponsored activity
3. whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school

ACTS OF DISORDERLY CONDUCT MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Lying
2. Acting in a manner as to interfere with the educational process
3. Abusive language between or among students
4. Failure to complete assignments or carry out directions
5. Disrespect to teacher or any other adult
6. Fighting

POSSIBLE SANCTIONS:

1. Verbal and written reprimand
2. Contact with parent
3. Detentions Separate for the L.E.A.P. program
4. Suspension or Expulsion from the L.E.A.P. program

## **Discipline**

Somerset Academy - Davie students are expected to show respect for themselves, for other students and for their teachers. So that each room has a climate in which optimal learning can take place, we expect students to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be corrected generally when the home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use physical punishment or harsh verbal language toward a student. We encourage, according to our Code of Excellence, methods of positive reinforcement/rewards and/or loss of privileges.

## **Disruptive Conduct**

1. Disruptive conduct is defined as those activities engaged in by student(s) that are directed against person or property and the consequences of which tend to endanger the health or safety of oneself or others in the school.

2. Acts may include, but are not limited to the following:

- Vandalism
- Theft
- Disrespect
- Violation of dress code

### **Dismissal From L.E.A.P. Program**

The following actions will cause your child/children to be immediately dismissed from the L.E.A.P. Program for the remainder of the school year:

1. Three (3) Behavior Report Notices or Three (3) Detentions
2. Five (5) Late Pick-up Violations
3. Non-payment of monthly fees by the 15<sup>th</sup> of the month.
4. Non-payment of late charges and monthly fees by the 15<sup>th</sup> of the month.
5. Non-payment of NSF/ISF/Stop Payment Fees and the monthly fee associated with the check within 5 days of notification.

### **Communication**

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs. In the event you need to speak with the classroom teacher who is also an After School Counselor, please make an appointment with the teacher for a time outside of the After Care Program hours.

We ask that you refrain from:

1. Calling teachers during school hours.
2. Holding a conference in the parking lot.
3. Conferring during class time or after care time.

### **Accidents**

Parents will be notified immediately in case of illness or an accident. In case you can not be located we will use the name and telephone number of your emergency contact. **PLEASE be sure we have these numbers and that they are accurate.**

You are requested to notify the office of any accident or injury which your child has had coming or going from school or during school hours if you have not been informed by your child's teacher.

### **Snacks**

**SNACKS:** Parents must send their child to school with a healthy snack and beverage to eat in L.E.A.P. However, snacks are available to purchase for .50 each.

### **School Holidays**

The program will not be provided during Teacher Workdays or School Holidays. Program will run as scheduled on early release days. There is no additional fee.

### **Emergency School Closing Procedures**

In the event of a hurricane, tropical storm, flood alert, act of God, or disaster situation, Somerset Academy - Davie follows emergency closing procedures of the Broward County Public School system. Radio and television stations will advise all citizens of school closing, reopening and emergency procedures. Please pay attention to news reports. It is important to listen to their guidelines and advisories. If there is any doubt, please call the school's office during school hours (Davie: 954-584-5528) or the Broward County Public School information line at 754-321-0000 after school hours. Once alerted to the emergency situation, please come and pick up your child early – the sooner all of your family is together the easier it will be to make your emergency plans and arrangements.

**General Rule: If the public schools are closed Somerset is closed. If the public schools request that parents/guardians pick up children from school Somerset requires the same.**

## **Student Code of Excellence**

The Code of Excellence booklet is written for you so that the expectations for behavior at Somerset Academy - Davie are clear.

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible children whose "character counts".

The Somerset Code of Behavior is a school-wide plan that clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking the code.

Each parent must take an active role in supporting this plan. We want our children to learn to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe and productive learning experience.

"The Somerset Code of Excellence" states that students maintain these qualities:

1. Be Honest
2. Be Kind
3. Be Respectful
4. Be Patient
5. Be Proud
6. Be Courteous
7. Mistakes are okay, as long as you learn from them