



Somerset Academy Avenir
Morning/Aftercare Program
Parent Handbook
Play and grow together

2026-2027

SOMERSET PLEDGE

We are proud, independent, smart, and strong. We take responsibility for our actions and therefore act in a responsible way. We are courteous and considerate and treat others how we would want to be treated.

We are proud to be Somerset Academy Otters.

AFTER CARE / MORNING CARE

Somerset Academy Avenir has established Aftercare Program services to be available on campus. It is the parents/guardian's responsibility to contract for such services at their option and discretion.

All registration, payment, and check-in/check-out is conducted through the Brightwheel app. All contacts should have the **Brightwheel app** downloaded with their child(ren) linked to their account.

HOURS

Morning Care	K-2: 7:00 - 7:30 am 3-5: 7:00 - 8:00 am	
Aftercare	K-2: 2:30 - 6:00 pm 3-5: 3:00 – 6:00pm	Snack provided

MORNING & AFTERNOON CARE CLOSURES

Aftercare follows the Palm Beach Schools and Somerset Avenir closure schedule. If school is not in session, morning and afternoon care are also closed and not in session.

AFTERCARE ONLY is closed the day before winter break and the last day of school each year.

COST

Non-refundable Registration Fee: (no sibling discount)	\$30 per child (no sibling discount for registration fees)
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Full-time <u>Monthly</u> Payment		
	1 student	2nd or more Students
Morning Care - Full time	\$75	\$60 per additional child
Afternoon Care - Full time	\$235	\$185 per additional child
Both Morning and Afternoon Care - Full time	\$310	\$245 per additional child
Afternoon Care - 4 days/month	\$90	
Afternoon Care - 6 days/month	\$120	
Afternoon Care - 8 days/month	\$135	
Morning Care - Drop In	\$5.00 per day	
Afternoon Care - Drop In	\$25.00 per day	

***Part-time days are not transferable for use in other months.**

Sibling Price Policy:	The first child pays full price for the program. Additional children receive a program discount of 20% against monthly fees for each month. A Sibling discount does not apply to registration fees, part-time, or drop in services.
Credit card fee: Late Payment:	A service fee of 2.95% will be applied to all credit card transactions. Payment is due on the 10th of the previous month. Payments received late will be assessed a \$25.00 late fees after the due date. <u>These fees will be strictly enforced. If payment is not made on or before the 10th of the month, the child will be dismissed from the aftercare program until payment is made in full.</u>
Payment on-line:	Making payments online has made it so much easier for parents to get their tuition paid on time. Download the Brightwheel app to register and enroll! You will be able to make payments with Visa, MC, American Express, Discover or your Bank Account once you have signed up and you complete the process. All payments are set to autopay on the due date per the payment schedule. If at any time a payment method needs to be changed, please contact the aftercare director as soon as possible to open the payment method on your parent portal.
Registration Note:	To be eligible to participate in the Aftercare program, students <u>must be registered and pay the registration and monthly tuition fees. The initial payment is due in the Brightwheel app no later than August 11th, 2025, to secure a space for your child/children.</u>

AFTERCARE PROGRAM PAYMENT SCHEDULE DATE

Payments are due on the 10th of the previous month. A late fee of \$25 will be applied after the 10th of the month. All payments are set to autopay for the 10th of each month. If you need to change your payment method, please contact the aftercare director as soon as possible so payment changes can be opened for your child's account(s).

No cash or personal checks are accepted in the office.

All payments must be made through the Brightwheel app.

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

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

Month	Invoice Date	Due Date (autopay)
August	7/15	7/31
September	8/1	8/10
October	9/1	9/10
November	10/1	10/10
December	11/1	11/10
January	12/1	12/10
February	1/1	1/10
March	2/1	2/10
April	3/1	3/10
May	4/1	4/10

WITHDRAWAL FROM AFTERCARE 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. Refunds will not be given once payment is rendered.

HOMEWORK

The homework area at the Aftercare Program will provide a quiet and organized space where students can focus on their studies. Homework time will be scheduled during aftercare hours. Homework must be completed independently, unless assistance is specifically requested. Although there will be no direct supervision for the homework, the space will be designed to encourage productivity, with desks and chairs, access to basic materials such as paper and pencils, and a distraction-free environment. Students will be able to work independently. Additionally, computers will be available for students to use for I-ready, ensuring that students have the necessary tools to complete their tasks efficiently. The counselor will not be doing homework for students. This space will be available during the scheduled time and if the homework isn't completed, it's the student's responsibility to finish it at home.

OUTDOOR PLAY

Outdoor play is our priority in the daily schedule. Outdoor play can help children develop confidence, creativity, and physical fitness. Outdoor play is an opportunity for children to run and play with friends. Children will go outside year-round. Only during extreme weather conditions will the children remain indoors.

ELIGIBLE STUDENT PARTICIPANTS

Students of Somerset Academy Avenir are eligible for participation in the Aftercare Program provided 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.

ATTENDANCE ELIGIBILITY FOR PARTICIPANTS

Students are not eligible to attend the Aftercare Program if the child does not attend the full day of school. Therefore, you cannot bring your child to attend the Aftercare Program if your child does not come to school from 8:00 a.m. until dismissal. Tardies due to excused appointments may be allowable.

UNIFORM POLICY

Students are to remain in their Somerset Academy Avenir uniform for the duration of the Aftercare Program unless required for an enrichment program.

ENRICHMENT

Aftercare students who participate in an enrichment program will be paying additional fees to participate in the enrichment. In the event a child is not picked up on time for his/her enrichment, and is not enrolled in the Aftercare program, the drop-in fee for Aftercare will be applied.

PICK-UP PROCEDURES

Only parents or alternate, authorized pick-up persons indicated on the registration form will be permitted to pick-up children from the aftercare program. These individuals will be required to supply photo identification to pick up students. If alternative arrangements need to be made, then this information must be e-mailed to the Aftercare director, or you can add them in the Brightwheel app. This is necessary to ensure that only authorized people pick up students from the Aftercare Program.

Late Pick up: Any pick up after 6pm will incur a late pick up fee of \$5/minute. Please be on time. Call the Somerset office immediately if the pick up person will be late so staff can make arrangements.

MEDICINE

Medicine will not be administered during the Aftercare Program. If a child does have medication that they need to take, separate medication must be provided to the office as there will not be access to the main office (I.e. Epi-Pen). In addition, students are not permitted to administer medicine to themselves during the Aftercare Program.

HEALTH

At Somerset Academy Avenir, the health and well-being of our students and staff is a top priority. Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact cards will be contacted. It is your responsibility to make sure that these numbers are current and accurate. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

To help keep our school community safe and reduce the spread of illness, please follow these guidelines when deciding whether your child should attend school:

Keep Your Child Home If They Have:

- **Fever:** A temperature of 100.4°F (38°C) or higher. Students must be fever-free for **at least 24 hours**

without the use of fever-reducing medications before returning to school.

- **Vomiting or Diarrhea:** Students should stay home for **at least 24 hours after the last episode** of vomiting or diarrhea.
- **Rash:** Unexplained rashes or skin irritations should be evaluated by a healthcare provider before returning to school.
- **Conjunctivitis (Pink Eye):** Red, itchy, or draining eyes require medical clearance or treatment before returning.
- **Head Lice:** Students may return to school after appropriate treatment and removal of live lice.

Return to School:

Your child may return to school when:

- They have been fever-free and symptom-free for 24 hours without medication. OR
- A healthcare provider has cleared your child to return, if required.

Notify the School:

Please inform the school office if your child is staying home due to illness. This helps us monitor for patterns of illness and provide support to your family if needed.

Physician note must accompany any illnesses for the absence to be excused.

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, I-pads, cell phones, toys, trading cards or bracelets, etc. In the event the student brings any of these items to school, it will be held by the school office, and the parents will be called to pick up the item. In the event a student brings any of these items to school, Somerset Academy Avenir, Aftercare Program and other staff members are not responsible for the loss, damage or security of 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 process of their rights and responsibilities. All rules within the student code of conduct apply to any student during morning and aftercare.

This conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school and will receive consequences.

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

1. Lying

2. Acting in a manner 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 the teacher or any other adult.
6. Verbal or physical aggression and fighting

POSSIBLE SANCTIONS:

1. Verbal and written reprimand
2. Contact with parent.
3. Detentions Separate from the Aftercare Program.
4. Suspension or Expulsion from the Aftercare Program

DISCIPLINE

Somerset Academy Avenir students are expected to show respect for themselves, for other students and for their counselors, 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 home and school work together.

Counselors and students must foster mutual respect. Counselors will never use physical punishment or harsh verbal language toward a student. We encourage, according to our Positive Behavior System (PBIS), methods of positive reinforcement/rewards and/or loss of privileges.

DISRUPTIVE CONDUCT

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.

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

- Vandalism
- Theft
- Disrespect or non-compliance.
- Violation of dress code

DISMISSAL FROM AFTERCARE PROGRAM

The following actions will cause your child/children to be immediately dismissed from the Aftercare Program for the remainder of the school year:

- Three (3) Behavior Report Notices or Three (3) Detentions resulting from behavior in Aftercare
- Any Level 3 or 4 infraction from the student code of conduct
- Five (5) Late Pick-up Violations
- Non-payment of late charges and monthly fees by the 15th of the month.

COMMUNICATION

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must always be kept open so that we may be properly tuned into your

child's needs. In the event you need to speak with the counselors, please make an appointment with the counselor for a time outside of the Aftercare Program hours.

We ask that you refrain from:

- Calling aftercare during school hours.
- Holding a conference in the parking lot.
- Conferring during class time or aftercare time.

ACCIDENTS

Parents will be notified immediately in case of illness or an accident. In case you cannot 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.** In the case of an emergency, 911 will be called.

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

SCHOOL HOLIDAYS

The aftercare program will not be provided during Teacher Workdays or School Holidays.

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event an emergency dictates a school closure, Somerset Academy Avenir follows emergency closing procedures of the Palm Beach County Public School system. Website, 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. Alerts will also come via the school messaging system. Once alerted to the emergency, please come, and pick up your child early if required— the sooner all your family is together the easier it will be to make your emergency plans and arrangements. In the event of school closure due to unforeseen circumstances, refunds will not be issued. If a school needs to be quarantined, aftercare will be closed. A refund will not be given for short-term closures.

General Rule: Palm Beach schools are closed, then Somerset is closed. If Palm Beach Schools request that parents/guardians pick up children from school, Somerset requires the same.

STUDENT CODE OF EXCELLENCE

The Somerset Handbook is available for you so that the expectations for behavior at Somerset Academy Avenir 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 Student Code of Conduct 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.

***Please complete the agreement, registration, emergency contact, and tuition agreement forms in the Brightwheel App.**