



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

2025-2026

## 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. Payments are due on the 10<sup>th</sup> of the previous month. A late fee of \$25 will be applied after the 10<sup>th</sup> of the month. The following fee schedule is in effect through May 1st, 2026:

### HOURS

<b>Morning Care</b>	<b>K-2: 7:00 - 7:30 am 3-5: 7:00 - 8:00 am</b>	<b>Breakfast included</b>
<b>Aftercare</b>	<b>K-2: 2:30 - 6:00 pm 3-5: 3:00 – 6:00pm</b>	<b>Snack</b>

### COST

<b>Monthly Payment + \$30 Registration Fee (no sibling discount)</b>		
	<b>1 student</b>	<b>2nd or more Students</b>
<b>Morning Care</b>	\$75	\$60 per additional child
<b>Afternoon Care</b>	\$235	\$185 per additional child
<b>Both Morning and Afternoon Care</b>	\$310	\$245 per additional child

<b>Drop-In Morning Care</b>	Morning Care: \$5.00 per day
<b>Drop-In After Care</b>	Aftercare: \$25.00 per day
<b>Aftercare Part-Time Packages</b>	\$90.00 4 days \$120.00 6 days \$135.00 8 days

<b>Registration Fee:</b>	\$30 per child.
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### **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.

**Credit card fee:**

A service fee of 2.95% will be applied to all credit card transactions.

**Late Payment:**

Payment is due on the 10<sup>th</sup> of the previous month. Payments received late will be assessed by the following late fees: **after** the 10<sup>th</sup> - \$25.00 per family; **after** the 15<sup>th</sup> - \$50.00 per family. **These fees will be strictly enforced. If payment is not made on or before the 10<sup>th</sup> of the month, the child will be dismissed from the aftercare program until payment is made in full.**

**Payment on-line:**

Making payments online has made it so much easier for parents to get their tuition paid on time. Once you have registered your child for the program, you will need to register by downloading **the Brightwheel app** to enroll! You will be able to make payments with Visa, MC, American Express, Discover and Bank Account once you have signed up and you complete the process. It is that simple! We encourage everyone to enroll in auto-payment.

**Registration Note:**

To be eligible to participate in the Aftercare program, students **must be registered and pay the registration and monthly tuition fees. The initial payment is due in the Brightwheel app no later than August 11<sup>th</sup>, 2025, to secure a space for your child/children.**

No cash or personal checks accepted in the office.  
All payments must be made through the  
Brightwheel App.

\_\_\_\_\_Initials

## AFTERCARE PROGRAM PAYMENT SCHEDULE DATES

<u>Monthly Payments</u>	<u>Due Date</u>
Initial Payment <input type="checkbox"/>	No later than August 11, 2025
September:	September 10, 2025
October:	October 10, 2025
November:	November 10, 2025
December:	December 10, 2025
January:	January 10, 2026
February:	February 10, 2026
March:	March 10, 2026
April:	April 10, 2026
May:	May 10, 2026

Registrants acknowledge that payments are due on the 10<sup>th</sup> of the previous month or before or as listed above. If you are enrolled in automatic pay on the Brightwheel App, your payment will be withdrawn on the 1<sup>st</sup> of each month.

*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.**

## 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.

## HOURS OF OPERATION

Aftercare program is open Monday – Friday from 2:30-6:00pm

Aftercare Program is closed for the following days:

**Dec 19<sup>th</sup>, 2025**

**MAY 29<sup>TH</sup>, 2026**

## 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.

## **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**

Students who exhibit symptoms of an illness will not be permitted to stay aftercare.

## **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 15<sup>th</sup> 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.