Mater Bay Academy

Before School Care (BSC)

Grades K-5

After School Care (ASC)

Grades PK – 8th

Sibling Care

Grades PK – 1 & 6-8

Parent & Student Handbook 2026-2027

HOURS OF OPERATION

The Program is open for Before-care from 7:00 a.m. until the students' school day begins. The After-School begins at the dismissal time of the student. All students must be picked up no later than 6:00 p.m. **If students are not picked up by 6:00 p.m., there will be a charge of $1.00 per minute late per student. This fee must be paid online before leaving the campus. NO EXCEPTION!**

Program	Grade	Hours
Before-Care	Pre-K – 5th Grade	7:00 AM
After-Care	Pre-K, Kinder & 1st Grade	2:30 PM – 6:00 PM
	2nd – 5th Grade	3:30 PM – 6:00 PM
	Middle School (6th – 8th Grade)	1:30 PM – 6:00 PM
Sibling-Care	Pre-K, Kinder & 1st Grade	2:30 PM – 3:30 PM
	Middle School 6th – 8th Grade	1:30 PM – 3:30 PM

Programs are not available for high school students.

GENERAL PROGRAM AND STAFF

The After School Program at Mater Bay Academy has a variety of activities including time to complete home learning, indoor games, outdoor recreation, arts & crafts and clubs. All of the After-Care counselors and instructors have been fingerprinted and drug-tested. After-care staff are not responsible for checking home-learning. However, time is set aside to allow time for students to complete it.

Cost and Payments

Program	Time	Cost
Before-Care	7:00 AM	$90.00 per month
After-Care	Dismissal Time – 6:00 PM	$190.00 per month
Sibling Care	2:30 PM – 3:30 PM	$40.00 per month

Registration Fee is $60.00 per child enrolled.

There will be a **$15.00 LATE FEE** per student/service for any payments not received by the scheduled payment due date. **If student is withdrawn due to lack of payment, Registration fee will be required if accepted back into the program.**

Payment Schedule:

ALL PAYMENTS ARE DUE AS INDICATED ON PAYMENT SCHEDULE LISTED AT END OF THIS HANDBOOK.

Please note payment is due prior to the month of service. August is the only month that is prorated for Aftercare. Each month of service between September – May, the monthly tuition is $190.00 regardless of how many days of school are in a given month. There will be no refunds or discounts made for days or weeks absent from school or after-care. No child will be allowed to begin a service period for which payment has not been made. There will be no credits, transfers or deductions for partial attendance or for beginning service in the middle of a month under any circumstance. **Fees may only be paid monthly, no drop-ins or weekly payments allowed.**

Families who fail to not provide payment will be notified of non-payment. Failure to resolve payment by due date will be withdrawn from the program. If family wishes to re-enroll student after withdrawal, a new registration fee will be required.

Payments will only be collected via the school's store via credit card.
Visit the school website – www.materbayk12.com to make payments.

INSURANCE

It is mandatory to obtain student accident insurance for every child enrolling in the After-Care Program. No child may attend the Before or After School Program without insurance. This insurance is supplemental and does not take the place of family or individual medical insurance coverage. It is the responsibility of each parent to become familiar with any insurance limitations. **The cost of insurance is $20.00**.

ABSENCES OR WITHDRAWALS

Since expenses continue whether your child is present or not, there are no deductions, transfers or credits for absences. Please notify the school if your child will be going on vacation or will be absent for a prolonged period of time.

If your child is to be withdrawn from the After-Care Program, a two-week notice is required, and the account **MUST** be paid in full at the time of withdrawal. If you wish to re-enroll your child in the After-Care Program, please contact the main office to make arrangements and to check on availability. The student may have to be placed on a wait list if they have withdrawn from the program and wish to return.

ENROLLMENT

To enroll your child in the After-Care Program, all forms required by the state-law must be filled out appropriately, an emergency contact and release form must be completed for the program, all insurance papers and fees must be complete, and registration and program payment must be paid in full.

All forms MUST be received by the school no later than August 3rd or prior to the first day of Before/Sibling/After-Care Services used by the student. All forms must be kept up to date by the parent. In case of changes in the contact information provided, the parent must make necessary changes by contacting the Director and completion of updated forms must be done in person at the school.

Additionally, all outstanding balances owed to the school must be paid in full prior to enrollment in the program. Continuation of the program is also dependent on payment and keeping all Mater Bay accounts up to date without any outstanding balances due.

ARRIVAL

All enrolled After-Care students will be dropped off by their teacher in the cafeteria where the After-Care counselors will be present and meet them. Once attendance is taken, the counselors will take their students to their designated location.

SNACKS

The After-Care Program provides a snack break in its schedule. During this time, the students will receive a light snack (ex: crackers, cookies, etc.). Students may bring an additional snack if they wish. If your students has any allergies, please include these in the registration form.

HOLIDAYS AND VACATIONS

The After-Care Program is in operation on the same school schedule as Mater Bay Academy. We will be closed for all school-approved holidays and Teacher Workdays. There will be no charge for the winter, spring, or summer recess. Additionally, Mater Bay Academy may cancel the After-Care Program for a given day providing a written notice. After-Care will be closed on Early Release Days: November 20th, December 17th, March 19th, and June 1st, 2nd, and 3rd.

RELEASE OF STUDENTS

Children will be released only to those individuals whose names are recorded on the enrollment forms. Other individuals not on the form must have a written authorization signed by the parents and followed up by a verbal authorization by the parent to the main office. All persons are subject to proof of identification. If the school has not obtained a verbal and follow-up authorization from the parent, the child will not be released.

If a child needs to be picked up during regular dismissal time, written notification must be sent to the homeroom teacher, and parents must make the dismissal car line.

CHANGES

Mater Bay Academy must be immediately notified of the changes in telephone numbers (home, work,

cellular phones), job, family status, custody changes, doctors, and authorized persons to pick up your child. This is done for the safety of your child. It is up to the parent to make necessary changes on the forms provided to the After-Care Program in person with the program director. Please keep us informed.

ACCIDENTS

If your child is injured at school, the only treatment that is provided is cleansing with soap and water, ice, and a band-aid. Individual "Accident Reports" are written out by the adult present and the parent is informed of the injury. Any injury that requires more than the basics listed in the preceding statement will necessitate a parent coming to the school to determine if professional medical care is needed. If the injury is an emergency, 911 will be contacted by the Director.

BEHAVIOR AND DISCIPLINARY POLICY

All children will be under the supervision of qualified personnel. Guidelines and rules for the program are the same as the regular school day and are necessary to provide a safe learning environment. Students are required to adhere to the same policies and rules set forth in the school's Code of Student Conduct and the Parent Contract. Students who do not follow these rules and guidelines may be asked to withdraw from the program. **After receiving 3 incident reports/parent contact, the student will be withdrawn from the program.**

ELECTRONIC DEVICES POLICY

To support a safe, focused, and socially engaging environment during after-care hours, the use of personal electronic devices is prohibited for all elementary and middle school students enrolled in the program.

- Students may bring personal electronic devices to school; however, all devices must remain powered off and stored in backpacks at all times during after-care hours.
- Electronic devices include, but are not limited to:
    - Cell phones
    - Smart watches with communication features
    - Tablets
    - Gaming devices
    - Earbuds and headphones
- Students are not permitted to use electronic devices for:
    - Calling or texting
    - Social media
    - Internet browsing
    - Gaming
    - Photography or video recording
    - Music or entertainment purposes

Parent Communication

Parents/guardians needing to communicate with their child during after-care hours should contact the school's main office or designated **after-care office at 786-592-6559 (4:00pm – 6:00pm)**.

In the event of an urgent matter, students may request permission to use the school office phone to contact a parent or guardian. Schools throughout Florida continue to provide office telephones for student-family communication when needed.

Consequences for the Use of Personal Electronic Device - Policy Violations

Failure to comply with this policy may result in:

1. Verbal warning and reminder of expectations
2. Temporary confiscation of the device until parent pick-up & Parent Notification
3. Additional disciplinary action for repeated violations; may result in expulsion from the after-care or Sibling-care program.

The school reserves the right to adjust consequences based on the severity or frequency of violations.

HOME LEARNING

We understand that home learning is a priority and parents would prefer for their children to complete their assignments during After School. However, our counselors are not tutors and unfortunately cannot assist each child on a one-on-one basis. An hour block is set in our schedule where there is no talking and home learning must be done. Our counselors will provide some assistance with home learning, but it is ultimately the parents' responsibility to ensure that the home learning assignments are completed and done correctly on a DAILY basis. Students will also be provided with another assignment if they state they do not have any home learning assignment or claim they have already finished it.

CLASSROOMS

Under no circumstance are children allowed to return to their school day classrooms to pick up their Home Learning, belongings, or any other materials that they forgot. After-Care personnel are not permitted to escort parents to the classrooms. It is the child's responsibility to bring all books and materials home.

LATE FEES

Late Fees will be charged for children remaining after 6:00 pm. The office clock is used to determine lateness. The late charge is $1.00 per minute past 6:00 pm. Late fee must be paid online before leaving the campus. It is your responsibility to take care of any late fees. **If you have an outstanding late fee balance, your child will immediately be withdrawn from the program until your balance is paid in full. If your child is withdrawn from the program, they will be placed on a wait list until a spot is available, registration fee will be required, and balances are paid in full.** We realize that there are emergencies and unexpected situations, and your communication and cooperation are greatly appreciated. **However, any child that is picked up after 6:10 pm more than 3 times will be withdrawn from the After-Care Program without a refund.**

Mater Bay Academy

Dear Mater Bay Academy Parents,

The following is a reminder that all payments for services are due on the dates listed below. Monthly service only, no weekly or daily care allowed. **Any student not enrolled, missing monthly payment, or picked up late from service will be charged $1.00 a minute late fee for late-pick up. This fee must be paid online before leaving the campus or it will be billed to the student account. NO EXCEPTIONS.**

You may remit payment via credit card through the school website at www. Materbayk12.com. Below is a list of payments for the After School Care Services. If payments are not received by the due date, there will be a charge of $15.00 late fee per student/service. If withdrawn due to lack of payment, Registration fee will be required if accepted back into the program. If you have any further questions, please feel free to contact our main office.

PAYMENT DUE DATE	**SERVICE PERIOD**	**SIBLING CARE** (Pre-K - 1st only) 2:30 pm – 3:30 pm (6th, 7th, & 8th) 1:30 pm – 3:30 pm	**BEFORE CARE** (Starts at 7:00am) Pre-K & Elementary students only	**AFTER CARE PROGRAM PRE-K ONLY** (Dismissal to 6:00pm)	**AFTER-CARE PROGRAM K – 8TH GRADE** (Dismissal to 6:00pm)
July 7th, July 14th or July 21st (Depending on capacity)	8/13/26 - 8/31/26 & 6/1/27 - 6/3/27 for Before and Sibling Care Only	$40.00	$90.00	$87.00	$127.00
August 14, 2026	9/1/26 - 9/30/26	$40.00	$90.00	$130.00	$190.00
September 11, 2026	10/1/26 - 10/30/26	$40.00	$90.00	$130.00	$190.00
October 16, 2026	11/4/26 - 11/21/26	$40.00	$90.00	$130.00	$190.00
November 6, 2026	12/1/26 - 12/19/26	$40.00	$90.00	$130.00	$190.00
December 4, 2026	1/4/27 - 1/29/27	$40.00	$90.00	$130.00	$190.00
January 15, 2027	2/1/27 - 2/26/27	$40.00	$90.00	$130.00	$190.00
February 12, 2027	3/1/27 - 3/19/27	$40.00	$90.00	$130.00	$190.00
March 5, 2027	4/1/27 - 4/30/27	$40.00	$90.00	$130.00	$190.00
April 16, 2027	5/3/27 - 5/28/27	$40.00	$90.00	$130.00	$190.00
May 14, 2027 Payment is only required if August was not paid.	6/1/27 – 6/3/27 for Before Care & Sibling Care	$10.00	$15.00		

- **No new registrations will be accepted after March.**
- No Aftercare on Early Release Days:
  - November 20th
  - December 17th
  - March 19th
  - June 1st, 2nd, & 3rd
- No ASC services on Holidays, Teacher workdays (refer to school calendar) and breaks:
  - 11/23/26 -11/27/26 – Thanksgiving Break
  - 12/18/26 - 01/01/27 – Winter Break
  - 03/22/27 – 03/26/27 – Spring Break

Thank you,
Mater Bay Academy Administration