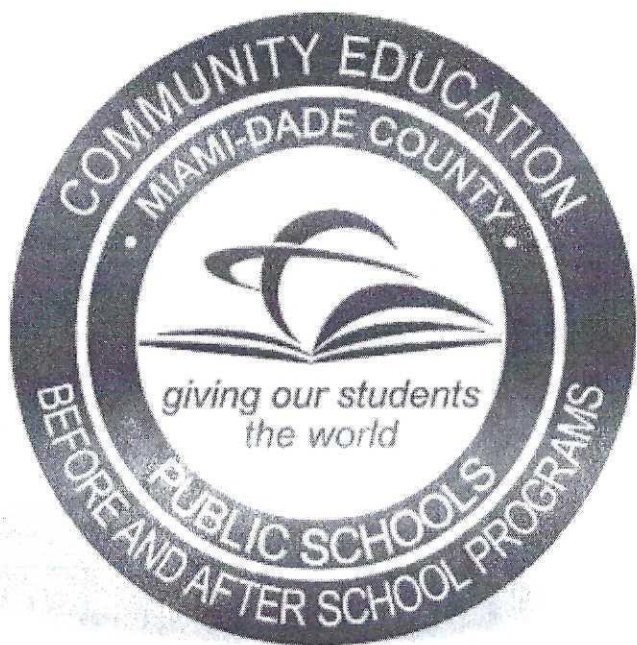


MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

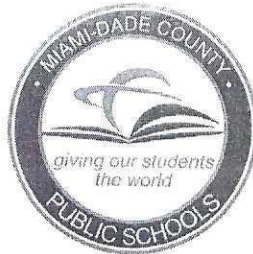


2022 - 2023
MIDDLE SCHOOL
ENRICHMENT (MSE)
AFTER SCHOOL
PROGRAM PARENT
HANDBOOK

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

Providing Quality Programs Beyond School Hours



SCHOOL BOARD MEMBERS

Ms. Perla Tabares Hantman, Chair
Dr. Steve Gallon III, Vice Chair
Ms. Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Ms. Christi Fraga
Ms. Lubby Navarro
Dr. Marta Pérez
Ms. Mari Tere Rojas
Ms. Luisa Santos

SUPERINTENDENT OF SCHOOLS

Dr. Jose L. Dotres

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

2022 - 2023 ANNUAL SCHOOL YEAR PROGRAMS (MSE) (WEDNESDAY, AUGUST 17, 2022, to WEDNESDAY, JUNE 07, 2023)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
BEFORE SCHOOL (MSE)	7:00 a.m. to 8:25 a.m.	BASE RATE \$20.00 @ 25 TO 1	No fee reduction
STORY HOUR (MSE)	3:50 p.m. to 5:00 p.m.	BASE RATE \$20.00 @ 25 TO 1	No fee reduction
AFTER SCHOOL (MSE)	3:50 p.m. to 6:00 p.m.	BASE RATE \$40.00 @ 25 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$35.00 per week (\$1.00 off per day)

2023 SUMMER PROGRAMS (MSE) (RANGE OF OPERATIONS: MONDAY, JUNE 12, 2023, to FRIDAY, AUGUST 11, 2023)

NAME OF PROGRAM	HOURS OF OPERATION	WEEKLY RATE	FEE REDUCTIONS
AFTER SCHOOL (MSE)	1:50 p.m. to 6:00 p.m.	BASE RATE \$40.00 @ 25 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$35.00 per week (\$1.00 off per day)
HALF-DAY SUMMER CAMP PROGRAM (MSE)	11:30 a.m. to 6:00 p.m.	BASE RATE \$60.00 @ 25 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$55.00 per week (\$1.00 off per day)
FULL-DAY SUMMER CAMP PROGRAM (MSE)	7:00 a.m. to 6:00 p.m.	BASE RATE \$100.00 @ 25 TO 1	Students that qualify for the Free or Reduced Lunch student rate will only pay: \$90.00 per week (\$2.00 off per day)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

PROGRAM: Your child is now enrolled in a fee-based Middle School Enrichment (MSE) program at Miami Arts 6-12 @ Zelda Glazer School. A variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, and arts and crafts have been planned for your child's time in our program.

If for any reason we can be of assistance, please do not hesitate to call us at 305-485-2323 between the hours of 2:30 pm and 6:00 pm. Our fax number is 305-485-2324.

You may also e-mail the program manager Ireinosa@dadeschools.net

MIDDLE SCHOOL ENRICHMENT STAFF: Middle School Enrichment program managers supervise activity leaders that have been screened by Miami-Dade County Public Schools (M-DCPS) to work directly with your children in small groups.

SNACK PLUS PROGRAM: Each day a snack will be provided for your child during the Middle School Enrichment (MSE) program only. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided during the Middle School Enrichment program, please contact MSE office. In this case, you will be responsible for providing a nutritious snack that suits the needs of your child.

LATE PICK-UP FEE: A late fee of \$5.00, per student, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All late pick-up fees will be added to your "FOCUS" online account and must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$5.00, per student, per incident, and per program, will be charged for payments that are not received prior to the start of the next service period. All late payment fees will be added to your "FOCUS" online account and must be paid prior to the start of the next payment period.

REFUND POLICY: Only students that have been verified as absent for **5 OR MORE CONSECUTIVE SERVICE DAYS** from the MSE program, may receive a refund, upon parental request, for the number of paid days absent. Parents must notify the MSE staff if their child will be absent on any given day.

STUDENT WITHDRAWAL: A student withdrawing from the MSE program after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the before and/or after school care program manager or secretary in **WRITING** as to the date of withdrawal.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

FOCUS ONLINE STUDENT REGISTRATION: (USING THE CHROME WEB BROWSER): There is no student registration fee required to enroll in the MSE program. All student applicants must make sure that all sections of the registration form are completed online using the new "FOCUS" online system which can be found once you log into your Parent Portal and clicking on the FOCUS link found on the:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>
- Remember: Prior to adding a student to your M-DCPS Parent Portal account, you must obtain a Parent PIN number for each child, from their day school's front office. Activation of the Parent PIN may take up to 48 hours. See your day school office staff for more details.
- Once in the Parent Portal, click on the "FOCUS" link:

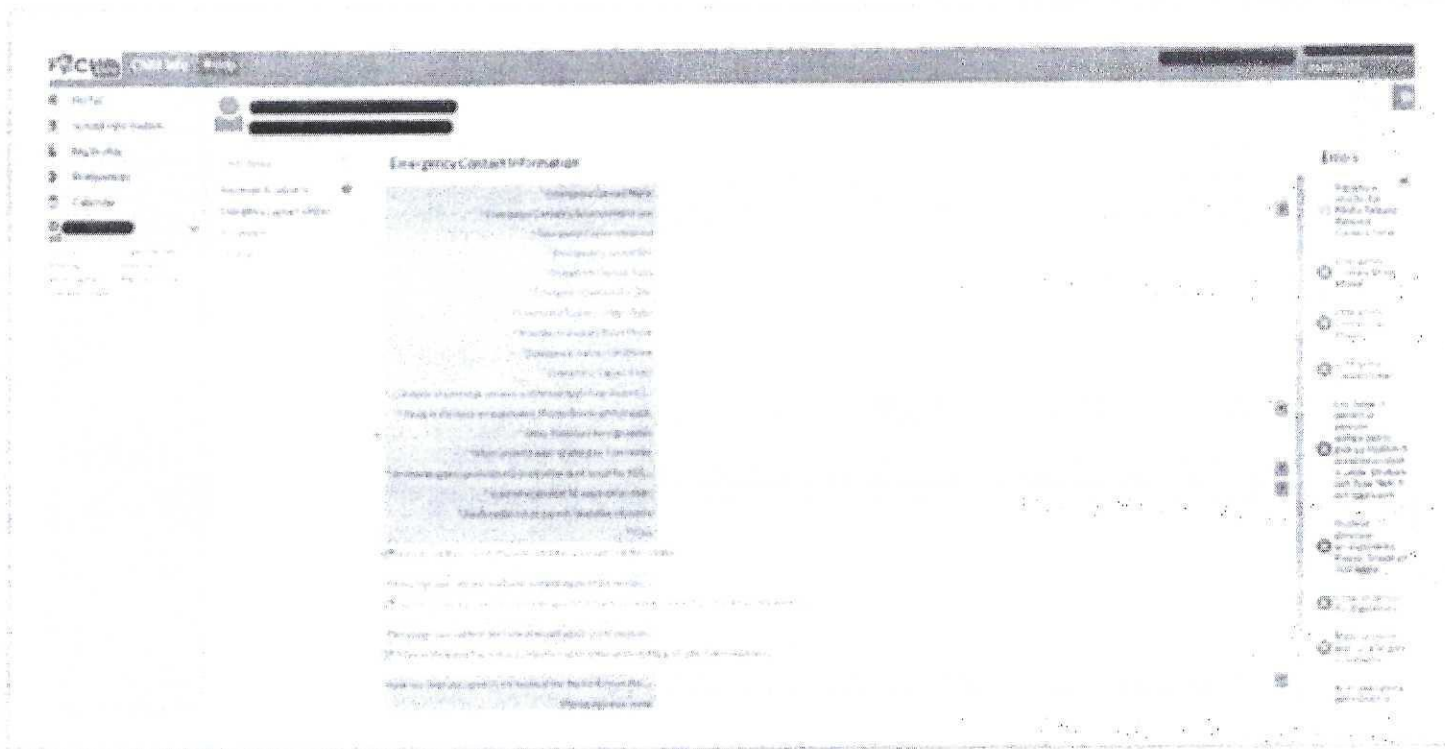


FOCUS - REGISTRATION AND ONLINE PAYMENT SYSTEM FOR BEFORE / AFTER SCHOOL CARE PROGRAMS AND COMMUNITY EDUCATION CLASSES.

Emergency contact Information: Must be completed before a student can participate in a program. Failure to complete your child's emergency contact information can result in your child being excluded from the program.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS



FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

STUDENT ACCIDENT INSURANCE: It may be mandatory to obtain the HSR student accident insurance issued through the district. No child may participate in or attend the MSE program and select community education classes if your school mandates this insurance. This is a supplemental insurance plan, and it may be required even if you already have family or individual medical insurance coverage. This supplemental insurance plan **DOES NOT** take the place of family or individual medical insurance coverage. It is your responsibility to become familiar with any insurance limitations and other information provided through this insurance. If you have any questions about student accident insurance, please contact the M-DCPS Office of Risk & Benefits Management at (305) 995-7129.

Students that wish to enroll in a MSE program or Summer program and certain community education classes whose school requires Health Special Risk, Inc. (HSR) Student Accident Insurance will not be considered registered for a program or class even if they have paid for the program or class. If applicable, students without the HSR Student Accident Insurance will not be able to participate or attend the program if the program they have paid for or signed up for requires it.

To login or to open a new account and pay online for the required Health Special Risk, Inc. (HSR) Student Accident Insurance please go to the following website

- https://www.hsri.com/K12_Enrollment/Main/newAccount.asp

If applicable, please make sure that you or your child uploads the paid HSR receipt in the FOCUS portal or delivers a copy of it to the main office to be able to attend or participate in the program.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

It is extremely important that you immediately notify the MSE program manager if you have made any changes on your child's online registration.

Registration Documents: Must be completed before a student can participate in a program.
Failure to complete your child's registration information can result in your child being excluded from the program.

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

PROGRAM FEE PAYMENTS: After registering you child in FOCUS, Parents will also have the option to pay for their child's MSE program fees and any available enhancement classes offered at your school by check, cash, credit card or money order. **In person check, cash, or money order payments must be the in exact amount or you will be directed to your parent portal to pay via credit card.**

We strongly encourage parents or guardians to use their credit card online to pay for programs and classes as this process will expedite the enrollment process for your child's next service period. Log into the districts:

M-DCPS Parent Portal website:

- <http://www.dadeschools.net/parents.asp>

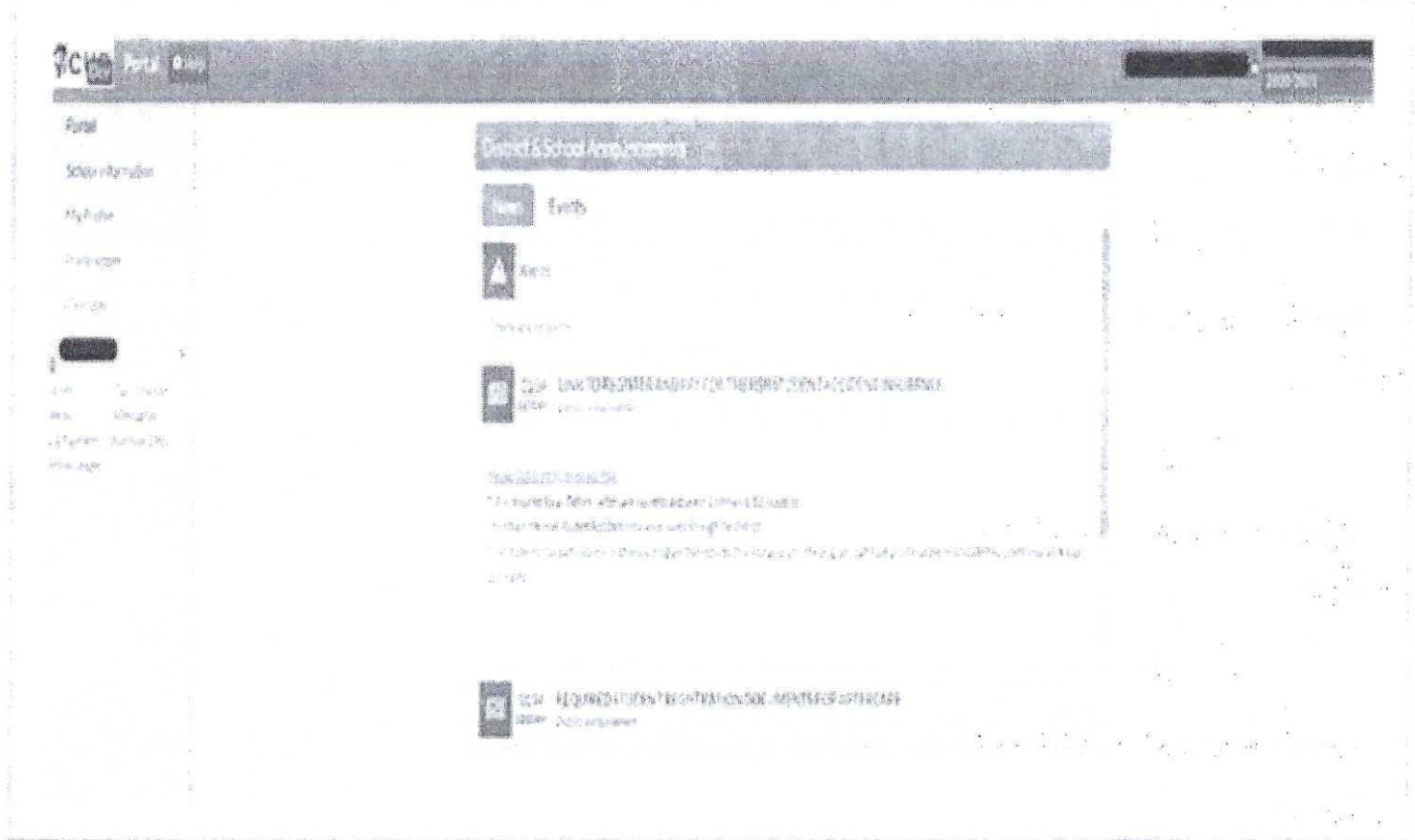
Once in the Parent Portal, click on the "FOCUS" link:



FOCUS - REGISTRATION AND ONLINE PAYMENT SYSTEM FOR BEFORE / AFTER SCHOOL CARE PROGRAMS AND COMMUNITY EDUCATION CLASSES.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS



FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

Please remember to schedule and pay for each of your children if you have more than one and especially if they are assigned to a different school / grade / teacher / program / course / section / class.

Check, cash, credit card or money order payments made on "FOCUS" are applicable to your child's MSE or Summer program and school based and/or district offered Community Education enhancement classes. All program payments must be paid prior to the start of the payment service period or start of class. Payments must be paid in full; no partial payments are accepted. **In person check, cash, or money order payments must be the in exact amount or you will be directed to your parent portal to pay via credit card.**

- MSE or Summer program and school based and/or district offered Community Education enhancement classes have a short window for parents / students to pay online (usually a week prior to the start date and time). Once a program or class payment period start date has been reached, you will need to come into the program office to pay in person if you wish for your child to continue in the program or class.
- ***NO CHILD WILL BE ALLOWED TO ATTEND A PROGRAM OR CLASS FOR WHICH A SERVICE PERIOD PAYMENT HAS NOT BEEN MADE UNLESS APPROVED BY THE PRINCIPAL OF THE SCHOOL.***

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

LATE PICK-UP FEE: A late fee of \$5.00, per student, per 15 minutes, will be charged for children not picked up on time. Consistently being charged a late pick up fee may result in the child being withdrawn from the program. All late pick-up fees will be added to your "FOCUS" account and must be paid prior to the start of the next payment period.

LATE PAYMENT FEE: A late payment fee of \$5.00, per student, per incident, and per program, will be charged for payments that are not received prior to the start of the next service period. All late payment fees will be added to your "FOCUS" account and must be paid prior to the start of the next payment period.

REFUND POLICY: Only students that have been verified as absent for **5 OR MORE CONSECUTIVE SERVICE DAYS** from the MSE program, may receive a refund, upon parental request, for the number of paid days absent. Parents must notify the MSE staff if their child will be absent on any given day.

NON-SUFFICIENT FUNDS/RETURNED CHECKS: If a check is returned for any reason to us for non-sufficient funds, we ***WILL NOT*** redeposit it. For your child to remain in the program, you will be required to bring only cash in the amount of the check and any additional service charge made by the bank, within 24 hours of notification. Should this happen more than once, we will ask that all your future payments be made in cash, money order, or online via credit card.

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

IRS FORM W-10 - DEPENDANT CARE PROVIDER'S IDENTIFICATION AND CERTIFICATION: Certain program costs may be deducted from your federal income taxes, and it is recommended that you save your cancelled checks and/or receipts that you receive from the program. Ask your MSE Program Manager for the needed IRS W-10 form (Dependent Care Provider Identification and Certification) when you are ready to file.

FREE OR REDUCED LUNCH STATUS: Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced MSE program rate (see page 2). Any increase or reduction in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

RELEASE OF CHILDREN: Children enrolled in the MSE program may be picked up any time prior to 6:00 p.m., but they must be picked up ***NO LATER*** than 6:00 p.m. If an emergency arises, you are expected to make arrangements so that your child will be picked up before 6:00 p.m. and to notify the MSE program manager accordingly. Parents who are unable to pick up their children on time, on a regular basis, may result in their child being withdrawn from the program.

MSE BEFORE SCHOOL PROGRAM ARRIVAL PROCEDURES: If your child is enrolled in a MSE Before care program, the child must be signed in daily within the school building by an authorized person listed on the child's registration form.

DISMISSAL PROCEDURES:

Parent sign-out and pick-up: Each MSE program child must be signed out from the MSE after school office by an ***AUTHORIZED PERSON*** listed on the child's registration form. The authorized person may be asked to present an official government photo identification card, i.e., driver's license, state ID, military ID, alien registration card, or passport. Once the ID is verified, a pick-up pass will be issued enabling the authorized person to retrieve their child directly from the designated employee(s) assigned to release that school sites MSE after school students. Any other person that is not listed on the child's registration form must display permission in writing from the parent or legal guardian and be able to

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

present an official government photo identification card that has been verified by an authorized school employee before the child can be released.

Authorized Persons: *ONLY* those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the Middle School Enrichment program manager will be made before any child is released to a person not listed on the registration form.

Walk Home: A written notification must be kept on file or sent the same day that your child is to walk home. The time of departure must be specified in the written notification. The administrator or Middle School Enrichment program manager must approve the child's departure.

Absent Students: Parents or guardians whose child or children are absent from the Middle School Enrichment Program and are not listed on the day schools absentee list will be contacted as expediently as possible. Parents must notify the MSE office if your child will be absent on a given day.

Changes in Dismissal Procedures: If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the Middle School Enrichment office in person or in writing immediately. This will help to ensure the safety of your child. If, for whatever reason, you pick your child up early from the regular day school program, please contact the MSE office as expediently as possible. Parents must notify the MSE office if your child will be absent on a given day.

These procedures are in place to help ensure the safety of all children attending the program.

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

ILLNESS/ACCIDENTS: Should your child become ill or injured during the program, you will be notified immediately and if needed you must make arrangements to pick up your child at that time.

SPECIAL NEEDS: If there are special needs by way of accommodations pursuant to the Americans with Disabilities Act, please consult with your school site administrator. Parents or guardians that are in need of additional information or resources may call the Miami-Dade County Public Schools Division of Special Education and Student Support or the Office of Community Education and Before/After School Programs using the following phone numbers or by going to the following website found at <http://ese.dadeschools.net>:

305-995-2707 • Main line for the Division of Special Education
and Student Support
Website: ESE.DADESCHOOLS.NET
Email address: ESE235@DADESCHOOLS.NET

305-995-2037 • Ms. Ava Goldman, Administrative Director, Division of Special Education
and Student Support
AGOLDMAN@DADESCHOOLS.NET

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

305-817-0014 • Mr. Victor Ferrante, Executive Director,
Community Education and Before/After School Programs
VICFERRANTE@DADESCHOOLS.NET

MEDICAL AUTHORIZATION: Should your child require medication during the hours that he/she attends the program, an authorization form must be filled out and vetted as per Florida statute 1006.062. Please notify the Middle School Enrichment program manager should that occasion arise. For more detailed information, please reach out to the M-DCPS Comprehensive Student Health Services office at (305) 995-4111.

FEE-BASED COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PARENT HANDBOOK: PROGRAM GUIDELINES

CODE OF STUDENT CONDUCT: Your child will be under the supervision of qualified personnel familiar with his/her school. The Miami-Dade County Public Schools Code of Student Conduct which is utilized during the day school program will also be utilized during the MSE programs. Behavioral policies will be explained to your child. For additional information on the Code of Student Conduct you can go to the following website:

- <http://ehandbooks.dadeschools.net/policies/90/>

MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR: The schools are established for the benefit of all students. The educational purposes of the schools are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of other individuals will not be tolerated. The School Board of Miami-Dade County, Florida, endorses a zero-tolerance policy toward school related violent crime. The Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in the areas of conduct, corporal punishment, suspensions, expulsions, and climate for learning.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

Interested parties may refer to the following Miami-Dade County Public School guides:

- Code of Student Conduct
- Procedures for Promoting and Maintaining a Safe Learning Environment
- Local Education Agency (LEA) Implementation Gu

2022 - 2023

SCHOOL CALENDARS



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2022-2023 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

	New Teacher Report		Process Day
	Teacher Planning Day		Reg. End of Grading Period
	District-wide Professional Development Day		Light Holiday
	Day of Honors (12/1/2021)		Open Enrollment
	Administrative Day (12/1/2022)		Summer School

1-45
2-46
3-47
4-42

For information on employee opt days, please refer to back of calendar.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2022-2023 SCHOOL CALENDAR ELEMENTARY AND SECONDARY MIAMI, FLORIDA

August 12, 2022	Teacher planning day; not available to opt; no students in school
August 15	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
August 16	Teacher planning day; not available to opt; no students in school
August 17	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 28 *+##	Teacher planning day; no students in school
October 5*+##	Teacher planning day; no students in school
October 21	End first grading period; first semester
October 24	Begin second grading period; first semester
November 8	Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 21-23	Fall Recess for 10 month employees
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 23*+##	Teacher planning day; no students in school
December 26-	Winter recess for students and employees with the exception of Fraternal Order of Police
January 6	and select 12 month employees
January 16, 2023	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 27*+##	Teacher planning day; no students in school
January 24	Begin third grading period; second semester
February 20	All Presidents Day; holiday for students and employees
March 20 - 24	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees
April 6	End third grading period; second semester
April 7*+##	Teacher planning day; no students in school
April 10	Begin fourth grading period; second semester
May 29	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; not available to opt; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 5, 2022	June 8, 2023
Assistant Principals and 10-month clerical	August 5, 2022	June 15, 2023
Cafeteria Managers	August 9, 2022	June 8, 2023
Satellite Assistants	August 11, 2022	June 7, 2023
All Instructional Staff, Paraprofessionals & Security	August 12, 2022	June 8, 2023
Assistant to Cafeteria Managers/MAT Specialists	August 15, 2022	June 7, 2023
Cafeteria Workers (part-time)	August 17, 2022	June 7, 2023

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 10, 11, 2022, or June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 9, 12, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

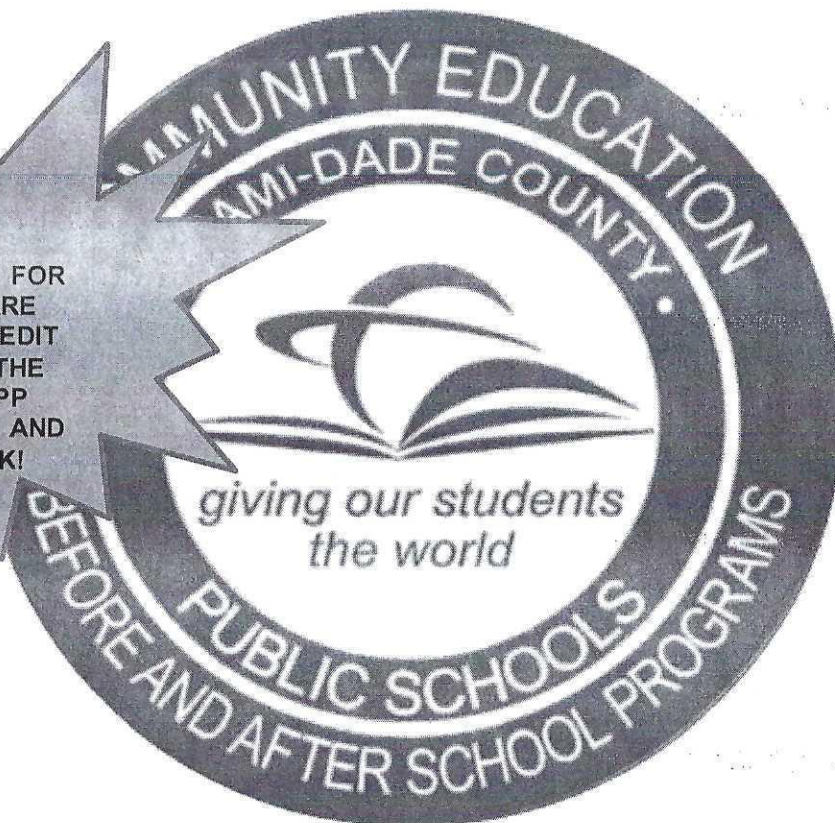
#Ten-month secretarial and clerical employees may opt to work one or two days, August 3, 4, 2022, or June 16, 20, 2023, in lieu of any one or two of the following days: September 26, 2022, October 5, 2022, December 23, 2022, January 23, 2023 and April 7, 2023. August 15, 2022 and November 8, 2022 are District-wide Professional Development Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

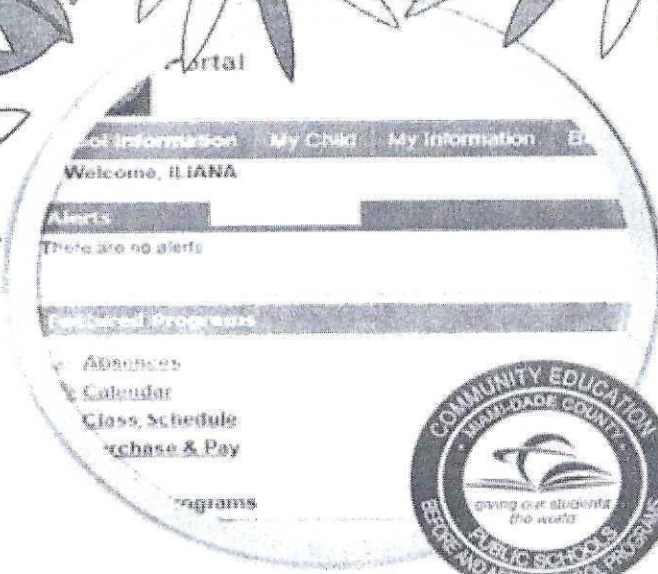
2022 - 2023 ONLINE STUDENT REGISTRATION, SCHEDULING, COURSE SELECTION, AND PAYMENTS

PAY ONLINE FOR
AFTER CARE
USING A CREDIT
CARD ON THE
FOCUS APP
"PURCHASE AND
PAY" LINK!



MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS



“FOCUS”

ONLINE STUDENT REGISTRATION,
SCHEDULING, COURSE SELECTION, AND
PAYMENT SYSTEM

FOR ALL
COMMUNITY EDUCATION
CLASSES AND BEFORE AND AFTER
SCHOOL CARE PROGRAMS

1. LOG INTO THE M-DCPS PARENT PORTAL
2. CLICK ON APPS / SERVICES / SITES
3. CLICK ON THE “FOCUS” ICON LINK

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

(MSE) MIDDLE SCHOOLS ONLY

2022 - 2023 (MSE) ANNUAL PROGRAM

BI-WEEKLY ONLINE PAYMENT DATE RANGE AND BI-WEEKLY SERVICE PERIODS

ANNUAL MSE PROGRAM OPERATES FROM WEDNESDAY, AUGUST 17, 2022, THROUGH WEDNESDAY, JUNE 07, 2023

SCHOOL NAME: ADD SCHOOL NAME xxx

BI-WEEKLY ONLINE "PURCHASE AND PAY" DATE RANGES ↓	BI-WEEKLY SERVICE PERIODS ↓	NUMBER OF LIVE SERVICE DAYS WITHIN THIS SERVICE PERIOD	(MSE) PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			MSE BEFORE SCHOOL PROGRAM <u>BEFORE SCHOOL</u> \$4.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>5 DAY STORY HOUR</u> \$4.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWTF

MONDAY, AUG. 08 - 16	AUG. 17 TO AUG. 31	11	\$44.00	\$44.00	\$77.00	\$88.00	
MONDAY, AUG. 22 - 31	SEPT. 01 TO SEPT. 15	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, SEP. 05 - 15	SEPT. 16 TO SEPT. 30	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, SEP. 19 - 30	OCT. 01 TO OCT. 17	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, OCT. 10 - 16	OCT. 18 TO OCT. 31	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, OCT. 24 - 31	NOV. 01 TO NOV. 16	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, NOV. 07 - 16	NOV. 17 TO NOV. 30	05	\$20.00	\$20.00	\$35.00	\$40.00	
MONDAY, NOV. 21 - 30	DEC. 01 TO DEC. 14	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, DEC. 05 - 14	DEC 15. TO DEC. 31	06	\$24.00	\$24.00	\$42.00	\$48.00	
MONDAY, DEC. 26 - 31	JAN. 01 TO JAN. 13	05	\$20.00	\$20.00	\$35.00	\$40.00	
MONDAY, JAN. 09 - 13	JAN. 14 TO JAN. 31	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, JAN. 23 - 31	FEB. 01 TO FEB. 14	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, FEB. 06 - 14	FEB. 15 TO FEB. 28	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, FEB. 20 - 28	MAR. 01 TO MAR. 14	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MAR. 06 - 14	MAR. 15 TO MAR. 31	08	\$32.00	\$32.00	\$56.00	\$64.00	
MONDAY, MAR. 27 - 31	APR. 01 TO APR. 17	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, APR. 10 - 17	APR. 18 TO APR. 30	09	\$36.00	\$36.00	\$63.00	\$72.00	
MONDAY, APR. 24 - 28	MAY 01 TO MAY 12	10	\$40.00	\$40.00	\$70.00	\$80.00	
MONDAY, MAY 08 - 12	MAY 13 TO MAY 31	12	\$48.00	\$48.00	\$84.00	\$96.00	
MONDAY, MAY 22 - 31	JUNE 1 TO JUNE 07	05	\$20.00	\$20.00	\$35.00	\$40.00	
FOCUS APP "Purchase and Pay" option is blocked once the program service period goes live. If this occurs, please call your site Program Manager.	20 SERVICE PERIODS	180 SERVICE DAYS	REGULAR STUDENT RATE IS \$4.00	REGULAR STUDENT RATE IS \$4.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

(MSE) MIDDLE SCHOOLS ONLY

2022 - 2023 (MSE) ANNUAL PROGRAM

MONTHLY ONLINE PAYMENT DATE RANGE AND MONTHLY SERVICE PERIODS

ANNUAL MSE PROGRAM OPERATES FROM WEDNESDAY, AUGUST 17, 2022, THROUGH WEDNESDAY, JUNE 07, 2023

SCHOOL NAME: Miami Arts Studio 6-12 @ Zelda Glazer

MONTHLY ONLINE "PURCHASE AND PAY" DATE RANGES ↓	MONTHLY SERVICE PERIODS ↓	NUMBER OF LIVE SERVICE DAYS WITHIN THIS SERVICE PERIOD	(MSE) PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM			
			MSE BEFORE SCHOOL PROGRAM <u>BEFORE SCHOOL</u> \$4.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>5 DAY STORY HOUR</u> \$4.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>FREE OR REDUCED LUNCH</u> \$7.00 RATE MTWTF	MSE AFTER SCHOOL PROGRAM <u>REGULAR</u> \$8.00 RATE MTWTF
MONDAY, AUG. 08 - 16	AUGUST	11	\$44.00	\$44.00	\$77.00	\$88.00
MONDAY, AUG. 22 - 31	SEPTEMBER	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, SEP. 19 - 30	OCTOBER	20	\$80.00	\$80.00	\$140.00	\$160.00
MONDAY, OCT. 24 - 31	NOVEMBER	15	\$60.00	\$60.00	\$105.00	\$120.00
MONDAY, NOV. 21 - 30	DECEMBER	16	\$64.00	\$64.00	\$112.00	\$128.00
MONDAY, DEC. 26 - 31	JANUARY	15	\$60.00	\$60.00	\$112.00	\$120.00
MONDAY, JAN. 23 - 31	FEBRUARY	19	\$76.00	\$76.00	\$133.00	\$152.00
MONDAY, FEB. 20 - 28	MARCH	18	\$72.00	\$72.00	\$126.00	\$144.00
MONDAY, MAR. 27 - 31	APRIL	19	\$76.00	\$76.00	\$133.00	\$152.00
MONDAY, APR. 24 - 28	MAY	22	\$88.00	\$88.00	\$154.00	\$176.00
MONDAY, MAY 22 - 31	JUNE	05	\$20.00	\$20.00	\$35.00	\$40.00
FOCUS APP "Purchase and Pay" option is blocked once the program service period goes live. If this occurs, please call your site Program Manager.	11 SERVICE PERIODS	180 SERVICE DAYS	REGULAR STUDENT RATE IS \$4.00	REGULAR STUDENT RATE IS \$4.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

(MSE) MIDDLE SCHOOLS ONLY

2023 MSE SUMMER PROGRAM

BI-WEEKLY ONLINE PAYMENT DATE RANGE AND BI-WEEKLY SERVICE PERIODS

SUMMER MSE PROGRAM MAY OPERATE FROM MONDAY, JUNE 12, 2023, THROUGH FRIDAY, AUGUST 11, 2023

SCHOOL NAME: ADD SCHOOL NAME xxx

BI-WEEKLY ONLINE "PURCHASE AND PAY" DATE RANGES ↓	BI-WEEKLY SERVICE PERIODS ↓	NUMBER OF LIVE SERVICE DAYS WITHIN THIS SERVICE PERIOD	(MSE) PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM					
			MSE SUMMER AFTER SCHOOL PROGRAM FREE OR REDUCED LUNCH \$7.00 RATE MTWTF	MSE SUMMER AFTER SCHOOL PROGRAM REGULAR \$8.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM HALF-DAY FREE OR REDUCED LUNCH \$11.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM HALF-DAY REGULAR \$12.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM ALL-DAY FREE OR REDUCED LUNCH \$18.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM ALL-DAY REGULAR \$20.00 RATE MTWTF

MONDAY, JUN. 05 - 11	JUNE 12 TO JUNE 26	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, JUN. 19 - 26	JUNE 27 TO JUNE 30	04	\$28.00	\$28.00	\$44.00	\$48.00	\$72.00	\$80.00
SATURDAY, JUL. 01 - 02	JULY 03 TO JULY 17	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, JULY 10 - 17	JULY 18 TO JULY 31	10	\$70.00	\$80.00	\$110.00	\$120.00	\$180.00	\$200.00
MONDAY, JULY 24 - 31	AUG. 01 TO AUG. 11	09	\$63.00	\$72.00	\$99.00	\$108.00	\$162.00	\$180.00
FOCUS APP "Purchase and Pay" option is blocked once the program service period goes live. If this occurs, please call your site Program Manager	05 SERVICE PERIODS	43 SERVICE DAYS	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$11.00	REGULAR STUDENT RATE IS \$12.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$18.00	REGULAR STUDENT RATE IS \$20.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS



(MSE) MIDDLE SCHOOLS ONLY

2023 MSE SUMMER PROGRAM

MONTHLY ONLINE PAYMENT DATE RANGE AND MONTHLY SERVICE PERIODS

SUMMER MSE PROGRAM MAY OPERATE FROM MONDAY, JUNE 12, 2023, THROUGH FRIDAY, AUGUST 11, 2023.

SCHOOL NAME: ADD SCHOOL NAME xxx

MONTHLY ONLINE "PURCHASE AND PAY" DATE RANGES 	MONTHLY SERVICE PERIODS 	NUMBER OF LIVE SERVICE DAYS WITHIN THIS SERVICE PERIOD	(MSE) PER STUDENT FEE FOR EACH SERVICE PERIOD AND PROGRAM					
			MSE SUMMER AFTER SCHOOL PROGRAM FREE OR REDUCED LUNCH \$7.00 RATE MTWTF	MSE SUMMER AFTER SCHOOL PROGRAM REGULAR \$8.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM HALF-DAY FREE OR REDUCED LUNCH \$11.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM HALF-DAY REGULAR \$12.00 RATE MTWTF	MSE SUMMER CAMP PROGRAM ALL-DAY FREE OR REDUCED LUNCH \$18.00 RATT MTWRF	MSE SUMMER CAMP PROGRAM ALL-DAY REGULAR \$20.00 RATE MTWTF

MONDAY, JUN. 05 - 11	JUNE	14	\$98.00	\$112.00	\$154.00	\$168.00	\$252.00	\$280.00
SATURDAY, JUL. 01 - 02	JULY	20	\$140.00	\$160.00	\$220.00	\$240.00	\$360.00	\$400.00
MONDAY, JULY 24 - 31	AUGUST	09	\$63.00	\$72.00	\$99.00	\$108.00	\$162.00	\$180.00
FOCUS APP "Purchase and Pay" option is blocked once the program service period goes live. If this occurs, please call your site Program Manager.	03 SERVICE PERIODS	43 SERVICE DAYS	FREE AND REDUCED LUNCH STUDENT RATE IS \$7.00	REGULAR STUDENT RATE IS \$8.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$11.00	REGULAR STUDENT RATE IS \$12.00	FREE AND REDUCED LUNCH STUDENT RATE IS \$18.00	REGULAR STUDENT RATE IS \$20.00

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

2022 - 2023

PARENT/GUARDIAN SIGNATURE FORM FOR THE RECEIPT AND ACKNOWLEDGEMENT OF THE COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAM PARENT HANDBOOK

STUDENT ACCIDENT INSURANCE IS REQUIRED AT THIS SCHOOL SITE

NAME OF SCHOOL: Miami Arts Studio 6-12 @ Zelda Glazer LOCATION # 6052

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the 2022-2023 Middle School Enrichment Program Parent Handbook.

I understand that in order to support the viability of this before and after school program:

- All fees must be paid on time and in full based on the dates and fees posted on the program payment schedule. Failure to make payments may result in your child being withdrawn from the program.
- In person check, cash, or money order payments must be in the exact amount or you will be directed to your parent portal to pay via credit card.
- We strongly encourage the use of credit cards to pay for all fees associated with the MSE program as this will expedite your student's enrollment into the next service period.
- A late pick up fee of \$5.00 will be charged (per student) for every 15 minutes that you are late.
- A late payment fee of \$5.00 will be charged (per student, per program) for payments not received prior to the start of the next payment service period.
- Any late pick-up or late payment fees, any bank service charges, or any other verified penalties will be added to your "FOCUS" account and must be paid prior to the start of the next payment service period.
- FREE OR REDUCED LUNCH STATUS: Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced after school care rate (see page 2). Any increase or reduction in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.
- All students must adhere to the M-DCPS Code of Student Conduct.
- The Student Accident Insurance that is issued through the District is mandated for all students who wish to enroll in the M-DCPS before and/or after school care program and designated community education classes.
- I verify that I have purchased the HSR Student Accident Insurance for my child for the 2022-2023 school year.
- I understand that this signature form will be kept in my child's file or the FOCUS file as an official document.

STUDENT NAME: XX STUDENT ID #: XXXXXXXXXXXXXXXXXXXXXXXXXX
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: XX DATE: XXXXXXXXXXXXXXXXXXXXXX
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN SIGNATURE: _____ DATE: XXXXXXXXXXXXXXXXXXXXXX

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

2022 - 2023

PARENT/GUARDIAN SIGNATURE FORM FOR THE RECEIPT AND ACKNOWLEDGEMENT OF THE COMMUNITY EDUCATION AND MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAM PARENT HANDBOOK

STUDENT ACCIDENT INSURANCE IS NOT REQUIRED AT THIS SCHOOL SITE

NAME OF SCHOOL: _____ LOCATION # _____

I verify that I have received, read, and acknowledge the program guidelines and policies outlined in the 2022-2023 Middle School Enrichment Program Parent Handbook.

I understand that in order to support the viability of this before and after school program:

- All fees must be paid on time and in full based on the dates and fees posted on the program payment schedule. Failure to make payments may result in your child being withdrawn from the program.
- In person check, cash, or money order payments must be in the exact amount or you will be directed to your parent portal to pay via credit card.
- We strongly encourage the use of credit cards to pay for all fees associated with the MSE program as this will expedite your student's enrollment into the next service period.
- A late pick up fee of \$5.00 will be charged (per student) for every 15 minutes that you are late.
- A late payment fee of \$5.00 will be charged (per student, per program) for payments not received prior to the start of the next payment service period.
- Any late pick-up or late payment fees, any bank service charges, or any other verified penalties will be added to your "FOCUS" account and must be paid prior to the start of the next payment service period.
- **FREE OR REDUCED LUNCH STATUS:** Students who qualify and are verified as having free or reduced lunch status in "FOCUS" will be eligible for a reduced after school care rate (see page 2). Any increase or reduction in the student Free and Reduced lunch status rate during a student's present service period will become effective and enforced starting on the first day of the next payment service period.
- All students must adhere to the M-DCPS Code of Student Conduct.
- The Student Accident Insurance that is issued through the District is NOT REQUIRED for all students at this site who wish to enroll in the M-DCPS before and/or after school care program and designated community education classes.
- I understand that this signature form will be kept in my child's file or the FOCUS file as an official document.

STUDENT NAME: XX STUDENT ID #: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN NAME: XX DATE: XXXXXXXXXXXXXXXXXXXX
(PLEASE PRINT) LAST, FIRST

PARENT / GUARDIAN SIGNATURE: _____ DATE: XXXXXXXXXXXXXXXXXXXX

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED MIDDLE SCHOOL ENRICHMENT (MSE) PROGRAMS

Anti-Discrimination Policy

FEDERAL AND STATE LAWS

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>

Rev. (08-2017)

**Community Education and/or Before & After School Care
Program Registration Procedures in order to
Register and Pay Online using "FOCUS" software.**



Helpful
Tips

1. Go to www.dadeschools.net
2. Click on "Parents" tab
3. Click on Login to Parent Portal
4. Log into your Parent Portal using your username and password (if you do not have a Parent Portal account follow the instructions on the back to create one).
Please note, it may take up to **48 hours** to be linked to your child
5. Click **Login**
6. Click **Apps/Services/Sites on the top**
7. Click **Focus-Registration and Online Payment for Community Education/Before & After School**
8. Click **Purchase and Pay** – it will send you to the Emergency Contact Information to be complete per child(ren). If you have an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15.

9. On the **school dropdown**, Select your school name.
10. Search for the Before and/or After Care Program that you would like to Purchase. **Double check the dates you want to purchase** (service period)
11. Click the green tab to **Add to Cart**
12. Make sure the program(s) you select appear on the right. If all is correct, click on the **green Checkout tab**
13. Verify the following:
 - ✓ Program (s) you are purchasing
 - ✓ Name of School of your child(ren)
 - ✓ Service Period Date (s) you are purchasing (After Care)
 - ✓ Service Period Date (s) you are purchasing (Community Ed Course)
 - ✓ Student Name
 - ✓ Cost of Program
14. Click **Continue to purchase**
15. Complete all fields marked with an *
16. Click on the green tab **Complete Checkout**
17. Print receipt (the receipt will reflect the student's schedule)