



South Florida Autism Center, Inc.

**TEACHER WORK DAY CAMP PROGRAM
2022-2023**

Program Handbook & Application

South Florida Autism Center, Inc.

3751 W 108th ST ■ Hialeah, Florida 33018

Phone: (305) 823-2700 ■ Fax: (305) 823-2705 ■ Website: www.sfa-center.org

INTRODUCTION:

Mission Statement:

It is the intention of SFA-Center is to provide a safe, positive and enriching experience for each child enrolled in our Care Program. Our program is designed to provide parents with the option to give their children a worthwhile learning experience during teacher work days. A participant to teacher ratio of 3:1 is maintained at all times unless otherwise stated.

Program Hours SFA Center Teacher Work Day Program follows the Miami-Dade County Public Schools, school year calendar. Services are available only on teacher work days as outlined below from 8 a.m. to 3 p.m.

POLICIES AND PROCEDURES

Roles and Responsibilities of each Parent/Guardian:

- Timely payments of all program fees
- Participant pick up is no later than 3 p.m.
- Complete/update the SFA Center Registration Form
- Submit the required, non-refundable registration fee of \$50

A PARTICIPANT MAY BE DISMISSED FROM THE PROGRAM IF A PARENT/GUARDIAN DOES NOT MEET THE ABOVE RESPONSIBILITIES ON A CONSISTENT BASIS!

NOTE: WE ARE A NUT FREE CENTER

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the “Allergies” section of the child’s registration form. Please include any reactions or treatments.

Discipline Policy:

Behaviors will be addressed on a case-by-case basis, consistent with the methodologies utilized by SFA-Center.

Dates of Operation:

There will be 4 sessions offered. Participants must register a month in advance.

Dates are as follows:

- September 26th
- October 5th
- January 23rd
- April 7th

Hours of Operation:

Teacher Work Days from 8:00 a.m. to 3:00 p.m.

Hurricane Policy/Center Closures:

The Center programs are not part of Miami-Dade Public Schools. SFA-Center is considered a private program. Therefore, when there is a possible threat of inclement weather and/or conditions deemed unsafe for our participants, we have the right to close our programs.

You will be notified of any cancellations regarding the center.

ENROLLMENT REQUIREMENTS

- The program is available to children diagnosed with autism spectrum disorder(s).
- Only children whose parents/guardians have completed the registration process may be considered for acceptance into the Center's Teacher Work Day Camp.
- When the Center's Teacher Work Day Camp is at maximum capacity, parents may place their child(ren) on a waiting list and be notified on a first come, first served basis.

FEES & REQUIREMENTS

- 🎬 \$50 Registration Fee
- 🎬 Emergency Contact Card
- 🎬 Program Fees are 3:1 ratio \$100 and 1:1 ratio \$150
- 🎬 Participants must enroll a month in advance.
- 🎬 Payment for each session must be made in advance.
- 🎬 There is a registration fee of \$75 per child. This fee is non-refundable.
- 🎬 There is a non-refundable evaluation fee of \$50 (non-SFACS/SFA-Center participants)
- 🎬 Based on continuous observational data, some participants' financial requirements may be adjusted by need.

Payment can be made via Check, Credit/Debit Card and Cash, Cashier Check or Money Order.

Please make checks payable to: **South Florida Autism Center** (SFAC)

Payments with CC a 3% service fee is added.

CHILD DROP-OFF/PICK-UP POLICY:

Morning Drop-Off (8:00 am)

The Carpool Drop off area is located in the front of the school. Parents are to enter through the gated entrance and exit through the automatic gate. Parents are to remain in their car at all times in the drop off line. Teachers will be outside between 8:00 am and 8:20 am each morning to receive the students. A teacher will come to your car to collect your child. Teachers will go inside precisely at 8:20 a.m. Students arriving after 8:20 a.m. will be considered tardy and the student's parent/guardian must take their child to the main office of the school to sign them in late. Do not go directly to your child's classroom.

Dismissal (3:00 p.m.)

Teachers will be outside from 2:40 pm to 3:00pm. Parents are to enter through the gated entrance and exit through the automatic gate. Parents are to remain in cars at all times. Please display the student information card on the right side of your dashboard. A teacher will bring your child to you.

Parents are reminded to observe the following when waiting to enter or exit the school grounds:

- Exercise caution at all times and be alert for pedestrians and bike riders. Yield to pedestrians and bike riders at all times.
- Students are not permitted to cross parking areas or to meet parents on the road to be picked up.
- Do not leave your car unattended while in the carpool pick up line.
- Drivers will move forward as cars exit the pickup line to fill gaps between cars.
- Students must enter/exit from the passenger side only.
- Please be courteous of other drivers and property owners. Do not pull off of the street onto landscaped areas. You will be responsible for any damage to landscape materials or irrigation systems.
- Do not block driveways or entrances to neighborhoods.

HEALTH AND MEDICAL INFORMATION:

Allergies

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the “Allergies” section of the child’s registration form.

Please include any reactions and treatments.

NOTE: WE ARE A NUT FREE CENTER!

Sick Policy:

Parents/Guardians will be called to pick up participants immediately if they appear sick. Signs of illness include, but are not limited to: green mucus, fever, pink eye, diarrhea and vomiting. It is the responsibility of the Parent/Guardian to pick up the participant within a reasonable amount of time. We will make every effort to promptly notify parents in the event of a breakout of contagious illness. For the protection of all the participants, no participant will be admitted to the Center’s Teacher Work Day Camp while he/she has a temperature. We need your help in keeping contagious diseases such as colds and flu out of the center. When your child is

sick, you will be called to pick up your child as soon as possible. Participants should not be sent back to the Camp for at least 24 hours after they are clear of fever symptoms. Participants in attendance should be well enough to participate in all activities. Parents must furnish medicine and adhere to the procedures listed below in order for the teachers to administer medications. The parent/guardian must complete a form, which is available in this packet. Teachers cannot fill out medicine forms or labels for you.

Medications: To enable participants to receive their prescribed medications during the teacher work day, a special medication/treatment form must be completed. This form requires the signature of the Doctor prescribing the medication and the parent's signature. Whenever possible, prescription medication should be administered at home. When a physician specifies that medication be administered during the school day, the school should be contacted, and the following guidelines will be used to supervise medication administration in school:

- All medication should be brought to the office at the beginning of the day, by a responsible adult, accompanied by a signed and dated Emergency Card, giving the school permission to administer the medication.
- The medication must be in the original container, with a prescription label that includes the following information: child's full name, name of medication, prescription number, dosage, and time to be administered.
- Emergency medication will be administered when ordered by the family physician or the school physician.
- Please notify the school of any medication changes. A nurse or trained staff member as designated by the principal distributes medication in all circumstances.
- Participants are not permitted to bring non-prescription medications to school. If during the course of the day, it is necessary for a participant to receive non-prescription medication i.e. Tylenol, a trained staff member will dispense the medication as indicated on the Emergency Card.
- Parents must notify the school of any allergies or restrictions on non-prescription medication

Registration Information

Please complete the following program application and agreement along with a \$25.00 registration fee. Once complete, return and pay to the Administrator.

WE MUST RECEIVE PAYMENT AND APPLICATION PRIOR TO THE COMMENCEMENT OF

SERVICES.

South Florida Autism Center Teacher Work Day Camp Payment Contract

This agreement is made on _____ (Date) between South Florida Autism Center, Inc. and the Parent/Guardian, _____, with custody of _____ who reside at the following address:

Address: _____ City: _____ Zip: _____
_____ (H) Phone: _____ (W) Phone: _____
(C) Phone: _____

- I enroll my child(ren) for the South Florida Autism Center’s Teacher Work Day Program • I agree to pay \$100.00 for the Day
- I agree to pay a Registration/Evaluation Fee of \$50 per each child enrolled in the program. I understand this fee is non-refundable (payment enclosed).
- I do not expect the Center’s Teacher Work Day Program to provide medical insurance for my child(ren) nor will I hold the South Florida Autism Center Spring Camp Program, Director or staff liable for injuries which may occur in the normal provision of child care. I will provide my own medical insurance.
- I have read the attached policies and rules. Until these policies are changed, I accept them as they are and agree to abide by them.

Parent/Guardian’s Print Name _____

Parent/Guardian’s Signature _____

Date: _____

Credit Card Authorization Form:

Visa: _____ MasterCard _____ Amex _____

Card Number: _____

Billing Zip Code: _____

Expiration Date: _____ Security Code: _____

Email Receipt to: _____

Parent/Guardian Signature : _____

Date: _____

Print Name: _____