



SOMERSET ACADEMY
— WEST FLORIDA —

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AFTERCARE PROGRAM PARENT GUIDE 2026-2027

Providing Quality Programs Beyond School Hours

Welcome to Our Aftercare Program

Dear Somerset Academy West Florida Families,

Welcome to the Somerset Academy West Florida Aftercare Program! We are honored that you have chosen us to be a part of your child's school experience and appreciate the trust you place in our team each day.

Our program is committed to providing a safe, caring, and engaging environment where students can learn, grow, and have fun beyond the regular school day. We strive to create a positive atmosphere that supports each child's academic, social, and emotional development while giving families peace of mind.

One of the greatest strengths of our program is our dedicated staff. We carefully select team members who are passionate about working with children and committed to maintaining the highest standards of safety and professionalism. To ensure the well-being of every student, all staff members are required to complete:

- Level II Background Screening and Fingerprinting
- Drug Screening
- CPR and First Aid Certification

Please take a few moments to review this Parent Handbook with your child. Inside, you will find important information regarding our policies, procedures, daily expectations, payment information, attendance, safety protocols, and other program guidelines. Becoming familiar with these policies helps us work together to provide the best possible experience for every student. The Parent Handbook is available on our school website and may also be reviewed in the school's main office.

Thank you again for choosing Somerset Academy West Florida. We are excited to partner with your family and look forward to a wonderful school year filled with learning, friendships, and fun. If you have any questions after reviewing this handbook, please do not hesitate to contact our administration. We are always happy to assist you.

Sincerely,

Somerset Academy West Florida Administration

About Our Aftercare Program

At Somerset Academy West Florida, our Aftercare Program is designed to provide students with a safe, structured, and enriching environment beyond the regular school day. Through engaging activities and meaningful interactions, we strive to support each child's academic, social, emotional, and personal growth.

Our program is built around four primary goals:

1. **Strengthen social and interpersonal skills** by encouraging teamwork, communication, and positive peer relationships.
2. **Support academic success** by providing dedicated homework time in a structured environment.
3. **Encourage creativity and exploration** through recreational activities, arts, and hands-on learning experiences.
4. **Promote strong character** by fostering responsibility, respect, honesty, kindness, and good citizenship in all aspects of the program.

To help achieve these goals, students participate in a structured daily schedule that *may* include:

- Homework Assistance
- Literacy Activities
- Small Group Activities
- Large Group Games
- Arts & Crafts
- Character Education
- STEM and Enrichment Activities
- Outdoor Play (weather permitting)
- Snack Time

Our goal is to provide an environment where every child feels safe, valued, and encouraged to grow. We recognize that every student has unique strengths and needs, and our staff is committed to supporting each child while maintaining open communication with families. If you have any questions or concerns regarding your child's experience in the program, please do not hesitate to contact us.

Parent Handbook

The Parent Handbook is available on our school website (and may also be reviewed in the school's main office)

Parents are encouraged to familiarize themselves with the handbook, as it contains important information regarding program policies, procedures, expectations, and family responsibilities. Questions regarding the handbook may be directed to our school principal, Ms. Shannine Sadesky.

Aftercare Program Policies and Procedures

Registration

All registration forms must be completed in full before a child may participate in the Aftercare Program.

It is the responsibility of the parent or guardian to notify the Program Director promptly of any changes to the information provided on the registration forms, including but not limited to emergency contacts, authorized pick-up individuals, phone numbers, addresses, medical information, or other important updates.

A **non-refundable annual registration fee of \$30.00 per child** is required and is due with the first month's tuition.

Program Hours

The Somerset Academy West Florida Aftercare Program operates **Monday through Friday** on all regularly scheduled school days from 2:15-5:30 p.m.

Extended Aftercare Program is also available on scheduled early dismissal days. Families will be notified in advance of any changes to the program schedule due to school holidays, emergency closures, or other special circumstances.

Fees:

Service	Monthly Rate	Registration Fee
Aftercare 2:15-5:30 p.m.	\$225.00	\$30
Two children	\$427.50	\$60
Three children	\$618.75	\$90

Attendance & Pick-Up Policies

School Holidays & Teacher Workdays

The Aftercare Program is **not** provided on teacher workdays, school holidays, or any day the school campus is closed unless families are notified otherwise.

Unscheduled After School Care

Students who are not picked up within **15 minutes of their regular school dismissal time** and who are not pre-registered for the Aftercare Program will be placed in the Program if space and staffing permit. If not, they will be placed in the front office until they are picked up.

Family Discount

Families with more than one child enrolled in the Aftercare Program will receive a **10% discount** for the second child enrolled and a **15% discount** for the third child enrolled. The first is charged the full tuition rate.

Late Pick-Up Policy

Our After School Care Program closes promptly at **5:30 p.m.** Parents and authorized pick-up individuals are expected to arrive before closing time.

Beginning at **5:31 p.m.**, a **\$25.00 late pick-up fee per family** will be assessed.

Staff members remain on duty after closing solely to supervise students who have not yet been picked up. Because additional staffing costs are incurred, late fees cannot be reduced or waived for any reason, including traffic delays, weather conditions, or other unforeseen circumstances.

Every reasonable effort will be made to contact parents, guardians, and authorized emergency contacts if a child has not been picked up by closing time.

If a child remains at the program after **6:00 p.m.** and school staff have been unable to reach a parent, guardian, or authorized emergency contact, the appropriate local authorities may be notified to ensure the child's safety.

Repeated late pick-ups may result in suspension or dismissal from the Program.

Check-In Procedure:

At the end of the school day, students enrolled in the Aftercare Program are dismissed to their assigned Program Counselor. Staff will escort students from their classrooms to the designated Program area and complete the daily attendance check-in process.

Once checked in, students will have a snack before transitioning to the scheduled activities for the day.

Students who participate in school-sponsored extracurricular activities will first check in with the Aftercare Program and escorted by the appropriate staff member to their designated activity. Upon completion of the activity, students will return to their counselor for the remainder of the afternoon.

Snack:

Each student enrolled in the Aftercare Program will have a designated afternoon snack time.

Parents or guardians are responsible for providing a daily snack for their child. Somerset Academy West Florida **does not provide snacks** as part of the Aftercare Program and is **unable to supply replacement or emergency snacks** if a child forgets to bring one.

To promote a healthy and safe environment, students and staff will wash or sanitize their hands before handling or eating food.

Parents are encouraged to send a nutritious, ready-to-eat snack that does not require refrigeration or microwave preparation. Please be mindful of any classroom or school allergy guidelines when selecting snacks.

Students who arrive without a snack will participate in snack time; however, the school cannot guarantee that an alternative snack will be available.

Check-Out Procedures:

For the safety and security of every student, all children must be signed out by a parent, guardian, or authorized individual listed in the After School Care Program Registration Form before leaving the Aftercare Program.

Students will only be released to:

- A parent or legal guardian.
- An individual listed as an authorized pick-up person on the student's registration form.
- An individual who has been approved through the Emergency Pick-Up Verification Procedure.

Emergency Pick-Up Verification Procedure:

If a parent, guardian, or authorized pick-up person is unexpectedly unable to pick up a child, the parent or guardian must notify the Aftercare Program **before arrival**, whenever possible.

To authorize another individual to pick up a student, the parent or guardian must email ssadesky@somersetwf.org with:

- A written request authorizing the emergency pick-up.
- A copy of the parent or guardian's valid photo ID.
- The first and last name of the individual authorized to pick up the child.

The emergency pick-up individual must present a valid government-issued photo ID upon arrival. Students will **not** be released until their identity has been verified and authorization has been confirmed by program staff.

These procedures are in place to ensure the safety and well-being of every student entrusted to our care.

Student Expectations

Students are expected to treat staff, peers, school property, and program materials with respect. All students share responsibility for helping keep the classroom clean and returning materials to their proper place.

Somerset Academy West Florida is **not responsible for lost, stolen, or damaged personal belongings**, including electronic devices. Electronic devices or other personal items that are unauthorized or disruptive may be confiscated and held in the main office until picked up by a parent or guardian.

Program staff reserves the right to prohibit any personal item that becomes a distraction, creates a safety concern, or interferes with the operation of the program.

Medication & Health Concerns

For the safety of all students, a completed **Medication Authorization Form** must be on file before any prescription or over-the-counter medication can be administered by program staff.

- All medication must be provided in its **original, properly labeled container**.
- Prescription medications must include the pharmacy label with the student's name and dosage instructions.
- Over-the-counter medications require written authorization and any documentation required by school policy, including a physician's signature when applicable.
- All medications must be turned in directly to program staff and may **not** be kept in a student's backpack or personal belongings.

- Parents or guardians must notify the Program Director in writing of any medical conditions, allergies, or other health concerns that may affect their child's participation in the program.

All medications will be stored securely in a locked medication cabinet or first-aid kit. Each time medication is administered, staff will document the date, time, dosage, and the staff member administering the medication. Parents are responsible for picking up any remaining medication at the end of the school year. Any medication not claimed may be disposed of in accordance with school policy.

Illness & Injury

If a student becomes ill or is injured while attending the Aftercare Program, they will be separated from the group and supervised by a staff member while a parent or guardian is contacted. Parents or guardians are expected to arrange for the student to be picked up promptly if they are unable to safely participate in program activities.

In the event of an emergency, staff will administer appropriate first aid within the scope of their training and immediately contact the parent or guardian. If emergency medical care is required and a parent or guardian cannot be reached, Emergency Medical Services (911) will be contacted, and the student may be transported by ambulance to the nearest appropriate medical facility.

Students who are ill, have been sent home sick during the school day, or are unable to participate in the program's regular activities—including outdoor play, when applicable—should remain at home.

Students must attend the regular school day in order to participate in the Aftercare Program. Any student who is absent from school, is checked out early due to illness, or is sent home sick is not eligible to attend the Aftercare Program that day.

Homework Time

The Aftercare Program provides students with a designated homework period in a quiet, supervised environment. Staff are available to encourage students, answer basic questions, and provide reasonable assistance as needed.

While students are encouraged to use this time productively, **homework completion is ultimately the responsibility of the student.** Staff cannot guarantee that all assignments will be completed, checked for accuracy, or corrected before dismissal. Parents are encouraged to review their child's homework each evening and communicate with their child's teacher regarding any academic concerns.

Expected Behavior

At Somerset Academy West Florida, we are committed to providing a safe, respectful, and positive environment for all students. Staff establish clear expectations and use positive reinforcement to encourage appropriate behavior while helping students develop self-control, responsibility, and problem-solving skills.

When a student does not follow program expectations, the following progressive discipline procedures may be used:

1. **Redirection and Reflection:** Staff will redirect the student's behavior and provide an opportunity to reflect on appropriate choices. If needed, the student may be temporarily removed from the activity under staff supervision.
2. **Behavior Documentation:** Continued or repeated misbehavior may result in a behavior reflection form or incident report requiring a parent or guardian's signature.
3. **Parent Communication:** If inappropriate behavior continues or is of a serious nature, a parent

or guardian may be contacted to discuss the incident and, if necessary, arrange for the student's immediate pick-up.

4. **Administrative Intervention:** Ongoing or severe behavior concerns may result in a parent conference, behavior probation, suspension, or dismissal from the Aftercare Program.

We believe the Aftercare Program provides a positive, safe, and enriching experience for most children. Our goal is to partner with families by addressing concerns through open communication, guidance, and consistent expectations. Every reasonable effort will be made to work collaboratively with parents or guardians to resolve behavioral concerns and support each child's success in the program.

However, the safety and well-being of all students and staff remain our highest priority. Somerset Academy West Florida reserves the right to suspend or dismiss any student whose behavior is unsafe, physically aggressive, repeatedly disruptive, disrespectful toward students or staff, or otherwise interferes with the safe and effective operation of the program. **Acts of physical aggression, threats of violence, or other serious misconduct may result in immediate suspension or dismissal from the Aftercare Program without prior progressive disciplinary steps.**

The Aftercare Program follows the **Somerset Academy West Florida Code of Student Conduct**. In addition, all participating students are expected to comply with the **Aftercare Program Student Expectations and Rules**, contained in this handbook. The acknowledgment form must be reviewed and signed by both the student and parent/guardian prior to participation in the program.

Payment Policies

To ensure the continued operation of our Aftercare Program, the following payment policies apply:

- **All tuition payments must be made through the online payment system** available on the Somerset Academy West Florida website.
- Tuition is based on **enrollment, not attendance**. Staffing, supplies, and program expenses are planned in advance; therefore, **no refunds, credits, discounts, or make-up days** will be provided for absences due to illness, vacations, holidays, or any other reason.
- **Monthly tuition is due on or before the 3rd of each month**. Any payment received after the 3rd will be considered late.
- A **\$25.00 late payment fee per family** will be assessed for payments received after the 3rd of the month. If a payment is more than 5 days late, my child may be withdrawn from the Aftercare Program.
- Payments received will first be applied to any **outstanding balances**, including late payment fees, late pick-up fees, or other charges, before being applied to current tuition.
- Failure to maintain a current account, including payment of all outstanding balances and fees, may result in suspension or dismissal from the Aftercare Program until the account is brought current.
- Families wishing to withdraw from the program must complete a withdrawal form in the school office. A **minimum of fourteen (14) calendar days' written notice** is required. If proper notice is not provided, tuition for the two-week notice period will remain the responsibility of the parent or guardian.



Somerset Academy West Florida
Aftercare Program
Guidelines and Policy Acknowledgement
2026-2027

I verify that I have received, read, and acknowledged the program guidelines and policies outlined in the Aftercare Program 2026-2027.

I understand that in order to support the viability of this Aftercare Program:

- I understand that the fee for aftercare is \$225.00 per month and a one-time \$30.00 registration fee.
- All fees must be paid **on time and in full** on the 3rd of every month. A late fee of \$25 will be incurred for payments received after the 3rd. If a payment is more than 5 days late, my child may be withdrawn from the Aftercare Program.
- I understand that a withdrawal form must be submitted no later than 14 days before the beginning of the month to avoid fees for the next month.
- I acknowledge that I am responsible for any outstanding balances owed up to the withdrawal date.
- I understand that re-enrollment in the program is subject to availability.
- I verify that I have personal family insurance that covers my child or have purchased Student Accident Insurance for my child for the 2026-2027 school year.
- I understand that my child must abide by the Somerset Academy of West Florida Code of Student Conduct.
- I understand that the Principal is authorized to remove a student from the Aftercare Program if fees are not paid and/or the student is failing to comply with the Code of Student Conduct.
- I understand that Aftercare ends at 5:30 pm. and that failure to pick up my child by 5:40 pm will result in assessed late fees assessed at \$1.00 per minute. Minimum late pick-up fee \$25 up to a maximum \$50.00.
- I understand that this signature form will be kept in my child's file as an official document.

STUDENT NAME: _____ **GRADE** _____
(PLEASE PRINT) LAST NAME, FIRST NAME

PARENT/GUARDIAN: _____ **DATE:** _____
(PLEASE PRINT) LAST NAME, FIRST NAME

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____



Somerset Academy West Florida
Aftercare Program
Student Expectations & Acknowledgment
2026-2027

Student Expectations

As a student, I will:

- ✓ Be respectful to adults, classmates, and school property.
- ✓ Follow the adult's directions the first time they are given.
- ✓ Use kind words and respectful language.
- ✓ Keep my hands, feet, and other objects to myself.
- ✓ Stay with my assigned group unless I have permission from my counselor.
- ✓ Take care of games, books, toys, and classroom materials.
- ✓ Clean up after myself and help keep our classroom neat.
- ✓ Play safely and include others.
- ✓ Tell an adult if I have a problem instead of arguing, yelling, or fighting.
- ✓ Leave toys, electronics, and other personal items at home unless I have permission to bring them.

I understand that:

If I choose to fight, hurt others, bully, use disrespectful language, or make unsafe choices, I understand that I may lose the privilege of attending the Aftercare Program.

Student Acknowledgment

I have read these rules, or someone has read them to me. I understand the rules, and I will do my best to follow them every day.

Student Name: _____

Student Signature: _____

Date: _____



Somerset Academy West Florida

Aftercare Program

Withdrawal Form

2026-2027

Parent/Guardian Name: _____

Child's Name: _____

Child's Grade/Class: _____ Date of Withdrawal: _____

(Last day your child will attend the before and/or aftercare program)

Reason for Withdrawal (optional):

- ☐ Schedule Change
- ☐ No Longer Needed
- ☐ Financial Reasons
- ☐ Dissatisfied with Program
- ☐ Other: _____

Parent/Guardian Acknowledgment:

- I understand that by submitting this form, my child will be officially withdrawn from the Aftercare Program as of the date listed above.
- I understand that this form must be submitted no later than 14 days before the beginning of the month to avoid fees for the next month.
- I acknowledge that I am responsible for any outstanding balances owed up to the withdrawal date.
- I understand that re-enrollment in the program is subject to availability.

Signature of Parent/Guardian: _____ Date: _____

Office Use Only:

Date Received: _____ Received By: _____

Final Balance Due (if any): _____ Confirmed Withdrawal Date: _____