



# DORAL ACADEMY

## BEFORE CARE



2025-2026

# WELCOME

## Back to School

### PARENTS & GUARDIANS

As we usher in a new school year, the staff at Doral Academy know that school schedules do not always align with work, or sometimes things just happen. That's what before and aftercare are for! This form should outline everything you need to know for the before care program, however, if you have any questions. please feel free to reach out to us.

Aftercare Director  
Jessica Pinney

Email: [jpinney@doralacademytx.com](mailto:jpinney@doralacademytx.com)  
Text: (737) 235-7642

# BEFORE CARE

## Policies & Procedures

### GENERAL PROGRAM

Students enrolled in the before care have access to program which runs from 6:30am to 7:30am.

The before care program is dedicated to providing a safe and caring environment and prepare your students for the upcoming school day.

During the first few days of school our team members will greet you outside. Effective Aug. 18, 2025, we are kindly asking that parents drop their children off in the main lobby.

Before care staff have been screened and are cleared to work in schools to work directly with your child in small groups.

# BEFORE CARE

## Payments

### NON INCLUSIVE

The before care program operates on the same school schedule as Doral Academy. Therefore, the before care program will be closed for all school-approved holidays and teacher professional development days.

#### 2025

##### SEPTEMBER:

1

##### OCTOBER:

13

##### NOVEMBER:

10 & 24-28

##### DECEMBER:

22-31

#### 2026

##### JANUARY:

1-5 & 19

##### MARCH:

16-20 & 23

##### APRIL:

3

##### May:

22

# BEFORE CARE

## Payments

### PERIODS

1 Aug 13 - Sep 11

Jan 8 - Feb 9 5

2 Sep 12 - Oct 14

Feb 10 - Mar 11 6

3 Oct 16 - Nov 17

Mar 12 - Apr 20 7

4 Nov 18 - Jan 7

Apr 21 - May 19 8

MAY 20, 2026. MAY 21, 2026. MAY 22, 2026.

Three days are absorbed by the cost of the outlined periods. Though they are not included in the PAY PERIODS, they are still days students may be left in before care.

# BEFORE CARE

## Payments

### DUE DATES

1

ON TIME: AUG 13  
LATE: AUG 20

ON TIME: JAN 8  
LATE: JAN 15

5

2

ON TIME: SEP 12  
LATE: SEP 19

ON TIME: FEB 10  
LATE: FEB 17

6

3

ON TIME: OCT 16  
LATE: OCT 23

ON TIME: MAR 12  
LATE: MAR 20

7

4

ON TIME: NOV 18  
LATE: NOV 25

ON TIME: APR 21  
LATE: APR 28

8

Please see LATE FEE for more information regarding payments that are not made by the expected dates.

# BEFORE CARE

## Payments

### MONTHLY FEE



\$150

#### ENROLLMENT FEE

\$30 per student. Please see DUE DATES & WITHDRAWAL for more information.

#### SIBLINGS

One student must be paid in full, any siblings after will receive a 10% discount on before care monthly fees.

#### ABSENCES

There will be no credits or deductions given for absences. Please notify the school if your student will out for a prolonged period of time.

#### WITHDRAWAL

Students withdrawing from the program after payment has been made will not receive a refund for unused days. If your child is withdrawn and you wish to re-enroll, there will be an additional re-enrollment fee.

# BEFORE CARE

## Payments

### DAILY DROP-INS

**\$10 PER STUDENT PER DAY.**

The daily rate is allotted to parents on a day-by-day basis and is for students not enrolled in the before care program. Siblings do not receive a discount for daily drop-ins.

If possible, please inform the before care staff if you anticipate the need for the before care program.

The fee needs to be paid within a week of the day the student was a daily drop in, otherwise there will be an additional late fee.

# BEFORE CARE

## Payments

### LATE FEE

#### \$15 MONTHLY & DAILY DROP-IN LATE FEE

With monthly payments, if no payment or communication is made the day after the late fee is applied, the student will be unenrolled in the before care program. The student will then be considered a daily drop in, if your student is dropped off in before care the charge will be the daily fee. The monthly payment, a new enrollment fee, the late fee, and any other accrued charges will need to be paid in full to return to monthly payments.

# BEFORE CARE

## Drop Off

BEFORE CARE RUNS FROM 6:30-7:30AM

As a courtesy during the first few days of school, our team members will greet you outside.

Effective 08/18/2025, we are kindly asking that parents drop their children off in the main lobby. In order to ensure your child's safety, all students **MUST** be accompanied to the Main Office by an adult. All parents are required to sign their child in daily upon arrival.

# BEFORE CARE

## Policies & Procedures

### RELEASE OF STUDENTS

In case of emergency, we require information relating to authorized pick up for the student.

Any person entering the building to pick up a child must show identification and receive a pass from the office. Students will be released only to the individuals whose names are recorded on the students contact cards. Other persons not on the form MUST be given a written authorization to the Director of Before Care. If the school has not obtained a verbal follow-up authorization from the parent/legal guardian, the child will not be released. Any person (including parents/guardians) must have proof of identification to show the office in order for the student to be dismissed. An adult must enter the building and physically pick up the student. No child will be dismissed to an underage sibling. Children will not be released to any teachers during before school hours unless the director and parents approve it. This is for the safety of your child.

# BEFORE CARE

## Policies & Procedures

### ILLNESS

If a student is absent from school due to an illness, the student may not participate in the childcare program that day. In general, a student must have attend school during the day to attend the program.

If a student becomes ill or injured during the program or exhibits any of the following conditions, the parent/guardian or emergency contact person will be contacted and asked to pick up the student within one hour of notification:

- contagious disease
- fever over 100 degrees Fahrenheit
- vomiting or diarrhea
- accident requiring medical attention.

### MEDICINE

As there is no school nurse on campus during aftercare, the program does not allow administration of any kind of medication. Parents are welcome to visit the school during operating hours and give the needed medication to their child.

# BEFORE CARE

## Policies & Procedures

### ACCIDENTS

If your child is injured at school, we will clean the injury with soap and water, provide ice, a Band-Aid and TLC. "Accident Reports" are written out by the adult present and a copy will be given to the parent.

Any injury that requires more than the basics listed will necessitate a parent coming to the school to determine if professional medical care is needed.

If a student needs urgent hospital attention, staff will call 911, the student will be transported to the hospital by ambulance, and the student's parent/guardian will be held responsible for all costs incurred. Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

# BEFORE CARE

## Policies & Procedures

### DISCIPLINARY POLICY

Doral Academy is committed to providing a safe teaching and learning environment for students, staff, and members of the community. All students are expected to abide by the Doral Academy Student Code of Conduct.

The parents, students, and staff of Doral Academy childcare programs are asked to treat each other with respect, tolerance, kindness, and consideration. Students must exhibit professional, respectful classroom conduct at all times and will be asked to leave a class or activity for inappropriate behavior, including, but not limited to, yelling, using profanity, or fighting.

The following procedures will be followed consistently in the event participants behave unacceptably:

- First offense: The site coordinator will discuss the problem with a student's parent/guardian.
- Second offense: The site coordinator will notify the participant's parent/guardian that the student has been dismissed from the program.

**NOTE: SERIOUS DISRUPTIVE/DESTRUCTIVE BEHAVIOR THAT INTERFERES WITH NORMAL PROGRAM OPERATION WILL NOT BE TOLERATED AND WILL RESULT IN IMMEDIATE DISMISSAL WITH NO PREVIOUS NOTICE TO A PARENT/GUARDIAN.**

# BEFORE CARE

## Policies & Procedures

### UNAUTHORIZED ITEMS

Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the school building at any time. Cell phones may not be visible at any time during the school day, may not be displayed during school, and must be left in the student's bag.

The school will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents during the time they are picked up. The school may keep any such unauthorized items until the end of the school day.

While the school will take every measure to protect such items, the school shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the school.

# BEFORE CARE

## Policies & Procedures

### INTERNET USE POLICY

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the district. Students must always get permission from their teachers prior to using the internet.

In addition, the district prohibits the transmission of materials such as copyrighted material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the internet for product advertisement, commercial activities, political campaigning, or solicitation. Violation of this policy could result in the issuance of a referral and/or other administrative action.

### ABUSE & NEGLECT POLICY

The program staff members are mandated reporters and as such, are required to report all suspected instances of abuse or neglect to CPS

# STUDENT INFORMATION

Student  
Photo

Student name

Student ID

Address

Gender

Grade

Birth date

Teacher

Medical needs (e.g., allergies)

Doctor's Information

Guardian(s)

1

Emergency Contact

Yes

☐

No

☐

Name

Surname

Cell Phone

Relation to Student

Other Phone

E-mail

2

Emergency Contact

Yes

☐

No

☐

Name

Surname

Cell Phone

Relation to Student

Other Phone

E-mail

BEFORE CARE

[illegible][illegible][illegible][illegible]

2

# CONSENT

RELEASE In case of emergency, I hereby give permission to the physician selected by Doral Academy to order X-rays, routine tests, & treatment for the health of my child. In the event I cannot be reached in an emergency, I give permission to the physician selected by Doral Academy to hospitalize, secure proper treatment for, and to order injection and/or surgery for my child as named above. I understand my personal insurance bears responsibility in case of accident.

Furthermore, I the undersigned, accept all risk incidentals to Doral activities. I do hereby release Doral Academy, its officers and its representatives, from all liabilities deriving from pursuits of said activities by my child. It is further agreed that that Doral academy assumes no responsibility for loss of participant's personal property. I give permission for my child to participate in activities. I also give permission to Doral Academy to use any pictures taken of my child for further promotion purposes.

Parent Name

Signature

Date:

# CONSENT

I have read and understand the policies, payment schedules, and procedures set forth in the Doral Academy Aftercare Packet and will abide by all these policies. I agree to pay in full all fees prior to participating in activities. Failure to adhere to the policies as stated in the Aftercare Packet will result in dismissal from the program.

Student Name

Student Grade

Parent Name

Signature

Date

# All About Me

My name is \_\_\_\_\_  
and I'm \_\_\_\_\_ years old.

I'm in the  
\_\_\_\_\_ grade.

When I grow up,  
I want to:

My favorite color is \_\_\_\_\_

My favorite film is \_\_\_\_\_

My favorite book is \_\_\_\_\_

My favorite game is \_\_\_\_\_

My best friend is \_\_\_\_\_

Draw your best  
summer memory





Tell me about  
your best summer  
memory