




# DORAL ACADEMY AFTERCARE



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 aftercare 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

# AFTERCARE

## Policies & Procedures

### GENERAL PROGRAM

Students enrolled in the aftercare program are retrieved from class at 3:30 pm and need to be picked up parent/guardian by 6:00pm.

The aftercare program is dedicated to providing a safe and caring environment filled with educational and recreational activities where students can grow academically, socially, and become well-rounded individuals. The aftercare program has a variety of activities, including assistance with home learning, outdoor recreation, and STEAM activities. Teacher sponsored afterschool sports and clubs are not a part of the aftercare program and will be a different charge.

All aftercare staff have been cleared through the Doral Academy HR process.

# AFTERCARE

## Payments

### NON INCLUSIVE

The aftercare program operates on the same school schedule as Doral Academy. Therefore, the aftercare program will be closed for all school-approved holidays, early releases, and teacher professional development days. There will be no charge for these days.

#### 2025

##### SEPTEMBER:

1 & 17

##### OCTOBER:

13 & 15

##### NOVEMBER:

10, 12, & 24-28

##### DECEMBER:

22-31

#### 2026

##### JANUARY:

1-5, 14, & 19

##### MAY:

22

##### FEBRUARY:

18

##### MARCH:

16-20 & 23

##### APRIL:

3

# AFTERCARE

## 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

Two 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 aftercare.

# AFTERCARE

## 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.

# AFTERCARE

## Payments

### MONTHLY FEES

1-DAY

\$100

#### ENROLLMENT FEE

\$50, per student.

Please see DUE DATES & WITHDRAWAL for more information.

2-DAYS

\$170

#### SIBLINGS

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

3-DAYS

\$220

#### 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.

4-DAYS

\$270

#### 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.

5-DAYS

\$320

# AFTERCARE

## Payments

### DAILY DROP-INS

#### **\$30 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 aftercare program or students enrolled in aftercare on a monthly rate and need additional days (e.g., paying for 3 days a week, but need an extra day in aftercare). Siblings do not receive a discount for daily drop-ins.

If possible, please inform the aftercare staff and the student's teacher if you anticipate the need for them to remain in aftercare. In this case your student will be picked up by 3:30pm for aftercare.

Any student not picked up by 4:00pm will be charged the daily rate and monitored by aftercare.

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.

# AFTERCARE

## 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 aftercare program. The student will then be considered a daily drop in, if your student is dropped off in aftercare 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.

#### **\$1 PER MINUTE, LATE PICK UP FEE**

This late fee is charged for pick up after 6:00 pm, each minute past the designated pick up time will be charged a dollar. This fee needs to be paid by the next school day.

# AFTERCARE

## Policies & Procedures

### RELEASE OF STUDENTS

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 Aftercare. 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. If you need to pick up your child during regular dismissal time, a written notification must be sent to the child's homeroom teacher and aftercare staff, and parents must pick-up in the dismissal line. Children will not be released to any teachers during after school hours unless the director and parents approve it. This is for the safety of your child.

# AFTERCARE

## Policies & Procedures

### CHANGES

Doral Academy must be immediately notified of the changes in telephone numbers (home, work, and 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. Please keep us informed.

### 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 in order to provide a safe environment. Students are required to adhere to the same policies and rules set forth in the Doral Academy code of conduct and the Parent/Family Contract signed by the student's parent/guardian. Students who do not follow these rules and guidelines will be withdrawn from the program. After receiving two incident reports the student will be withdrawn from the program.

# AFTERCARE

## Policies & Procedures

### 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.

### 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 the injury is an emergency, 911 will be contacted by the Director.

# AFTERCARE

## Policies & Procedures

### SNACKS

Doral Academy provides a single snack (e.g., crackers, cookies, etc.) for the children enrolled in the monthly aftercare program. Daily drop-ins do not receive a school snack but are more than welcome to bring snacks in their lunch boxes for when in aftercare. All students may bring additional snacks if they wish.

### STUDENT CLASSROOMS

For security reasons, under no circumstances are students allowed to go back to their homeroom to pick up home learning, belongings, or any other materials.

### BEHAVIOR

The standards of student behavior are the same as in the classroom during the school day. With the aftercare staff in place of the a teacher, we ask all students to remain respectful of the staffs expectations for behavior in aftercare for their safety.

# 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

## AFTERCARE



# STUDENT INFORMATION

Authorized to pick up


Unauthorized to pick up


Anything else we should know?



AFTERCARE

# 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

# PHOTO & MOVIE CONSENT

*Doral Academy Aftercare Program*  
*Movie Permission and Photography Permission*

Student Name

**Please indicate yes or no for the following**

Do you allow your child to be photographed and posted on our school social media?

Yes ☐

No ☐

Is your student allowed to watch the following rated films?

G

Yes ☐

No ☐

PG

Yes ☐

No ☐

PG-13

Yes ☐

No ☐

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:

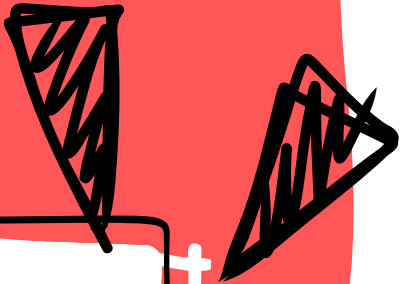
My favorite color is \_\_\_\_\_

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

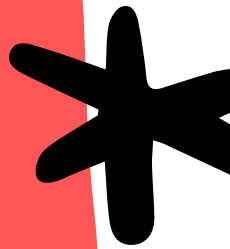
My favorite book is \_\_\_\_\_

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

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



Draw your best  
summer memory





Tell me about  
your best summer  
memory

