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## Parent Handbook: Program Guidelines

**Focus Online Student Registration:** (using the Chrome web Browser): There is no student registration fee required to enroll in after school care. 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 Program.

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.

The screenshot displays the 'Emergency Contact Information' form within the FOCUS system. The form is titled 'Emergency Contact Information' and contains several fields for user input, each with a red asterisk indicating a required field. The fields include: Emergency Contact Name, Emergency Contact's Relationship to you, Emergency Contact Address, Emergency Contact City, Emergency Contact State, Emergency Contact Zip Code, Emergency Contact Home Phone, Emergency Contact Work Phone, Emergency Contact Cell Phone, and Emergency Contact Email. Below these fields are several checkboxes and text boxes for additional information, such as 'List name of person or persons authorized to pick up student', 'Student absent arrangements', 'Other Absent Arrangements', 'Medical alerts and/or allergies - Comments', and 'In an emergency permission is granted for staff to call for 911'. There are also links to view documents like 'Influenza Brochure' and 'Student Receipt and Acknowledgement Form'. On the right side, an 'Errors' section lists several messages, including 'Signature needed for Media Release Parental Consent Form', 'Emergency Contact Work Phone', 'Emergency Contact Cell Phone', 'Emergency Contact Email', and 'List name of person or persons authorized to pick up student if enrolled student is under 18 years old Type "N/A" if not applicable'.

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## Fee-Based Community Education and Before / After School Programs

### **Parent Handbook: Program Guidelines**

**Student Accident Insurance:** It is mandatory to obtain the HSR student accident insurance issued through the district. No child may participate in or attend the before and after school care program and select community education classes without this insurance. This is a supplemental insurance plan, and it is 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 Before care • After care • Story Hour • Summer program and certain community education classes without verified proof of the required 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. 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](https://www.hsri.com/K12_Enrollment/Main/newAccount.asp)

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.

It is extremely important that you immediately notify the before and/or after school care 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.

**Program Fee Payments:** After registering you child in FOCUS, Parents will also have the option to pay for their child's before / after school care 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:

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## Fee-Based Community Education and Before / After School Programs

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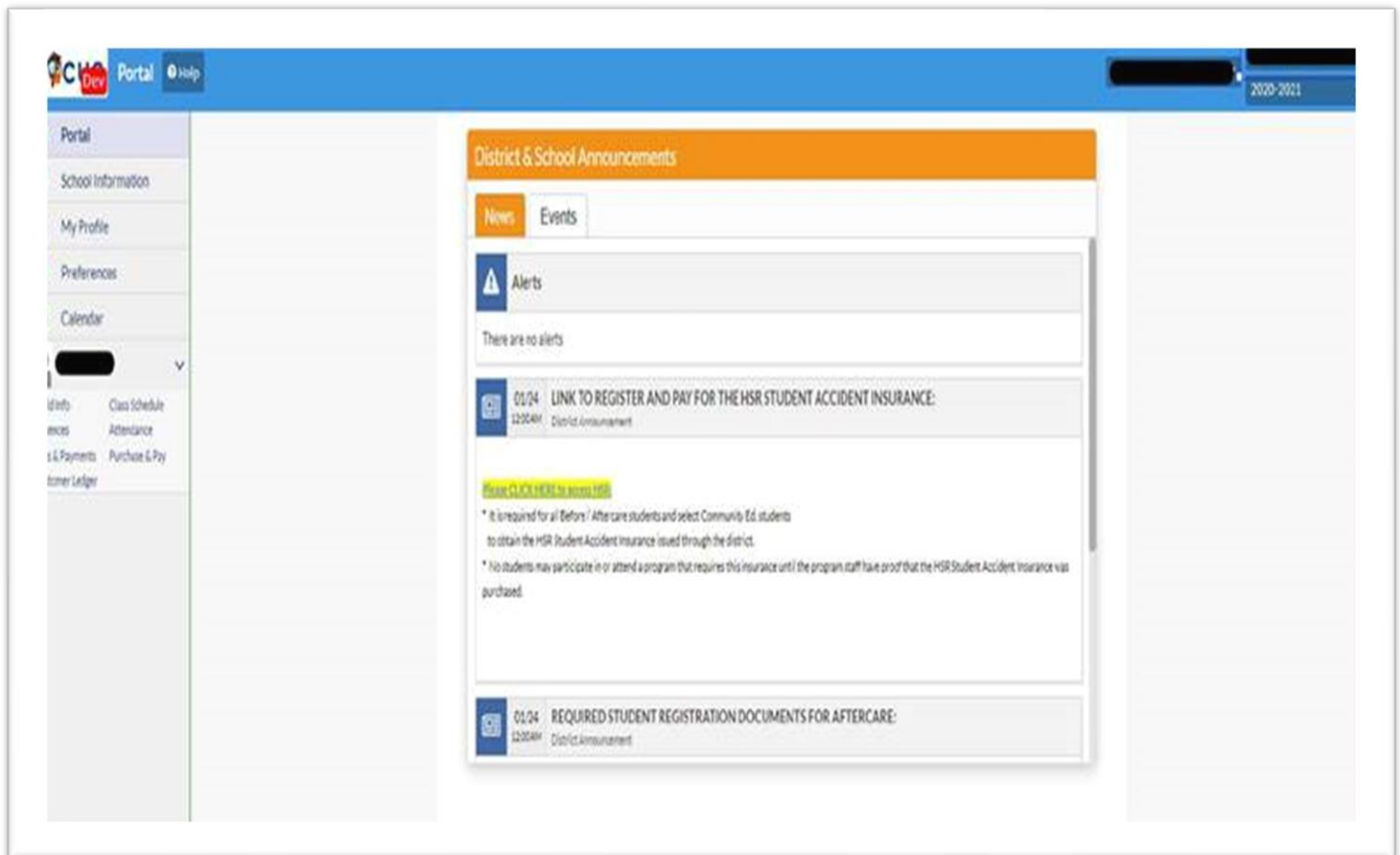
M-DCPS Parent Portal website:

- <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

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## Fee-Based Community Education and Before / After School Programs

### **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 Before care • After care • Story Hour • 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.**