

HOLIDAY HILL ELEMENTARY SCHOOL

EXTENDED DAY ENRICHMENT PROGRAM

HANDBOOK 2009 - 2010

SOCIAL ~ AFFORDABLE ~ PHYSICAL



EDUCATIONAL ~ EMOTIONAL

Holiday Hill Elementary School #209
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Jacksonville, Florida 32216

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Holiday Hill Extended Day Enrichment Program (EDEP)

PHILOSOPHY AND GOALS

In 1976, the Duval County School Board deemed before and after school enrichment programs a viable and necessary service that would be provided through the Community Education Department for students of working parents. In May 1987, the School Board voted to expand the programs to all elementary schools with twenty-five or more students requesting the service. The programs were instituted to supplement and broaden educational enrichment opportunities for children in Duval County. Specifically, programs were redesigned to enrich children's lives educationally, socially, culturally, emotionally, physically, and to afford working parents this added opportunity for their children at reasonable rates.

ENTRANCE REQUIREMENTS

Children of working parents who are enrolled in grades K-5 are eligible for participation in the EDEP.

ACTIVITIES

A.M. Session:

The children will report to the cafeteria upon arrival. They may choose from a variety of activities that may include homework assistance and/or completion, reading, coloring, quiet games, and educational T.V. The children may buy or bring breakfast. Cost for breakfast is \$1.00 per day (reduced meal is 30 cents per day) and should be purchased in 5-day increments. Breakfast is to be purchased directly from the cafeteria staff or www.mylunchmoney.com. Breakfast hours are from 7:50 a.m. until 8:20 a.m. for each day school is in session.

P.M. Session:

Students will be assigned to a group upon enrollment. Following dismissal at the end of the school day, students are required to report directly to the cafeteria. The time will be split between the cafeteria, the playground, and the classrooms, which will serve as multi-purpose rooms for homework assistance, academic enrichment activities, reading, quiet games, arts & crafts, cooking, movies, etc.

S.T.A.R. (Stop Talking and Read):

As we encourage all students' participation in the Million Word Campaign and the 25 Book Campaign, your child needs to bring a book or magazine daily for S.T.A.R. Your child will be provided with 10-20 minutes of "quiet" independent reading time to use toward meeting grade, school, and district level expectations.

Homework:

A homework study hall period is scheduled in our daily activities for K - 5.

- EDP staff works diligently to provide a 35-40 minute quiet time for homework and independent reading. Although this may not be adequate time for all students to complete homework, if the opportunity is used wisely, it is ample time to get a good start on it.
- In order to maintain a quality learning environment, should your child not have homework on a particular day, your child will need to find an alternative activity (i.e. silent reading, studying a spelling or vocabulary list, etc.) so that other students are able to complete their homework.
- Your child should bring any necessary supplies to complete his/her homework daily. Although we would like to be able to provide supplies, it is impossible for the EDP instructors to carry all the needed supplies for the number of students we oversee.
- Although EDP staff would love to be able to provide one-to-one homework assistance, it is not always possible. To meet the needs of as many students as possible, EDP staff circulates throughout the room during homework time and will gladly assist your child with a particular problem he/she may be having.

HOURS

The EDEP will be held from 7:00 a.m. - 8:15 a.m. and from 3:00 p.m. - 6:00 p.m. EDEP will be conducted only on days when school is in session.

Children may not arrive earlier than 7:00 a.m. and must be picked up by 6:00 p.m. These hours will be adhered to rigidly and non-compliance with this policy will result in a late fee and dismissal from the program.

PICK-UP POLICY

If your child will not be attending any P.M. session of the EDEP, please notify the EDP Office **prior** to the absence. You may do this by sending a note with your child (when possible), by calling the school's Main Office (720-1676), or by calling the Extended Day Office (855-3348) during office operating hours.

Extended Day students will not be allowed to "wait" for their parents in the patio area! If you are planning to pick your child up immediately after school (3:00 or thereabout), please have your child report to the cafeteria as though your child were staying for the entire EDP session. This will ensure safe supervision of your child, in the event you are running late, while it will assist you in locating your child at dismissal time.

For accountability purposes and to ensure the safety of all children enrolled in the EDEP, the following procedures must be followed: children being picked up prior to 3:00 p.m. must be signed out in the school's main office. All EDEP children being picked up after 3:00 p.m. must be signed out in the EDEP office (in the EXCEL Building, Room 107). Children will not be allowed to leave with anyone except the parent and/or persons designated by the parents on the student enrollment form. Adults must present proper identification (i.e. a picture I.D. such as a Driver's License). Children **MUST** be signed out daily by the parent or an authorized adult.

EARLY DROP OFF

If your child is dropped off prior to 7:00 a.m. you will be charged \$10.00 per ten minutes or any fraction thereof, and that fee will be due the next business day for your child to continue to participate in the EDEP program. Your child will be subject to removal from the program upon the third early drop off incidence.

LATE PICK-UP

If your child is not picked up by 6:00 p.m. you will be charged an additional \$10.00 per ten minutes or any fraction thereof. That fee will be due on the next business day for your child to continue to participate in the EDEP program.

YOUR CHILD WILL BE SUBJECT TO REMOVAL FROM THE PROGRAM UPON THE THIRD LATE PICK-UP INCIDENCE.

COST

The cost per 20-day session for the EDEP in elementary schools is as follows:

Morning Sessions only (7:00am-8:15am)	\$ 52.00
Afternoon Sessions only (3:00pm-6:00pm)	\$100.00
Both Morning and Afternoon Sessions	\$152.00

If your child begins in the EDEP after the start of a 20-day session, the days left in the session will determine the prorated fees due at that time. Thereafter, your fees will be due according to the fee schedule published in the EDEP Policy Handbook,

There will be NO refund for any day(s) missed and /or absent while enrolled in the EDEP. Likewise, the Extended Day Program is designed to be a FULL-TIME program. If you enroll your child and, for example, only need daycare on Tuesdays and Wednesdays each week, you will be required to enroll full-time and pay the full-time fee. We must hire and maintain adequate staff to supervise your child(ren) safely and according to DCF guidelines.

INCOME TAX INFORMATION

The Federal Identification Number is 59-6000-589. It is frequently referred to as the TIN (Taxpayer's Identification Number).

This number is used by parents filing income tax return forms for childcare credit.

PAYMENT POLICY

Parents may enroll their child/children in one or more session. Enrollment fees are assessed to provide revenues necessary to hire instructors, purchase supplies, and cover other operational expenses.

Fees are to be paid on a 20 school day basis, in advance. For your assistance, a payment schedule has been included at the end of this handbook. Upon request, additional copies are available from the EDP Office.

No student will be allowed to remain in the program unless his or her account is paid according to the payment schedule. NO EXCEPTIONS!

IT IS THE PARENT'S RESPONSIBILITY TO KEEP TRACK OF THE DATE WHEN PAYMENT IS DUE! UPON NON-COMPLIANCE TO THE PAYMENT SCHEDULE, PAYMENT POLICY, OR THE THIRD INCIDENCE OF LATE PAYMENT, YOUR CHILD WILL BE REMOVED FROM THE EXTENDED DAY PROGRAM.

An EDEP supervisor will be available to accept payments, hold conferences, and answer questions from 7:00 a.m.-7:45 a.m. and 3:15 p.m.-6:00 p.m. daily. The EDP supervisors are not available during the regular school day.

We strongly suggest that you personally hand your payment to one of the EDEP supervisors. Placing your payment in your child's school planner puts your payment in jeopardy of being lost/misplaced or late.

Withdrawal Policy

Written notification is required when a child is withdrawing from the EDEP. You will be charged for any days prior to written withdrawal notification.

Payment Policy

Payments are currently accepted in the form of cash, personal check, cashier's check, direct payment from your bank, or money order.

DISCIPLINE POLICY

Children are expected to follow the Duval County Code of Conduct in conjunction with Holiday Hill school rules. Our discipline policy is that when a child breaks a rule for the first time, you will have to sign a warning slip and have your child return it before we will re-admit him/her.

The **second** discipline incident will result in a **one-day suspension** from the program.

The **third** discipline incident will result in a **three-day suspension** from the program.

Upon the **fourth** discipline incident, your child will be expelled from the Extended Day Program.

Please discuss this policy with your child to help him/her understand our expectations. We look forward to working with you to resolve discipline issues that may arise.

Should a student be suspended from attending the Extended Day Program the child is still eligible to attend school for that day. **THE CHILD IS NOT SUSPENDED FROM SCHOOL, ONLY THE EXTENDED DAY PROGRAM!**

Please note: While a variety of reinforcement principles will be used in dealing with children, should problems arise and persist in a way that affects the safety and educational enrichment of other children in the program, the Extended Day Supervisor reserves the right to suspend and/or expel a child from the program. Additionally, the Extended Day Supervisor can and will institute an appropriate consequence for any inappropriate behavior and that consequence may be different from those listed

above. This may occur even if it is your child's first offense. This is a way to ensure that all children are respected and provided a safe and secure environment. Encourage your child to let an adult know if he/she is harmed in any way.

SNACKS

DCF recommends that all parents of EDEP students provide a snack for their child. Students will need to bring one from home. Boxed or pouch drinks are recommended as drink machines will not be available to students. For safety reasons, microwaves are not available for heating food or cooking popcorn.

On Early Release Days, the EDEP will provide a snack, but please consider sending a second snack for those days.

VIDEO POLICY

There has been discussion and media coverage raising concerns over types of videos being shown to students. While we make every effort to select movies that are appropriate in content, we are finding many suitable children's videos no longer carry the "G" rating. In an effort to keep you informed, we would like to notify you that Holiday Hill EDEP plans to use videos with a "NR" (Not Rated), "G" (General Audiences), and the "Family PG" (Parental Guidance Recommended) rating. The videos are housed in the EDEP Office. Please feel free to preview or review our collection, as we periodically add movies. We would welcome your comments, suggestions, and concerns regarding this.

If you have any questions, you may reach one of the EDEP supervisors via telephone during EDEP hours or you may email Ms. Abbott at abbottc@duvalschools.org.