



Preparing students for their future...not our past

Community Education Enrichment Program Information Sheet

Morning

- Paxon does not offer a morning extended day program.
- The earliest students may arrive at Paxon is 6:30 A.M.
- We will not be responsible for any students that arrive before 7:30 A.M.

Afternoon

- Every student **must** be picked up no later than 3:00 P.M. Under no circumstances will students be allowed to stand outside unattended, sit in the courtyard, or roam around the building.
- Any student who is not picked up by 3:00 P.M. needs to be enrolled in extended day which runs from 3:00 P.M. until 6:00 P.M. Monday through Friday.
- Enrichment fee is \$100 per month based on Enrichment Payment Calendar (on reverse of sheet) with payment due in advance each month. Fees must be paid in full by the due date shown on the Payment Calendar.
- If payment is not received within 5 days of the due date, your account will be assessed a \$25.00 Late Payment Fee. If payment is not made in full within 10 days of the due date, your child will not be permitted to remain in Enrichment until all payments are made current. Continual problems with late payments will result in your child not being allowed to remain in the Enrichment Program. Additionally, outstanding fees will be added to student debt and must be paid before a student is able to graduate from any Duval County High School.
- Should a child stay for testing, tutoring, or a club meeting, they must be picked up within 15 minutes of dismissal from activity (teacher will sign them out) or they will be charged a flat rate of \$10 for the day. This is limited to **two (2)** days per week. If your child will need Enrichment more than two days per week, then you will register them in the standard Enrichment Program.

Registration Packets will be available at Orientation



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Community Education Enrichment Program Enrollment Form – Standard & Situational

Please Print Clearly

Student Name _____ Grade _____ Student # _____

Address _____ Zip _____

Home Phone _____

Mom's Name _____ Mom's email _____

Mom's Home Phone _____ Mom's Cell Phone _____

Mom's Employment _____ Mom's Work Phone _____

Dad's Name _____ Dad's email _____

Dad's Home Phone _____ Dad's Cell Phone _____

Dad's Employment _____ Dad's Work Phone _____

MOTHER MAY PICK UP ___ YES ___ NO FATHER MAY PICK UP ___ YES ___ NO
If the answer to either one is NO, we must have legal documents on file with Enrichment Program.

List below persons to be contacted in case of illness, accident, or emergency who are authorized to remove your student from the facility in the absence of parent. If none, indicate "None". Should this list change, you must notify the school immediately in writing. Please make sure that all names listed below know that they MUST show Identification in order to pick up your student.

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Physician _____ Phone _____

Office Use	
Registration Date _____	Standard _____ Situational _____
First Payment Received _____	
Student's 2 nd Period Teacher _____	Exit from Enrichment _____

Enrichment Program Policy Agreement Form

HOURS OF OPERATION: The Enrichment Program operates only on days when school is in session for students. (*Does not operate June 4th – June 7th) Students may sign in to the program no earlier than 3:00P.M. and must be picked up NO LATER than 6:00P.M. This program will be located in the Paxon SAS Media Center.

LATE PICK-UP POLICY: Enrichment closes promptly at 6:00 P.M. If a student is picked up after 6:00 P.M. the parent/guardian will be charged a flat \$5.00 for the first 10 minutes and \$1.00 each minute thereafter – PAXON SCHOOLS FOR ADVANCED STUDIES CLOCK TIME. This fee is due by the close of the next school day. Recurring late pick-ups (3) may result in the student's removal from the Enrichment Program.

PAYMENTS WILL NOT BE ACCEPTED DURING THE SCHOOL DAY IN THE MAIN OFFICE.

PAYMENT POLICY: District Policy states that students may not remain in the Enrichment Program unless their accounts are paid on a current basis. Upon registration, you will receive a payment schedule to follow for the entire year. Payments MUST be made in person to the Enrichment Office during office working hours: 3:00 – 5:45 P.M. Payments are due **PRIOR** to services being rendered. If payment is not received within 5 days of the **DUE DATE**, your account will be assessed a \$25.00 Late Payment Fee; and, after 10 days your student will be terminated from the program until all fees are made current. Your payment schedule is your **OFFICIAL** notice. Not having received a reminder that payments are due does not negate the Late Fee. Continual problems with late payments will result in your child not being allowed to remain in the Enrichment Program. Unpaid fees will be added to student debt which must be paid in order for the student to graduate.

NOTE: ENRICHMENT IS NOT A DROP-IN SERVICE. THERE ARE NO DAILY RATES, NOR WILL WE ACCEPT WEEKLY PAYMENTS. PLEASE WRITE YOUR STUDENT'S NAME ON YOUR PAYMENT TO ENSURE PROPER CREDIT.

RETURNED CHECK POLICY: Returned checks are no longer handled by the school. All returned checks will automatically be turned over to a collection agency contracted by the District School Board who will contact you directly. If restitution is not confirmed by the collection agency, your child will be dropped from the program within 3 days. Once restitution is made, all future payments must be made in the form of cash or money order for the remainder of the school year.

DISCIPLINE: The Paxon School for Advanced Studies Enrichment Program will follow the Duval County School Board Code of Conduct.

GENERAL RELEASE OF LIABILITY: The undersigned hereby releases and forever discharges Community Education, the Duval County School Board, the City of Jacksonville, their officers, agents, servants, and employees from all claims and demands the undersigned now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damages resulting or that results from any occurrence which may happen to my child during the Extended Day Program.

Signature of Parent/Legal Guardian

Date

Upon your signature you acknowledge that you have read, understood, and agree to abide by Paxon School for Advanced Studies Enrichment Program Policies.

Enrichment Program Agreement Form – Situational Use

Situational need of Enrichment Program Services is for those students who remain after school for testing, tutoring, or club activities and are not able to be picked up immediately following the end of their activity. **This is for a maximum of two days per week.** If you believe your student will need this service, please complete a registration form although payment is not due in advance.

HOURS OF OPERATION: The Enrichment Program – Situational Use operates only on days when school is in session for students. (*Does not operate June 4th – June 7th) Students will be checked in to the program by the teacher/sponsor of the activity. There will be a 15 minute grace period for the student to be picked up before charged for Enrichment Program – Situational. As with our standard Enrichment Program these students must be picked up NO LATER than 6:00P.M. This program will be located in the designated Enrichment Program Situational Room.

FEE: The fee for Enrichment Program – Situational Use is a flat \$10 per day (2 day maximum per week).

LATE PICK-UP POLICY: Enrichment Program closes promptly at 6:00pm. If a student is picked up after 6:00P.M., the parent/guardian will be charged a flat \$5.00 for the first 10 minutes and \$1.00 each minute thereafter – Paxon School for Advanced Studies CLOCK TIME. This fee is due by the close of the next school day. Recurring late pick-ups (3) may result in the student’s removal from the Enrichment Program.

PAYMENTS WILL NOT BE ACCEPTED DURING THE SCHOOL DAY IN THE MAIN OFFICE.

PAYMENT POLICY: Payments are due within five (5) days of use. Payments MUST be made in person to the Enrichment Program Office during office working hours: 3:00 – 5:45 P.M. If payment is not received within 5 days of the **DUE DATE**, your account will be assessed a \$25.00 Late Payment Fee and after 10 days your student will not be permitted to access the Enrichment Program – Situational Use Program. Continual problems with late payments will result in your child not being allowed to remain in the Enrichment Program. Unpaid fees will be added to student debt which must be paid in order for the student to graduate.

NOTE: ENRICHMENT PROGRAM- SITUATIONAL USE IS NOT DESIGNED FOR DAILY USE. If your student will need these services more than twice per week on a regular basis, you will need to register them for the Standard Enrichment Program.

RETURNED CHECK POLICY: Returned checks are no longer handled by the school. All returned checks will automatically be turned over to a collection agency contracted by the District School Board who will contact you directly. If restitution is not confirmed by the collection agency, your child will be dropped from the program within 3 days. Once restitution is made, all future payments must be made in the form of cash or money order for the remainder of the school year.

DISCIPLINE: Paxon School for Advanced Studies will follow the Duval County School Board Code of Conduct.

GENERAL RELEASE OF LIABILITY: The undersigned hereby releases and forever discharges Community Education, the Duval County School Board, the City of Jacksonville, their officers, agents, servants, and employees from all claims and demands the undersigned now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damages resulting or that results from any occurrence which may happen to my child during the Enrichment Program.

Signature of Parent/Legal Guardian

Date

Upon your signature you acknowledge that you have read, understood, and agree to abide by Paxon School for Advanced Studies Enrichment Program Policies.

2011-2012 Paxon School for Advanced Studies Extended Day Payment Schedule

Based on 180 school days

Fees Do Not include holidays or planning days

Payment Due Date	\$25 Late Fee Added On	Payment Period	Amount
(Registration) Aug. 8-Aug. 22	Aug. 29	Aug. 22 - Sept. 15	\$100
Sept. 12	Sept. 19	Sept. 19 - Oct. 14	\$100
Oct. 10	Oct. 17	Oct. 17 - Nov. 11	\$100
Nov. 7	Nov. 14	Nov. 14 - Dec. 16	\$100
Dec. 12	Jan. 3	Jan. 3 - Jan. 27	\$100
Jan. 23	Jan. 30	Jan. 30 - Feb. 24	\$100
Feb. 21	Feb. 27	Feb. 27 - March 30	\$100
March 26	April 2	April 2 - April 27	\$100
April 23	April 30	April 30 - May 25	\$100
May 21	May 29	May 29 - June 1	\$25

Extended Day Office: 693-7583 ext. 145

Hours: 3:00 P.M. - 6:00 P.M.

Payments are to be made prior to services being rendered

- Your payment is **late** if not received before the start of the payment period and a \$25.00 late fee will be assessed per student. The Enrichment Director reserves the right to terminate services if your payment is not received before the start of the payment period.
- Outstanding fees will be added to student debt and must be paid before a student is able to graduate from any Duval County High School.
- There are **NO** daily rates and rates will **NOT BE** prorated from the above schedule.
- There will be **NO** refunds issued for withdrawal from the Enrichment program before the end of a payment period.
- Duval County policy states that a check cannot exceed \$250. If your fee is more than \$250 you must write two checks. Checks may be made out to Paxon School for Advanced Studies. Please include the child's name on the check.
- June 4th - June 7th are half-days. There will be no afternoon Enrichment this week and students **must** be picked up within 30 minutes of school dismissal.
- **WE DO NOT ISSUE YEAR END STATEMENTS.** Please retain all your receipts for year end tax purposes.