

## **ENROLLMENT/REGISTRATION**

Parents may enroll their child/children into the Extended Day Program in the front office.

**On Wednesday In-Service days, Extended Day students will report to Extended Day at 1:45p.m.**

**Extended Day is closed on days that students are not in school (holidays, teacher planning days, etc.) – not included in pay schedule**

## **ENTRANCE REQUIREMENTS**

To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a student at San Jose Elementary and both parents must be employed.

## **PAYMENTS/FEES**

Your first payment for Extended Day is due on the first day of school or the first day your child will attend Extended Day. All other payments are due the first school day of each month. All payments are based on the number of school days in each month. The fee for each AM day is \$2.60, each PM day is \$5.00, and each AM/PM day is \$7.60. Parents are expected to pay for all school days to remain in the program.

All checks should be made payable to Duval County Public School Board or San Jose Elementary. Please note on your check your child's name and that the money is for Extended Day. Payments will be accepted when you drop off or pick up your child from Extended Day. If you have questions regarding Extended Day call the school office at 739-5260.

All payments received later than five business days from the first of each month will be assessed a \$20 late fee. **If payment is not received by the 15<sup>th</sup> of each month including late fees, your child will be excluded from the Extended Day Program.**

## **RETURNED CHECKS**

Returned checks for non-sufficient funds/closed accounts will be sent to an outside company called Check Ready. **If a check is returned, all future payments must be made in cash, money order, or by cashier's check.**

## **LATE PICK UP FEES**

Students must be picked up by 6:00 p.m. After that time a charge of **\$1.00 per minute** will be assessed and is payable when you pick up your child.

### Monthly Fees

All payments are based on the number of school days in each month. The fee for each AM day is \$2.60, each PM day is \$5.00, and each AM/PM day is \$7.60.

August/September (27 school days)

AM only \$70.20

PM only \$135.00

AM/PM \$205.20

October (21 school days)

AM only \$54.60

PM only \$105.00

AM/PM \$159.60

November (17 school days)

AM only \$44.20

PM only \$85.00

AM/PM \$129.20

December (12 school days)

AM only \$31.20

PM only \$60.00

AM/PM \$91.20

January (18 school days)

AM only \$46.80

PM only \$90.00

AM/PM \$136.80

February (19 school days)

AM only \$49.40

PM only \$95.00

AM/PM \$144.40

March (23 school days)

AM only \$59.80

PM only \$115.00

AM/PM \$174.80

April (15 school days)

AM only \$39.00

PM only \$75.00

AM/PM \$114.00

May/June (28 school days)

AM only \$72.80

PM only \$135.00

AM/PM \$207.80

## **ARRIVAL/DEPARTURE**

The Extended Day Program is open from 7 a.m. – 7:50 a.m. and 3:00 p.m. - 6:00 p.m., Monday through Friday with the exception of school holidays and teacher planning days. Students must be signed in by the parent at the time of arrival, in the Extended Day Room (Room 24). Parents are required to use the parking area located behind the new wing when signing in. **On early release days, afternoon extended day hours will be 1:45 p.m. to 6:00 p.m. Students are not to be dropped off before 7:00 a.m. or picked up after 6:00 p.m.** Extended Day teachers are not available for your child's care until 7:00 a.m. and are not available after 6:00 p.m.

Parents are requested to provide information at registration to authorize the pick up of their child. Pink pick-up cards will be issued to parents. Pink pick-up cards and a picture I.D. are required when picking up a student. This procedure ensures the safety of your child! Verbal messages to the teacher via the student **will not** be accepted and telephone messages are discouraged. Persons picking up your child/ren must be at least 18 years of age and have a valid pink pick up card and I.D. All students must be signed out on the Extended Day sign out sheet provided.

**If the original information you provided at time of registration changes, please notify the office in writing as soon as possible.**

The students that attend the afternoon session will report immediately after school for roll call in their specified room. **PLEASE NOTIFY THE EXTENDED DAY PROGRAM IF YOUR CHILD ATTENDS SCHOOL BUT WILL NOT BE ATTENDING EXTENDED DAY THAT AFTERNOON.** Please leave a message on Ms. Jenkins voicemail box, 739-5260 ext. 334. We are expecting your child and it creates a problem when we are taking roll if we have not been notified.

## **INSURANCE**

Parents are encouraged to carry insurance, which will cover their child in the event of an accident at school. This insurance can be in the form of a family health insurance policy or by participation in the Student Accident Insurance Program sponsored by the Duval County Public School System.

## **HEALTH**

Children who are ill should not attend Extended Day. If a child becomes ill during the day, the parents will be notified, and the child should be picked up from school as soon as possible. The office staff will inform Extended Day personnel of the illness.

San Jose Elementary  
2009-2010

**AUTHORIZATION FOR EMERGENCY CARE**

In case of accident or serious illness, and the school is unable to reach me, I hereby authorize the school to contact the physician indicated on your registration form. If it is impossible to contact the student's physician the school may make whatever arrangements necessary to provide care and treatment for my child.

In the case of an accident or serious illness where immediate treatment of my child is not indicated but where he/she is unable to remain at the school, the school will contact me to arrange transportation for my child. If the school is unable to reach me, I authorize the school to contact one of the persons listed on my child's registration paperwork and request them to come to the school to transport my child home.

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Name of child	Parent or Guardian	Date
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**GENERAL RELEASE OF LIABILITY**

The undersigned hereby releases and forever discharges Community Education, the Duval County School Board and the City of Jacksonville, their officers, servants, agents and employees, from all claims and demands, rights and causes of action of any kind the undersigned now has or hereafter may have an account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damage resulting or the results from any occurrence which may happen to \_\_\_\_\_ during \_\_\_\_\_

Extended Day.

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Witness	Parent /Guardian
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## MEDICATION POLICY

The Principal, Director of Extended Day or Designee may administer prescription and/or non-prescription medication to a student while at school provided that for each medication the student's parent/guardian shall provide the school with a "Parent Permission For The Administration of Medication" form (provided by the school). The dosage or the amount of medication may not be altered in anyway. The written instructions provided by the pharmacy and/or doctor on prescribed medication bottle(s) or box(es) must be given as directed on medication. Non-prescription medication must be administered as written on medication package. **All prescription medication and non-prescription medication must be kept in the original container and will be kept in the school clinic. Loose medication i.e. medication in baggies, envelopes, tissues, etc. is prohibited. All medication must be provided by parent/guardian.** The school or Extended Day is prohibited from giving any medications not provided by parent/guardian i.e. aspirin, cough drops, etc.

## MEDICATION RELEASE FORM

I request that my child (or legal ward), \_\_\_\_\_ be given external and/or internal medication as needed during school hours (Extended Day). I will provide medication. I understand that such medication will be given only according to directions from a licensed medical doctor or dentist. Furthermore, I agree to waive any claims or liability that may arise against any school personnel relative to the administration of medication to my child, (or legal ward), regardless of the circumstances.

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Parent/Guardian Signature

## **CLOTHING AND PERSONAL BELONGINGS**

All personal belongings and clothing, such as caps, sweaters, coats, raincoats, lunch boxes and backpacks must be labeled with the child's name. The child is responsible for all belongings. Students are not allowed to bring their own toys. Teachers are eager for the children to occasionally share special discoveries, which they make at home or on trips with their families. However, parents need to check with teachers before sending things to school.

## **WITHDRAWAL FROM EXTENDED DAY**

It is the parent's responsibility to notify the director or her designee within three days of anticipated withdrawal from the program. Failure to notify could result in extra charges for daycare, which are not warranted.

Refunds will be given to participants upon withdrawal from the Extended Day Program with appropriate notification.

## **DISCIPLINE POLICY**

The safety of all students is our primary concern. Therefore, the discipline policy will be strictly enforced. Input from parents concerning problems at home that may affect a child's behavior at school are welcomed. Parents are encouraged to discuss matters that affect the enrichment atmosphere of the program.

## **RULES FOR EXTENDED DAY STUDENTS ARE AS FOLLOWS:**

1. Extended Day staff will be obeyed at all times.
2. Good sportsmanship and fair play must be displayed at all times.
3. No defacing or abusing school property.
4. No foul or abusive language.
5. No fighting or hitting other students (or staff).
6. Children are responsible for their own belongings.
7. No dangerous items of any type are to be brought to school.
8. Children must remain with their Extended Day teachers during the designated times and are responsible for being in attendance for roll call.

Discipline referrals will be given to children as follows:

1<sup>st</sup> Warning – referral given, student reprimanded, parent notified at pick up. Referral must be signed and returned.

2<sup>nd</sup> Warning – referral given, student reprimanded, time-out in the office and parent notified at pick up. Referral must be signed and returned.

3<sup>rd</sup> Warning – referral given, student reprimanded, parent notified. Student will have one-week suspension from Extended Day.

4<sup>th</sup> Warning – referral given, student reprimanded, parent notified. Exclusion from Extended Day for the remainder of the school year. All refunds are at the discretion of the Extended Day Director.

### **SNACK TIME**

A time is set-aside during the afternoon session for snack time. **Snacks will not be provided by Extended Day. A nutritious snack will need to be brought from home. Students will not be allowed to use the vending machines or microwave ovens.**

### **Curriculum/Activities**

The curriculum used by the Extended Day program is being utilized on a regular basis. Included in the curriculum **are book of the month activities** for K – 5<sup>th</sup> grade students. The following list describes daily activities:

1. Cathedral Arts Project – Provides instruction from well qualified teachers to include visual and performing arts. Offered twice a week at no cost to you.
2. Academic Enrichment Activities – Daily activities consisting of 30 minute lessons based on popular children’s books. They include read aloud, literacy, math and craft activities relating to literature/reading selections.
3. Art and Crafts – Art activities give your child a chance to be creative. Activities are often related to the academic enrichment literature, seasons and holidays, as well as weekly arts and crafts.

4. Recreation/PE/Fitness –Students participate in physical outside activities daily weather permitting. Aerobics to music, jogging, walking, basketball, tennis, soccer are just a few of the activities that take place.
5. Homework assistance - is provided daily (3:30 p.m. – 4:00 p.m.). During the time provided for homework children also have the opportunity to read books that can count toward their million word book campaign.
6. Life Skill Activities – gardening, cooking, and indoor games.

**Student Holidays (Non-Attendance Days)**

Labor Day	September 7, 2009
Planning Day	October 26, 2009
Veterans' Day	November 11, 2009
School Closed/Weather	November 25, 2009
Thanksgiving	November 26 –27, 2009
School Closed/Weather	December 17-22, 2009
Winter Break/Holiday	December 23, 2009 – January 1, 2010
Martin L. King Birthday	January 18, 2010
Planning Day	January 22, 2010
Presidents' Day	February 15, 2010
Planning Day	April 1, 2010
Spring Holiday	April 2, 2010
Spring Break	April 5 – April 9, 2010
School Closed	May 28, 2010
Memorial Day	May 31, 2010

**Early Dismissal Day (Extended Day will be in session)**

September 9 & 23, 2009  
October 7 & 21, 2009  
November 4 & 18, 2009  
December 9, 2009  
January 6 & 20, 2010  
February 3 & 17, 2010  
March 3 & 24, 2010  
April 14 & 28, 2010  
May 12, 2010

**Important Dates**

First Day of School for Students	August 24, 2009
Last Day of School for Students	June 11, 2010

**Inservice/Planning Days**

October 26, 2009  
January 22, 2010  
April 1, 2010