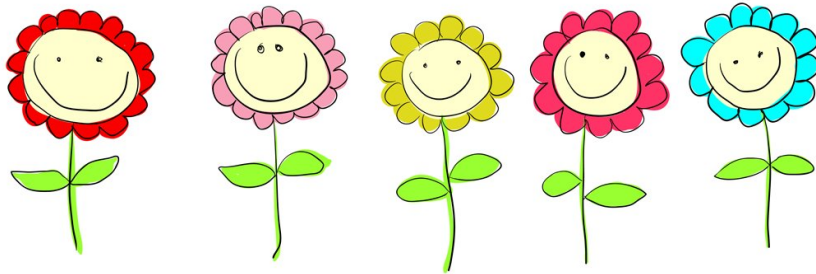


# Don Brewer Elementary's Extended Day Program 2010– 2011



"Where great minds grow and students  
bloom"

Parents,

We extend a warm welcome to you from the staff at Don Brewer Elementary School. Our staff is dedicated to providing an enjoyable yet enriching environment for the students in our care. We look forward to having an exciting year with you and your child.

#### NOTE:

**Extended Day is a full time enrichment program for working parents only. It is not a drop-in service. There are no daily rates, nor weekly rates. The Extended Day Program is for students enrolled in Duval County Public Schools, grades K-5.**

#### EXTENDED DAY POLICY AGREEMENT FORM (PLEASE READ THOROUGHLY)

#### DAYS AND HOURS OF OPERATION

The Extended Day Program shall operate only on days school is in session for students. Our program is open the maximum amount of time that Duval County will allow. Children may be dropped off **NO EARLIER** than **6:45am** and will need to be picked up **NO LATER** than **5:45pm**. (The program does not assume responsibility for students left outside the school before the doors are unlocked at 6:45am. It is your responsibility to wait with your child until the program is open, and they are safely inside the building. The Extended Day Director reserves the right to terminate services if parents leave their child (ren) unattended.) Extended Day is open on Early Dismissal Days. It is only available to those students enrolled in the afternoon program.

#### LATE PICK-UP POLICY

Extended Day will close promptly at **5:45pm**. (It is our recommendation that if you find you cannot *comfortably* make it here by that time, that you find another after school program which stays open later.) There will be a grace period from 5:46-5:59pm during which time no late pick-up fee will be charged. **However, you will be assessed a LATE FEE of \$5.00 at 6:00pm, and an additional \$1.00 PER MINUTE thereafter, DON BREWER CLOCK TIME. Payment is to be made upon arrival, or the following day. FAILURE TO PAY YOUR LATE FEE WILL RESULT IN YOUR CHILD BEING DROPPED FROM THE PROGRAM.**

**Late pick-ups which occur more than three times during a school year may result in the removal of your child from the Extended Day Program.**

#### ARRIVAL & DEPARTURE

Transportation of children to and from the Extended Day Program is the responsibility of the parent or guardian. **Children will only be released to authorized parents or designees. Children are to be signed out by an authorized adult daily. All parents and designees will be required to show identification before the child is released.** Children who are picked up after 5:59p.m. will be assessed a late fee in the amount of \$5.00 and an additional \$1.00 per minute thereafter.

## ENROLLMENT FEES & PAYMENT

**Extended Day is not a drop-in service. There are NO DAILY rates. Students enrolling in the middle of a payment period will be charged for the remaining weeks in the period.** Enrollment fees are assessed to provide revenues necessary to hire supervisory staff, to purchase supplies, and various other operational costs.

**DISTRICT POLICY STATES THAT STUDENTS MAY NOT REMAIN IN THE EXTENDED DAY PROGRAM UNLESS THEIR ACCOUNTS ARE PAID ON A CURRENT BASIS.**

**PAYMENTS ARE TO BE PAID PRIOR TO SERVICES RENDERED.**

Payments are due on the given **DUE DATE**. If your payment is not received within 3 days, a \$10.00 Late Payment Fee will be assessed to your account. The Extended Day Director reserves the right to terminate services if your payment is not received by the start of the payment period. More than three late payments will result in termination of service.

Payments are to be made during Extended Day hours of operation. **DO NOT TRY TO MAKE YOUR PAYMENT IN THE MAIN OFFICE.** Payments are due **PRIOR** to services being rendered. Make checks payable to Merrill Road Elementary School. **INCLUDE YOUR CHILD'S NAME ON EVERY PAYMENT YOU MAKE. (Check, money order, or cash envelope)**

### 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 School Board, who will notify 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 in the form of cash or money order for the remainder of the school year.

### DISCIPLINE

Positive reinforcement principles will be used in dealing with children. If problems persist and affect the safety and educational enrichment of other children in the program, the Extended Day supervisors reserve the right to suspend and/or expel the child from the program. **Don Brewer Elementary Extended Day will follow the Duval County School Board Code of Conduct. Extended Day follows a ZERO tolerance for fighting, INCLUDING in perceived self-defense.** Input from parents concerning problems at home that may affect their child's behavior is welcomed. Students will be given two warnings for inappropriate behaviors. If such behaviors continue, the following system of referrals will result.

## REFERRALS

- First Referral           Parent/Guardian Signature
- Second Referral       Parent/Guardian Signature
- Third Referral         One week suspension
- Fourth Referral       Dismissal from the program: The child will not be allowed to return to the program. Once the child has been expelled from the program, he/she may not return. All refunds are at the discretion of the supervisors.

## PAYMENT SCHEDULE 2009-2010

Morning Session	\$52.00
Afternoon Session	\$100.00
A.M. and P.M. Sessions	\$152.00

Payment	#of Days	Payment Period	Due Date	Late Fee
#1	20	Aug 23-Sept 20	Registration	*****
#2	20	Sept 21– Oct 18	Sept 13	Sept 17
#3	20	Oct19– Nov 18	Oct 11	Oct 15
#4	20	Nov 19– Jan 4	Nov 8	Nov 16
#5	20	Jan 5– Feb 3	Jan 3	Jan 7
#6	20	Feb 4-Mar 4	Feb 1	Feb 7
#7	20	Mar 7– Apr 11	Mar 1	Mar 7
#8	20	Apr 12– May 11	Apr 4	Apr 8
#9	20	May 12-June 10*	May 2	May 6

**THERE IS NO AFTERNOON EXTENDED DAY ON THE LAST DAY OF SCHOOL, JUNE 11th.**