

Snacks:

According to HRS guidelines, parents must furnish their children enrolled in Extended Day a nutritious afternoon snack. Children must not bring canned or bottled soda for a snack.



Legal Papers:

Please make sure we have copies of all legal documents regarding visitation rights, custody, guardianship, etc.

Emergency Numbers:

Please notify Extended Day when important numbers change.

Personal Belongings:

Children are responsible for their own belongings. All backpacks, jackets, lunchboxes, etc. should be marked with the child's name. It is recommended that toys, Game Boys, CD players, and other items remain at home.

Activities:

A.M.—Tutoring in Reading and Math, homework review, dismissal for breakfast.

P.M. - Homework assistance, board game and movie Fridays, outside activities, tutoring in Reading and Math, computer time, chorus.

Activities throughout the year may include pizza parties, folk singers, magicians, inflatable's, talent shows.

Waiting Lists:

If you withdraw your child from the program, he/she will be placed on a waiting list if you wish to re-enroll. Students cannot be enrolled without approval.



<http://www.duvalschools.org/enterprise/extday.htm>

Enterprise Learning Academy's

Extended Day

Program and Policies



Enterprise Learning Academy

8085 Old Middleburg Rd.

Jacksonville, FL 32223

904-573-3260 ext. 1072

Ms. Amanda Kreischer and Mrs.
Jennifer Albertson, Directors



Payments:

When a child is registered in the program, parents are given a payment schedule for the entire year. Payments are due as scheduled. Payments MUST be made in person to an Extended Day Director at the front desk in the mornings between 7am and 8:15 am or in the afternoons between 3:45 pm and 6:00 pm. Cash payments and money orders will be the only accepted payment types. Please include your child's name on any money orders. A \$15 late fee will be added to your payment if it is not received by the due date. Payment notices may be issued to remind parents. However, the payment schedule is the official notice. Not having received an additional notice will not negate a late fee. If payment is not received within two school days, the student will be removed from the program.

Policy:

District policy is that "students may not remain in the Extended Day Program unless their account balances are paid on a

Withdrawal:

Parents must notify the director in writing when taking their child(ren) out of the Extended Day Program. Failure to provide written notification will result in additional fees being charged.

Insurance:

Parents are encouraged to carry insurance, which covers their children in the event of an accident in school. School Board Insurance does not cover medical costs for accidents which occur in school or at Extended Day.

Extended Day Hours:

A.M. Extended Day 7:00 a.m.—8:30 a.m.

(students will go to their assigned classrooms until class begins after this time)

P.M. Extended Day 3:40 p.m.—6:00 p.m.

Children may not arrive earlier than 7:00 a.m. and must be picked up by 6:00 p.m. There is a late fee of \$1.00 per minute. If you are late picking up your child(ren) more than three times, your child(ren) will be dismissed from the program the fourth time you are late. At the time of dismissal, you will not be allowed a refund.



Arrival:

Parents are responsible for their child's arrival to assigned locations for A.M. Extended Day. Instructors will pick up and deliver Kindergarten children to assigned locations for P.M. Extended Day. Children in grades 1-5 are responsible for arriving to assigned locations for P.M. Extended Day.

Sign in/ Sign out Procedures:

Parents must report to the front desk to sign in and sign out students. Please remain in the front of the school until your child arrives. Identification cards must be presented by persons picking up the students. Children will only be allowed to leave with authorized persons who have consent from parents. We must have written consent.

Discipline:

Extended day employees follow the Code of Student Conduct Handbook. This is distributed through the classroom of each student. Citizenship warnings will be given to children who disobey the instructors or the Code of Conduct Handbook. Upon the third citizenship warning being given, the student will be suspended from the program for one week. If there should be a fourth citizenship warning given, the student will be expelled from the program for the remainder of the year. No refund will be given for any monies already paid.