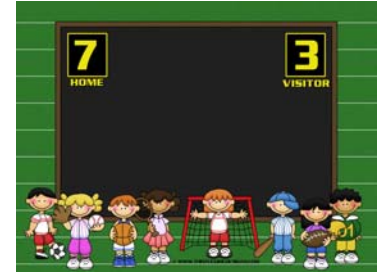




## New Berlin Elementary Extended Day Program 2011-2012

3613 New Berlin Road  
Jacksonville, Florida 32226  
Phone: (904) 714-4601  
Fax: (904) 714-4610



Dear Parents,

We would like to welcome you and your child to the New Berlin Elementary Extended Day Program. The program includes both structured and unstructured activities to best suit your child's before and after school needs. These activities include indoor and outdoor activities, arts and crafts, and a homework program designed to supplement your child's classroom instruction.

This handbook was designed to give you an explanation of our policies and procedures. The Extended Day staff is dedicated to providing educational, enjoyable and safe experiences for your child. If you have any questions, please contact the Extended Day program between the hours of 3:00p.m. and 6:00p.m. at 714-4601.

Sincerely,  
Extended Day Directors  
*Pauline Gonzales*  
*Toni Horne*

### Definition, Philosophy, and Goals

#### Definition

The Extended Day Program for students in Duval County is defined as before and after school enrichment in the home school of kindergarten through fifth grade students of working parents.

#### 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 the students of working parents. In May 1987 the School Board voted to expand the program to all elementary schools with 25 or more students requesting service. These programs were not designed to provide babysitting services and were not instituted to compete with existing private daycare centers. The programs were instituted to supplement and broaden educational enrichment opportunities for children in Duval County. Specifically, the programs were designed to enrich the lives of students educationally, socially, emotionally, culturally, and physically, and to afford working parents this added opportunity for their children at a reasonable price.

## Eligibility and Operation Times

### Eligibility

To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a student in the school that is offering the program. In addition, the parents of the student must be employed.

### Operation Times

The Extended Day Program will operate only on those days that school is in session for students. The program has two sessions: 7:00-8:30a.m. and 3:00-6:00p.m. On early release days the hours are 1:45-6:00 at no additional cost. There will be no 3:00 session on the last day of school. Please refer to the school calendar for student holidays.

### **Student Non-Attendance Days**

Labor Day	Sept. 5
Planning Day	Oct. 28
Veteran's Day	Nov. 11
Thanksgiving	Nov. 24-25
Winter Break	Dec. 22-30
Martin Luther King B-Day	Jan. 16
Planning Day	Jan. 20
President's Day	Feb. 20
Spring Break	Mar. 19-March 23
Planning Day	April 5
Spring Holiday	Apr. 6
Memorial Day	May 28

**Weather days- Nov. 23, 28 Dec. 19, 20, 21**  
(school will be closed unless needed as hurricane days)

### Enrollment Fees

Parents may enroll their children in one or both of the sessions. Each session has a different fee and the fees must be totaled if a child is enrolled in more than one. Enrollment fees are assessed in order to provide revenue necessary to hire supervisory staff and instructors, purchase supplies, and cover other operational costs.

Fees are paid **in advance** on a monthly basis. Collections of fees are in accordance with established School Board policies and regulations and are deposited into the school's Internal Accounts. The Extended Day Program must be self-sufficient. All expenses incurred by the program must be paid by the program. The program will be discontinued in schools where it is not self-sufficient.

Refunds will be given for students who are withdrawn from the program provided they are **withdrawn from the school** at the same time. **No other refunds will be given.**



# NEW BERLIN ELEMENTARY



## EXTENDED DAY PROGRAM 2011-2012 Payment Schedule

<u>PAYMENT</u> <u>DUE</u> <u>DATE</u>	<u>FOR PAYMENT</u> <u>PERIOD</u>	AM	PM	AM/PM
<u>Upon</u> <u>Registration</u>	Aug. 22-Sept. 19	\$52.00	\$100.00	\$152.00
Sept. 12	Sept. 20-Oct. 17	\$52.00	\$100.00	\$152.00
Oct. 3	Oct. 18-Nov. 16	\$52.00	\$100.00	\$152.00
Oct. 31	Nov. 17-Jan. 4	\$52.00	\$100.00	\$152.00
Dec. 2	Jan. 5-Feb. 3	\$52.00	\$100.00	\$152.00
Jan. 23	Feb. 6-Mar.5	\$52.00	\$100.00	\$152.00
Feb. 17	Mar. 6-Apr. 11	\$52.00	\$100.00	\$152.00
Mar. 16	Apr. 12-May 9	\$52.00	\$100.00	\$152.00
Apr. 20	May 10-June 7*	\$52.00	\$ 95.00	\$147.00

\*Last day of school is half day. There will be no extended day.

Your payment is late 5 school days after the due date.

“District policy states that students may not remain in the Extended Day Program unless their account balances are paid on a current basis”.

Make checks payable to: New Berlin Elementary. We do not issue year end payment statements. Please retain your receipts for tax purposes.

Tax I.D. Number is 59-6000-589.

There will be a drop in program ONLY for parents that need assistance with supervision on early release days. The extended day office has to know in advance who needs this service in order to schedule staffing; therefore parents must pre-register their children. The fee is \$5.00 per session and must be paid for in 2 installments and is non-refundable. The first installment covers Sept. 8<sup>th</sup>-Dec. 8<sup>th</sup> for a total of \$35.00 and the second installment covers Jan. 12<sup>th</sup>-May 4<sup>th</sup> for a total of \$45.00. The student must be picked up at 3:00 PM, which is the regular close of school. If they need to be picked up later than that time, please enroll your child in PM Extended Day. Below is the breakdown for the payment of fees:

Early Release Days:

First seven sessions= \$35.00    Second nine sessions= \$45.00

Sept. 7	Nov. 2	Jan. 11	Mar. 7	May 23
Sept. 21	Nov. 16	Jan. 25	Mar. 28	
Oct. 5	Dec. 7	Feb. 8	Apr. 11	
Oct. 19		Feb. 22	Apr. 25	

### **Extended Day Rules**

1. Students will demonstrate respect for all Extended Day staff.
2. Students will follow all directions given to them by Extended Day staff.
3. Students will respect others enrolled in the Extended Day Program.
4. Students will not use obscene language.
5. Students will not hit, fight, threaten, or intimidate others.
6. Students will respect the property of others.
7. Students are required to participate in homework time, unless the Extended Day office has a written request by the parent for them not to do their homework during Extended Day hours. In that event, the student is to read a book or do a quiet activity until homework time is over.
8. Students are to participate in all activities and assist in clean up when complete.
9. Students will report to their Extended Day instructor **immediately** upon dismissal from school. If a student will be staying with their classroom teacher after school, that teacher must send a note to the program prior to 3:00p.m.

### **Arrival and Departure**

Transportation to the AM session and from the PM session is the responsibility of the parents.

#### **Morning Arrival**

Students arriving for the AM (7:00-8:30) session should be dropped off at the main office in the front of the school. **Students are not to arrive before 7:00 a.m.** Students are to

immediately report to the cafeteria, where they will be checked in by their instructor. Those students who eat breakfast at school will do so in the cafeteria when it opens.

### Departure

All children enrolled in the PM (3:00-6:00) session must be picked up no later than 6:00. If your work schedule does not allow this, please do not enroll your child in the Extended Day Program. Children will not be allowed to leave with anyone except their parents or other persons designated by their parents on the registration form. Persons other than parents must show their I.D. in order to pick up the student. Parents, please be sure that **anyone** other than you who will be picking up your child be listed on the registration form. Parents need to wait in the dismissal area to meet their child(ren). The Extended Day staff needs to have visual confirmation that the child left the building with their parent or authorized person. Please do not wait for your child(ren) in the car.

All children in the PM session must be signed out each day. The sign-out sheet is located in the Main Office. Your child's instructor will then be contacted and your child will be sent to the office to meet you.

If a child is being picked up **prior** to the PM session, he or she must be signed out in the Main Office. If your child is present at school and does not show up for Extended Day at the beginning of the session, and we have not been notified in writing, we will attempt to call you at work. We may also have to contact emergency numbers noted on your registration form if we cannot reach you at work. Your child's safety is our number one concern.

### Late Pick-ups and Student Discipline

#### Late Pick-ups

It is our policy to assess a **\$10.00** late fee for each 10 minutes that you are late (after 6:00) picking up your child. **Continued late pick-ups WILL result in your child being dropped from the Extended Day Program.** If you are going to be late, please contact the school at 714-4601. This, however, does not take the place of the late fee.

#### Student Discipline

Positive reinforcement principles will be used in dealing with children who have broken Extended Day rules. If problems persist which affect the safety and educational programs of the other children, the Extended Day directors have the right to discipline the child in the following manner:

1. Time-out in the Extended Day office and/or conference with the director and parent.
2. Suspension from the program for 1 day.
3. Suspension from the program for 1 week.
4. Expulsion from the program.

One discipline referral= Warning

Two discipline referrals=1 day suspension

Three discipline referrals=1 week suspension

Four discipline referrals=Expulsion from the program

**Please note:** The Extended Day Directors have the right to immediately suspend or expel a student from the program for behavior which is in defiance of the rules or which intentionally endangers a child or others.

### Withdrawal from Extended Day

***The Extended Day Program must be notified in writing three days prior to the anticipated withdrawal from the program.*** Please do not give notes to the child's teacher. These do not always reach our office. Refunds will be given upon withdrawal of the student from **both the Extended Day Program and regular school**. In the case of a death in the family or extended illness which spans 2 weeks or more, refunds will be granted. In addition, the Extended Day directors may **immediately** withdraw students from the Extended Day Program for any of the following reasons:

1. Non-payment of fees after a 5 day grace period.
2. Continued defiance of Extended Day rules.
3. Continued late pick-ups.

### Health and Snacks

#### Health

Children who are ill should not be brought to school. This is for their well being as well as the well being of others. If a parent must go to work, arrangements should be made away from school for the welfare and comfort of the child. If a child becomes ill during Extended Day hours, the parent will be notified and the child should be picked up.

#### Snacks

To comply with HRS guidelines, **parents are required to provide daily snacks for their children**. Healthy snacks include raisins, nuts, cheese and crackers, half sandwiches, fruit and cereal bars. Students should be able to eat their snacks in 10 minutes. Please **DO NOT** send large size snacks as students will discard any uneaten food at the end of snack time. Please avoid messy food such as yogurt or individual serving cans/containers that are difficult to open and have sharp edges which can be dangerous. Package snack items at home by sealing them in plastic baggies separate from lunch items. This will keep snacks clean and accessible for snack time. **Please remind students NOT TO EAT their snacks at lunch time.** ***Soda is not permitted.*** Students are encouraged to bring bottled water or juice to drink.

### Insurance and Emergency Care

#### Insurance

Parents are encouraged to carry insurance that will cover their children 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 as offered through the Duval County Public Schools.

## **Authorization for Emergency Care**

An Authorization for Emergency Care form must be signed by all parents. This authorizes the Extended Day staff to, in case of accident or serious illness; contact a physician to make whatever arrangements necessary to provide care and treatment in the event you or your doctor cannot be reached.

## **Medication and Personal Belongings**

### **Medication**

If any medication is to be administered to your child during the Extended Day hours, a parent permission form (available from the Main Office) must be signed. Extended Day directors cannot administer any medication to your child without this permission.

### **Personal Belongings**

Instructors are eager for the children to occasionally share discoveries made at home or on family trips. However, parents should check with the instructors before sending these things to Extended Day. ***Toys and games should be left at home.*** We have found that these kinds of things often get lost, broken, or stolen. The Extended Day staff will not be responsible for students' personal belongings.

All clothing, lunch boxes, and book bags should be clearly marked with the child's name. Children are reminded by their instructors to take these items with them as they move about the campus. However, the child is ultimately responsible for his or her own belongings.

A lost and found box is located in the clinic for things left at Extended Day. Please check there if your child is missing an article.

Please contact the Extended Day office for any questions or comments about the Handbook. Thank you for allowing us to work with your child and provide meaningful, educational activities for them.