

 SOUTH WOODS 
ELEMENTARY 

2019-2020

Extended Day Parent Handbook



South Woods Elementary School

Extended Day Program

2019-2020

- Registration Fee - \$35.00 per child – **Non-Refundable**
- Before School Care Only - \$15.00 per week per child
- After School Care Only - \$60.00 per week per child
- Before and After School Care - \$75.00 per week per child

The registration fee is \$35.00 per child in the Extended Day Program. This registration fee is due prior to the child's start date and is non-refundable.

The program is offered from the time school releases in the afternoon until 6 PM on all school days. Your child(ren) will have the opportunity to participate in various activities including recreation, homework assistance, outside play, and craft projects to name a few.

Registration Information

- **Tuition is due weekly and, per Florida State Law (Article VII, Section 10), must be paid in advance of services being rendered.**
- Late payments will be charged a \$5 per day late fee. Late pick up fees are \$1 per. All late fees must be paid in order to be in compliance with the Florida State Law. Non-payment of late fees can result in suspension from the Extended Day Program. Continuous late pick up may result in expulsion from the PM Care program. The Coordinator and Principal will determine expulsion.
- At the end of the tax year, you may request an end-of-year tax statement for the Extended Day Coordinator. For tax purposes, our **Federal Tax ID number is 59-6000-824**.

Payment Information

- The Extended Day Program is totally self-supportive and approved by the St. Johns County School Board each year.
- **All parents/guardians are required to pay in advance for services rendered according to the Florida Law (Article VII Section 10).**
- Payment is requested by check, cash, or money order made out to South Woods Elementary Extended Day.
- The service charge for any returned check (NSF) will be reported to Check-Redi. They have their own fee schedule.
- Any family two weeks behind in payment will not be allowed to attend until payment is made in full.
- If a student is withdrawn from the program with a past due payment notice, that student will not be allowed to re-enter the program until all past due payments are made in full including the week's prior for child care services.
- Payments are collected Monday –Friday.
- **Students will be charged for the week rather than by day starting this year 2019-2020.**
- **Morning/Day drop in students will be charged by the day up to three days. Three or more drop in days per week will be charged as a full week.**

Weekly payments are due by Friday afternoon for the next week's care. Any payment made on Monday will be considered past due. Late payments will be assessed \$10.00 late fee that is due when child care payment is made for the week.

- **Invoicing will be completed on a monthly basis – the first week of every month.**
- **Regardless of receiving an invoice, THIS is your notification that all payments are listed on the Extended Day Calendar.**

Communications

Attendance and dismissal arrangements, which deviate from the normal weekly schedule, must be communicated to the Extended Day Coordinator.

If your child's schedule of attendance changes weekly, we would need a note on Monday outlining your child's expected schedule changes for that week. We have blank forms for this purpose, which may be obtained from the Front Office.

Changes in your child's schedule, which occurs on a random basis, such as your child riding the bus home and will not be attending Extended Day on a given day, requires a note. **We will accept changes made by telephone, email, and notes.**

All Extended Day staff members are equipped with walkie-talkies for quick and convenient contact. This provides a faster method of summoning help in the event of an injury or sickness. It also provides us with the convenience of locating your child when you arrive to pick him/her up in the afternoon.

Pick-Up Procedures

- Parents will come to the school's front office to pick up their child from Extended Day in the afternoon. You will need to bring a picture identification.
- You will also need to sign your child out on the clipboard. Please sign your name next to your child's name and list the time of pick up in the spaced provided each day on the check out sheet.
- For the safety of your child, signing out is required on a daily basis. Students cannot sign themselves out.
- Only an adult with your approval will be allowed to remove your child. Picture ID will be required for all persons picking up from Extended Day.
- Be sure to list all persons that have your permission to sign out your child on the registration form.
- **Your child WILL NOT be released to anyone who is not on your consent list. Please contact the school (547-8610) if an emergency arises and someone who is not listed on our consent form will be picking up your child.**
- Photo ID will be required from all individuals when picking up any student from the Extended Day Program.
- The Extended Day Program ends promptly at 6:00 PM daily. **There will be a \$1.00 per minute per child late fee applied after 6 PM.**
- This is a St. Johns County School District policy and is strictly enforced.
- Your late fee will be determined using South Woods' clock and late fees will automatically be charged to your account. When arriving, please do NOT dispute the fee charged. This is a fee we DO NOT wish to have to collect.
- If possible, we strongly suggest you have a back up plan, a close neighbor, friend, or family member to pick up your child for those unforeseen times when you are stuck in traffic, have an emergency, or are running late from your place of work.

- **This is a charge we DO NOT wish to have to collect! Please make back-up arrangements in the event of emergencies.**

Homework Lab

Our homework lab is mandatory for all students 1st through 5th grade. Every student (1st-5th) has an opportunity to complete their homework Monday through Thursday. We have certified teachers in our homework lab. Homework teachers will spot check each student's homework.

- Homework labs are not available on Fridays
- Students 1st – 5th are required to attend homework lab unless parents specify differently
- Homework lab is held approximately 3:15 P.M. until 4:30 P.M.
- When a child states that they are through with their homework, we expect they are being honest. Please let us know if you find they are not and we will add them to our “Special Homework Class”.

Expectations for Homework during Extended Day

- To be quiet and not talk with their neighbor during homework lab.
- To remember all of their materials needed for their homework from the classroom – prior to school's dismissal. To reinforce the necessity of being responsible, children are unable to return to their class to retrieve forgotten items more than once a year.
- To go to homework lab daily.
- To do their homework and/or reading as you have requested.

Parental Involvement with Homework

We recommend you design a homework check system for your child so they will learn to abide by your request for their homework completion. This could be the planner they use, listing all of the standard daily “baseline” homework assignments they need to complete, as well as the daily homework assigned.

- Please notify the Extended Day teacher if your child is not completing his/her assignments. We will be happy to work out an individual check system to ensure the completion of his/her assignments. You must check your child's work to see that he/she is accomplishing all homework tasks correctly.

- If you would prefer that your child not complete homework during homework lab, please let us know and we will certainly abide by your wishes.
- Going over math facts and spelling words with a child is best done at home.

The Homework teachers are certified teachers and provide students with excellent help with their studies. However, it is the responsibility of the parent to review your child's work each day to see that he/she is accomplishing all homework tasks correctly. Our homework teacher will only check to see that the children complete their assignments.

Daily Activities

Depending upon their groups' schedule, they may participate in activities such recess, arts and crafts, and cooking.

Discipline Policy

We occasionally have students who make errors in judgment during Extended Day. We feel strongly that when we have support from the parents at home, we can be more effective when dealing with discipline problems. Listed below and on the following page you will find our **Program Safety Guidelines**. Please read the guidelines over carefully with your child.

- After an informal warning, you will be notified in writing of any behavior problems with your child.
- After two written notices, the child will be suspended for 3 days.
- If your child receives anything after three notices at any point during the year, he or she may be asked not to return to the Extended Day Program.
- The Extended Day Program reserves the right to suspend and expel a child if at any point in time he/she threatens the safety of himself/herself or another child.

Program Safety Guidelines

We want your child to have fun during Extended Day while maintaining a safe learning and social environment for our students. Behavior expectations of our students and rules during Extended Day are the same as we expect during the school day. The rules are exactly the same. Your child's teacher, as well as our group leaders, will be working closely with your child from the very first day of school to teach them the proper use of equipment and proper behavior inside and outside and on the playground. Any child endangering themselves or others, misusing the playground equipment, or not following the safety rules will be unable to continue use of the playground facilities.

- Children should always be able to see their group leader.
- If a ball goes over the fence, a group leader will retrieve it. **DO NOT CLIMB OVER** the fences.
- Proper use of equipment is to be displayed at all times.
- Always use inside voices when in the building. You can be as loud as you like outside.
- Always take a buddy after asking permission to leave the group. **NEVER GO ALONE.**
- Clean up after yourself and leave things just as you found them when you arrived.
- Keep your hands and feet to yourself at all times. If you have a problem, tell an Extended Day Teacher.
- Please leave all toys and game home. We are not responsible for lost or stolen items.
- Remember to always treat others as you want to be treated!

Withdrawing from the Program

Communication is essential to enable us to provide a safe environment for your child. Once your child is enrolled in our program, he/she becomes our responsibility. If you are planning to remove your child for a day, a week or discontinue our services, please show us the courtesy of **NOTIFYING US OF YOUR PLANS!** If you need to discontinue our services, credits or refunds for any unused portions of childcare will **NOT** be given without two weeks prior notice of your plans. You may do this by telephone or by note. Please be aware **IF WE ARE NOT NOTIFIED PRIOR TO SUCH CHANGES, YOU WILL BE LIABLE TO PAY YOUR REGULAR WEEKLY FEE.**

All debts must be paid within 2 weeks of your child's withdrawal date.

Please fill out the last two pages and submit them to the front office.

**South Woods Elementary School
Extended Day Program
2019-2020 Payment Agreement**

I, _____ have received a copy of the policies and procedures for the Extended Day Program. I understand that my child's fees are due on a weekly basis on Friday for the following week's care. If these fees are not received in full by Monday at 6:00 PM, my child will not be permitted to attend the program for that week until payment is made in full. A \$10.00 late fee will be applied to payments made after Monday.

By signing below, you are agreeing to pay your child's fees according to the fee schedule outlined above and are aware that delayed payment of fees will result in loss of care for your child.

Student(s) Name: _____

Parent/Guardian Name (print)

Date

Parent/Guardian Name (sign)

Date

If you have any questions, please call the school at 904-547-8610.

Authorization for Emergency Care

In case of an accident or serious illness, if the South Woods Elementary Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated on the registration form and follow his/her instructions. If it is impossible to contact this physician, then the South Woods Elementary Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child.

In 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 school, South Woods Elementary Extended Day Program will contact me to arrange transportation for my child. If I am unable to be reached, I authorize them to contact one of the persons listed on the registration form and request them to come to the school and pick up my child.

Parent/Guardian Name (sign)

Date

General Release of Liability

The undersigned agrees to release and forever discharges the South Woods Elementary Extended Day Program, the St. Johns County School Board, 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 on account of or in any way arising from personal injuries and/or property damage known or unknown to the undersigned at the present time that results from any occurrence which may happen to the below stated child during time spent in the South Woods Elementary Extended Day Program, barring proven supervisory neglect.

Parent/Guardian Name (sign)

Date

Movie Permission

Do you give permission for your child to watch “Not Rated,” “G,” or “PG” movies in the event of poor weather or as a reward? This will act as a movie permission slip for the year. **If you choose “No” your student(s) will be given another activity and will NOT be penalized.**

Please Circle: YES NO

Agreement

I have read the Conduct, Safety, and Homework sections of the South Woods Elementary Extended Day Handbook and reviewed them with my child/children.

Child/Children’s Names

Parent/Guardian Signature

Date