



Otis A Mason Extended Day Policy & Procedures

WELCOME

The Extended Day Program is a community service available to all Mason Elementary students. The children enrolled are provided with closely supervised daily activities, which coincide with their age and grade level. Each group contains 15 to 30 students per teacher. Various activities are provided within the program. In addition, fee-paid activities are available to enrich your child's afternoon.

REGISTRATION FEES

New enrollments are required to pay a registration fee of \$50.00 plus the 1st and last week. This is a once per year fee and helps to provide materials necessary for activities within the Extended Day Program. The registration fee is required per student regardless of the program in which the child is enrolled. This once per year fee is not refundable if the parent decides not to enroll his/her child after payment. However, if the student is withdrawn from the program, he/she may re-enroll (within the same school year) without paying the registration fee again.

HOURS OF OPERATION

7am-8am Monday thru Friday
2:50pm – 6pm on Monday, Tuesday, Thursday, Friday
1:50pm – 6pm on Wednesday

LATE PICK UP CHARGES

A charge of \$1 per minute, per child, will be charged for late pick up...NO EXCEPTIONS!! After three late pick up offenses within an 18 week period, your child's care privileges could be suspended for a period of 1 week. Do not jeopardize your family's care needs and avoid those late fees by securing back-up arrangements with family, friends or neighbors for emergencies.

PAYMENT PROCEDURES

All checks should be made payable to Mason Elementary. Reminder: **State Law** requires that all fees be paid in advance of any service.

1. Weekly payments are due on Monday of each week.
2. Payments should be placed in the Afterschool Office when you pick up your child. Please do not send payments with your child.
3. Late payment fees will be assessed at \$10 per week.
4. DO NOT include payments for other school services/functions (field trips, cafeteria, fund raisers, etc.) in your Extended Day payment.

RETURNED CHECK POLICY

The St. Johns County School District is a CheckRedi participant. If you should have a check returned, you will be contacted for payment by CheckRedi. If these checks are not cleared within a 7 day period or if we receive more than one returned check on your account, it will be mandatory to pay in cash or money order for all future

transactions with the Extended Day program. Prompt communication with CheckRedi regarding such matters is required immediately in order to maintain your Extended Day program status.

DAILY ACTIVITIES

At the end of the school day, all Extended Day students will report to the designated area for roll call. Each team will provide a monthly activities calendar. The students will have the following daily activities based on their team calendar: SNACK, RECESS, and HOMEWORK TIME. Additional activities such as Arts & Crafts, Cooking Class and Organized Field Days and other sports activities will also take place during the month. Every child has his/her favorite activity that he/she does not want to miss. Please discuss these activities with your child/children in order to allow them to complete their favorite activity prior to your arrival.

HOMEWORK ASSISTANCE

Homework assistance is offered every day. Kindergarten students generally do not have homework that can be done independently; therefore, these students are not included.

Homework time provides excellent help for our students. However, we have found that math facts and spelling words are retained best when practiced at home on a one-to-one basis. It is the responsibility of the parent to review the work of your child each day for accuracy. We recommend you design a homework check system for your child so he/she will learn to abide by your requests for the completion of his/her homework. Please notify the Extended Day coordinator if your child is not completing homework assignments. We will work out an individual check system to ensure the completion of assignments.

If you would prefer your child not to participate in the homework time, please indicate your wishes in writing to the Extended Day coordinator.

RECEIPTS

Receipt of all payments will be filed in your child's personal folder for you to pick up at your convenience. At the end of the tax year, you will receive a tax statement, which will reflect all payments made to the Extended Day Enrichment program for care.

PICK UP PROCEDURES

You will pick up your child each afternoon at the Extended Day office. You will need to sign your child/children out on a daily basis. After your identity has been verified, we will call for your child to report to the Extended Day office. Please be patient when picking up your child. It may take a few minutes to gather belongings and make it to the office.

On the enrollment forms you will need to specify the person(s) who is permitted to pick up your child. Please be sure to let anyone picking up your child know they must bring a picture ID in order to pick up your child.

COMMUNICATION

Should your child's schedule deviate from the norm, it is important that you communicate this change with the Extended Day office. Changes are best communicated in the form of a note sent in to your child's teacher. The teacher will send the note to the office to be documented for the Extended Day office. This procedure will ensure your child's safe and accurate dismissal.

Should an emergency situation arise, please telephone the school as quickly as possible. We will need time to notify your child and the Extended Day staff of the change.

All students in attendance with the Extended Day program must be signed out by an authorized person. If we are not notified of a change, we will keep your child in our care. We DO NOT ACCEPT a child's word for dismissal changes. Their safety is our number one priority and we will always elect to err on the side of caution.

BEHAVIOR EXPECTATIONS

Participation in the Extended Day program is a privilege and not a right! Generally, all of our children know what is expected of them and behave very well. However, children will be children and sometimes they do make mistakes. We strongly believe that when we are partnered with the support of our parents at home, we can be more effective in guiding our children to acceptable behaviors and help them improve the skills of making independent, good choices on their own.

We believe in the practice of positive reinforcement. This method encourages our students to seek positive attention rather than negative attention. When our students happen to make those negative choices, there are consequences. Please read the Character Guidelines and Discipline Policies with your child. Understanding the consequences will encourage children to make better choices in challenging circumstances.

DISCIPLINE POLICY

PLEASE READ OVER THESE POLICIES WITH YOUR CHILD! Making you aware of the policies may prevent problems before they occur. Please note that after a 4th reprimand, a child may be permanently expelled from the program. This is a policy we hope we do not have to enforce, but it is necessary to ensure a smooth running program to all children attending.

REMEMBER...It is a privilege, not a right, to attend the Extended Day Program. **GOOD BEHAVIOR IS A MUST!!**

Rules

1. Children are required to remain with their group and are responsible for informing their teacher of their whereabouts by reporting in for Roll Call.
2. Disrespect in any form and/or to anyone will not be tolerated.
3. No foul or abusive language or hand gestures.
4. No defacing or abuse of school property, materials or equipment.
5. Children are responsible for their own belongings. Valuable items should not be brought to school. We will not be held responsible. CD players, iPods or DS are not permitted.
6. No fighting, kicking, hitting, biting or abusive behavior towards fellow classmates or teachers.
7. Teachers will be shown respect and obeyed at all times.
8. No chewing gum.
9. No dangerous items of any type are to be brought to school.

WARNINGS

INFORMAL WARNING: First offense will be handled by Extended Day Coordinator.

FORMAL WARNING: Parents will be notified of offense. A formal warning will be issued each time before reprimand.

REPRIMANDS: Written documentation, signed by parent during a conference. **After THIRD reprimand, child will be suspended from the Extended Day Program for ONE WEEK.**

FOURTH REPRIMAND CHILD WILL BE EXPELLED FROM THE EXTENDED DAY PROGRAM, INDEFINITELY.
