

### **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 1<sup>st</sup> 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 However, if the student is withdrawn from the program, he/she may re-enroll (within the same school year) without paying the registration fee again.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. Payments may also be made on SchoolPay.

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.

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.**

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Mason Elementary School  
207 Mason Manatee Way  
St. Augustine, Florida 32086  
(904) 547-8449  
Melinda Stevens, Director

**OTIS A. MASON ELEMENTARY SCHOOL  
EXTENDED DAY CARE PROGRAM  
2025-2026  
Hours of Operation: 7:00am until 6:00pm**

**Fee Information**

Otis A. Mason Elementary School provides extended day care to assist parents who need after school child care. This program is totally self-supportive. This program does not receive funds by District, State or Federal agencies. Your payment is the sole source of funding. According to the Florida Constitution (Article VII Section 10), **ALL FEES MUST BE PAID IN ADVANCE OF SERVICE.** Payment is requested by check or money order, made payable to *Mason Elementary School (MES)*. **Payments are due EVERY MONDAY.**

**There is an annual registration fee of \$50.00 per child or \$100 per family plus 1<sup>st</sup> and last week tuition.**

<u>Weekly Rates</u>	<u>First Child</u>	<u>Second Child</u>	<u>Third Child</u>
Morning and Afternoon Non school board	\$95.00	\$48.00	\$48.00
Afternoon only	\$85.00	\$43.00	\$43.00
Morning only	\$60.00	\$30.00	\$30.00
School Board Employees	\$60.00	\$30.00	\$30.00

**Children that receive services from Episcopal are required to pay the difference of cost between Episcopal and Extended Day rate.**

**1 DAY ONLY: Annual registration fee- \$25.00 per child**

**Daily Rate:** \$25.00 per day per child. Daily rate applies for 1 or 2 days only. If your child is registered as full time, this does not apply to you.

**3 days per week is considered full time.**

**PARENTS WILL BE CHARGED \$1.00 PER MINUTE FOR CHILDREN PICKED UP AFTER 6:00P.M.**

**A late fee of \$10.00 will be automatically charged for any payment made after Wednesday.**

**ALL PARENTS MUST SIGN THEIR CHILD(REN) OUT DAILY.**

**If there are any changes in your child's pick-up, arrangements must be in writing to the office.**



A change in daily routine,  
lack of sleep, stress,  
fatigue, cell phone use, and  
simple distractions are some  
things parents experience and  
can be contributing factors as  
to why children have been left  
unknowingly in vehicles...

# WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT

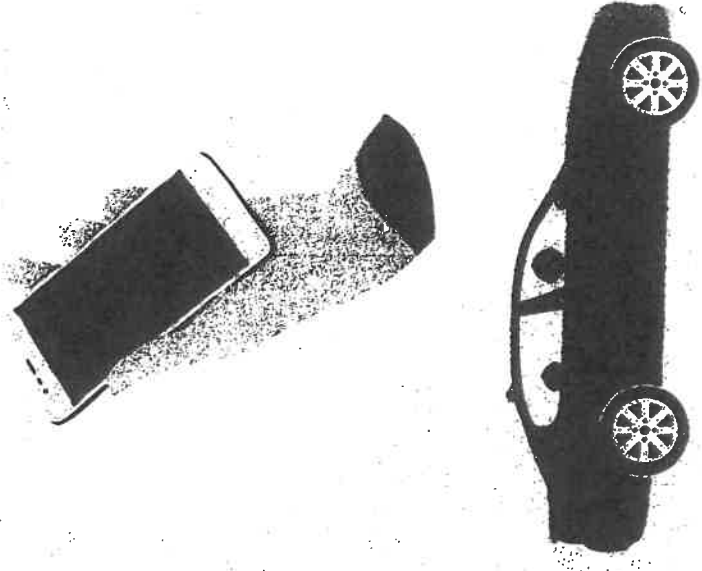
Child's Name: \_\_\_\_\_

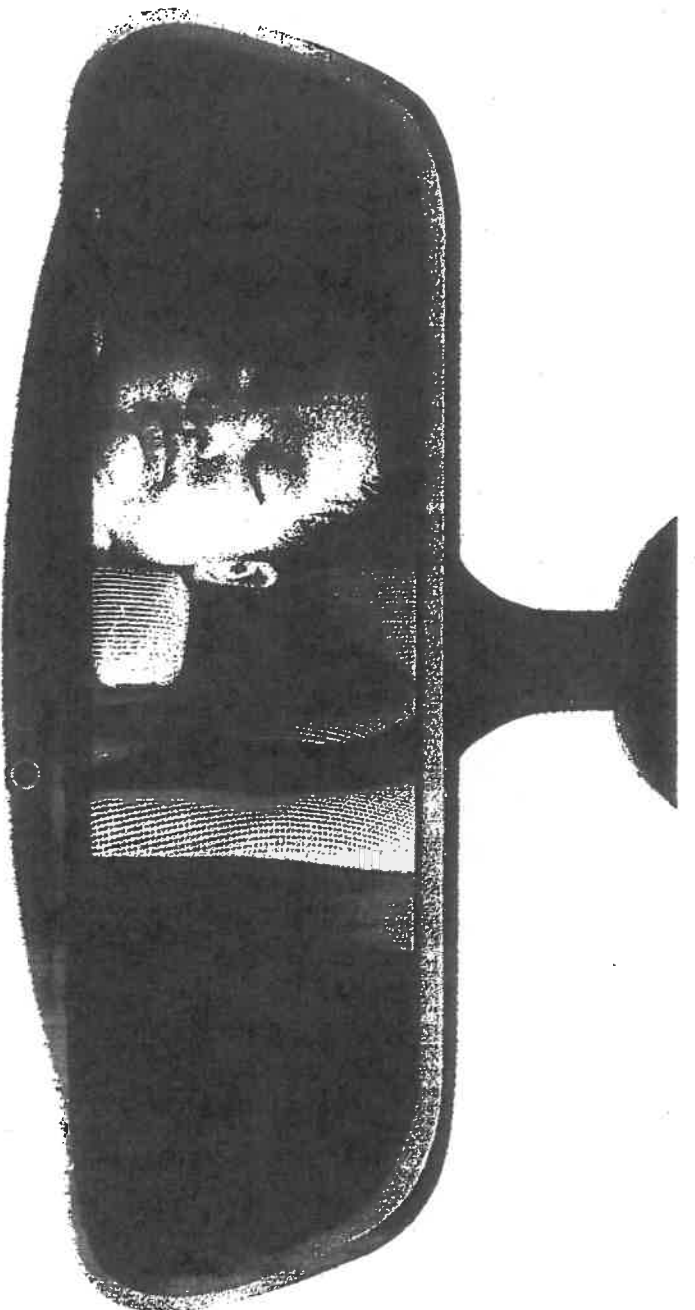
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For additional information, please visit  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) or contact  
your local licensing office.

This brochure was created by the  
Department of Children and Families in  
consultation with the Department of Health.





## Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



## Facts About Heatstroke:



It only takes a car **10 minutes** to heat up 20 degrees and become deadly.



Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.



The body temperature of a child increases **3 to 5 times faster** than an adult's body.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions like heart or lung disease, diabetes that get worse



## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequently, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.