

Otis A. Mason Extended Day

2025-2026

Registration Fee: \$50.00 per child, \$100 per family (non-refundable), 1st and last week tuition,(refundable)

Childs Teacher: _____

Child's Name _____
(Last) (First) (MI)
Date Enrolled ____/____/____ **Birthdate** ____/____/____ **Grade :** ____ **Sex:** ____M ____F

RESIDENCE:

Mother's Name _____ **Father's Name** _____

Mother's Home Address _____ **Phone** _____

Father's Home Address _____ **Phone** _____

PARENTS EMPLOYERS:

Mother's _____ **Wk Phone** _____ **Cell #** _____

Email address- Mother- _____

Father's _____ **Wk Phone** _____ **Cell #** _____

MEDICAL CONTACT:

Child's Physician _____ **Phone #** _____ **Address** _____

CUSTODIAL RIGHTS: (Parents permitted to remove the child.)

Father: ____Yes ____No **Mother:** ____Yes ____No **Step-Parent:** ____Yes ____No

If "No" is answered to the above on the natural parents, custody papers must be on file in the school office to legally enforce.

MY child may ____/ may not ____ watch PG rated movies.

ALTERNATIVE CHILD PICK-UP/EMERGENCY CONTACT APPROVED LIST:

I hereby give OTIS MASON EXTENDED DAY permission to release my child to one or more of the following persons:

Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____

SPECIAL INSTRUCTIONS AND/OR MEDICAL CONCERNS:

Date _____ **Parent Signature** _____

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 1st 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.

Parent Signature _____

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- \$50.00 (per child) plus 1st and last week tuition

New enrollments are required to pay a registration fee of \$50.00 plus the 1st and last week. This is a once a 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 a year fee is not refundable if the parent decides not to enroll his/her child after payment is made. However, if the student is withdrawn from the program, he/she may reenroll (within the same school year) without paying the registration fee again.

HOURS OF OPERATION

7am-8am Monday thru Friday

2pm-6pm on Monday, Tuesday, Thursday and Friday

1pm-6pm on Wednesday

LATE PICK UP CHARGES

A charge of \$1.00 per minute, per child, will be charged for late pickup...NO EXCEPTIONS!!! After three late pickup offenses, your child's care privileges could be suspended. Do not jeopardize your family's care needs and avoid those late fees by being on time for pickup.

PAYMENT PROCEDURES

All checks should be made payable to Mason Elementary. REMINDER: State law requires all fees paid in advance of service. Payment can be on SchoolPay.

1. **Weekly payments are due on Monday of each week.**
2. Payments should be placed in Afterschool Office when you pick up your child.
3. **Late payment fees will be assessed at \$10.00 per week if payment is not made on Wednesday.**
4. DO NOT include payments for other activities in Extended Day payment.
5. **If payment is not made by Wednesday of each week, your child will not be allowed in Extended Day until full payment, including the late fee, is made.**

Parent Signature _____

Date _____



OTIS A. MASON ELEMENTARY SCHOOL

207 Mason Manatee Way
St. Augustine, FL 32086
Phone 904.547.8449 Fax 904.547.8445
<http://www-mes.stjohns.k12.fl.us/>

Monique Keaton
Principal

Julie Hudson
Assistant Principal

Melinda Stevens
Extended Day
Coordinator

AUTHORIZATION FOR EMERGENCY CARE

In case of accident or serious illness and OMES Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated on the Emergency Card and follow his instructions. OMES Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child.

In the case of serious accident or illness where immediate treatment of my child and is not able to remain at the school, OMES Extended Day Program will contact me to arrange transportation for my child. If OMES Extended Day Program is unable to reach me, I authorize them to emergency contacts on my Emergency Card and request them to transport my child home.

Child's Name _____

Parent Signature _____ Date _____

GENERAL RELEASE OF LIABILITY

The undersigned agrees to release and forever discharge OMES Extended Day program and the St. Johns County School District from all claims and demands, rights and caused 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 OMES Summer Program, barring proven supervisory neglect.

Parent Signature _____ Date _____

VERIFICATION OF UNDERSTANDING POLICIES

This sheet must be signed and returned with your enrollment forms to enroll your child into the OMES Extended Day Program. I, _____, have read all of the policies of the OMES Summer Program and understand that any repeated violations of these policies can result in the removal of my child from the program.

I do hereby agree to uphold and abide by all rules set aside herein in connection with my child's care received within this program.

Parent Signature _____ Date _____



The Six Pillars of Character™



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...



Child's Name: _____

Signature: _____

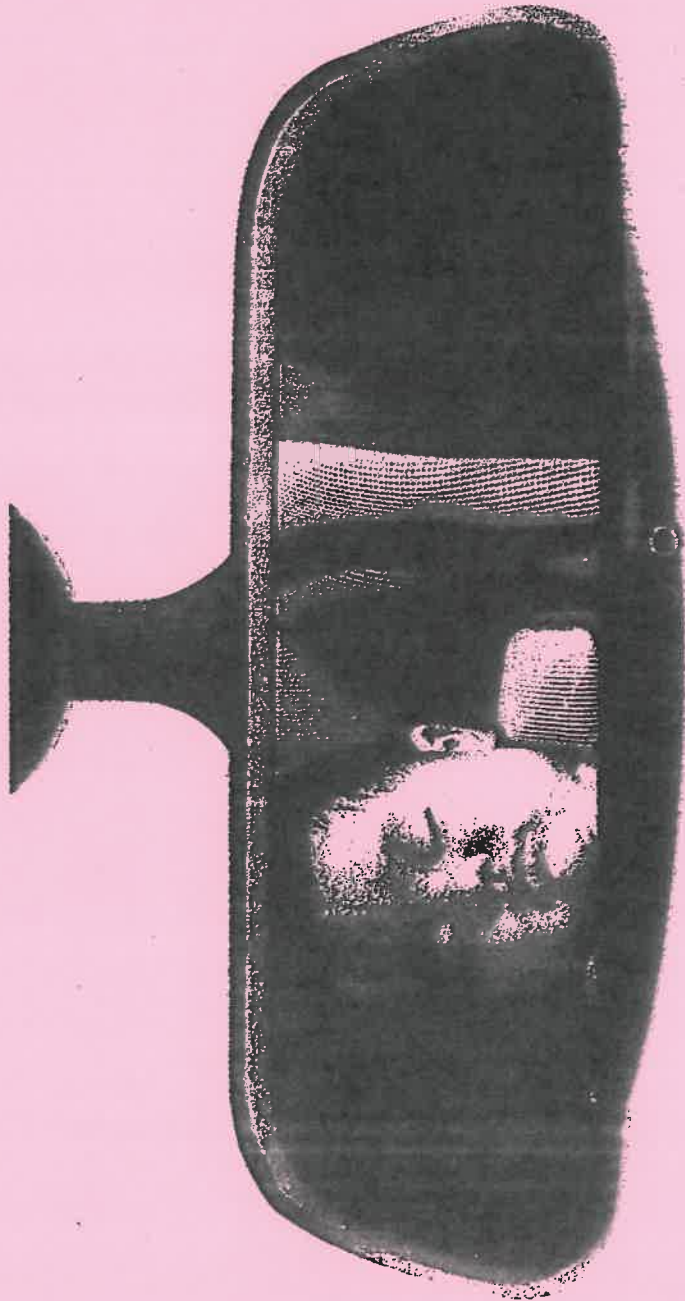


For additional information, please visit
www.myflfamilies.com/childcare or contact
your local licensing office.

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

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





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/



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 can 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.

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 frequent, 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.

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/>

