

EXTENDED DAY HANDBOOK



Created by Extended Day Director Sarah Zakikhani, April 2020

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PROGRAM BACKGROUND AND POLICIES



DEFINITION

The Extended Day Program for students in Duval County is defined as before and after school enrichment in the home school of the student of working parents. To be eligible for enrollment, a child must be enrolled as a student in the school that is offering the program

PHILOSOPHY AND GOALS

In 1976, the Duval County School Board deemed before and after school enrichment programs a viable and necessary service that could be provided through the Community Education Department for students of working parents.

In 1987, the School Board voted to expand the program to all Schools with 25 or more students requesting the service. There are now over 80 schools with the Extended Day Programs.

These programs are not designed to provide custodial care and were not instituted to compete with existing day care centers. The programs were instituted to supplement and broaden educational enrichment opportunities for children in Duval County. Specifically, programs are designed to enrich children's lives educationally, socially, culturally, emotionally, physically and to afford working parents this added opportunity for their children at a reasonable price.

TIMES OF OPERATION

The program operates only on days when school is in session for students. Extended Day Program is NOT open on planning days, holidays or when schools are closed due to emergency situations. Currently the morning session operates from 7:00 a.m. until the time school starts. The afternoon session begins immediately at the end of the regular school day and continues until 6:00 p.m.

ARRIVAL AND DEPARTURE

Students may not arrive prior to 7:00 a.m. and must be picked up no later than 6:00 p.m. Non-compliance with this policy may result in dismissal from the program.

All Extended Day students being picked up must be signed in during the morning and out in afternoon at the designated supervised location. Those individuals signing students in/out must be prepared to present proper identification. Only those persons authorized in writing on the Extended Day registration form will be allowed to remove students from the program. Parents experiencing unavoidable emergency situations can always contact the Extended Day Program by calling and speaking with the Extended

Day Director or their designee. Please be advised that all decisions are at the discretion of the Director.

Transportation of students to and from the Extended Day and Summer Camp Program is the responsibility of the parent. Students will not be allowed to leave with ANYONE except the parent and/ or persons designated by the parents. A note or email to the Director is required for special pick up. Verbal messages cannot be accepted by the teacher.

The following service is available to parents that need a mode of transportation for their student:

- Auntie Lili's Transportation (904) 338 - 2314

If a student is absent during the school day, they will not be allowed to attend extended day on the day of the absence. If the student is taken from school early, and is not returned to school before the school day ends, they will not be able to attend extended day. Absenteeism does not constitute a refund.

LATE POLICY & FEES

If a student arrives prior to 7:00 a.m. or departs after 6:00 p.m., they will receive a verbal warning the first time. For violations occurring thereafter, a \$1.00 late fee will be assessed for every minute late. Fees should be documented in the designated folder and require a parent signature. This fee is due by the close of the next school day. If three (3) violations occur, or the parent refuses to pay the late fees, the student will be removed from the program. Please note that we use the office clock as a point of reference when determining late fees.

The Department of Children and Families will be notified of students arriving prior to 7 a.m. or being picked up after 7 p.m. if violations persist.

REGISTRATION AND PAYMENT



REGISTRATION PROCEDURES

Parents and/or guardians of children wishing to participate in the Extended Day must complete a registration packet. This must be done prior to participation in the program. Separate registration packets must be completed for every child in a family.

Registration procedures include the completion of required registration forms by parent/guardian, and distribution of program information to include:

- Enrollment Form
- Authorization for Emergency Care
- Medication Policy
- General Release of Liability
- Nutritional Snack Requirement
- Program Policy Form

The following information should be placed in the Parent Handbook and given to each family upon enrollment:

- Extended Day Enrichment Program Policies to Emphasis with Parents
- Discipline Policy/Discipline Warning Dismissal Procedures
- School Calendar
- Extended Day Program Payment Calendar/Payment Schedule

Other forms, directives, and information deemed necessary for the operation of the program, the welfare of the students, and parental communications are the responsibility of the director of the program. All program correspondence and procedures shall be approved by the administration of the school before being implemented.

The rules for admission of children into the Extended Day Enrichment Program apply also to children with disabilities. They cannot be denied entry because of their disabilities.

- ESE students are not guaranteed a spot.
- They must register as any other student.
- If the program class is full then they will be put on a waiting list.
- Regardless of the disability, students cannot be charged additional fees to cover supervision and/or other needs, etc.

PAYMENT POLICY

Payments can be made in the Main Office, between the hours of 8 a.m. and 6 p.m.

Beginning the 2020-2021 school year, Extended Day payments will now need to be made in advance. For example, August Extended Day must be paid by the end of July and September Extended Day must be paid by the end of August. This new schedule will allow parents an entire month to pay for Extended Day, rather than it being due the first week of the month. If the payment is not made by the due date below, the student will be unable to stay in Extended Day until the payment is made.

Checks are acceptable as payments. Checks should be made payable to Global Outreach Charter Academy. It is district policy not to accept post-dated checks or to hold a check for any amount of time.

DAY CARE TAX RETURN INFORMATION

The Federal Identification Number is 80-0297346.

Extended Day Programs are required by law to furnish the TIN to the legal parents of children enrolled in the program and issue receipts for payments costs. Upon request only, programs will provide copies of payment.

EXTENDED DAY FOR GOCARIZING

Students accepted into the GOCARizing after-school program, the cost of Extended Day will be \$30 a month. Students enrolled in GOCARizing MUST attend every day except for Early Release Day & Friday. Parents must fill out an Extended Day packet and turn in payment before their student can attend.

DAILY RATE

A daily rate of \$5 is available to families that only need Extended Day 2 days a week. Students attending 3 or more days a week will need to pay the monthly price. Daily students must have their parents fill out an Extended Day packet before they can attend.

FINANCIAL AID PROGRAM

Global Outreach Charter Academy is now offering a financial assistance program. If a parent expresses the need for financial assistance, please contact Extended Day Director Sarah Zakikhani by email at szakikhani@gocacademy.com

PAYMENT SCHEDULE

MONTH	Payment Due:	A.M. Price:	P.M. Price:
AUGUST 2020	<i>July 31st</i>	\$35.00	\$80.00
SEPTEMBER 2020	<i>August 31st</i>	\$45.00	\$100.00
OCTOBER 2020	<i>September 30th</i>	\$45.00	\$100.00
NOVEMBER 2020	<i>October 29th</i>	\$35.00	\$80.00
DECEMBER 2020	<i>November 30th</i>	\$25.00	\$80.00
JANUARY 2020	<i>Due before Winter Break begins</i>	\$45.00	\$100.00
FEBRUARY 2020	<i>January 29th</i>	\$45.00	\$100.00
MARCH 2020	<i>February 26th</i>	\$35.00	\$80.00
APRIL 2020	<i>March 31st</i>	\$45.00	\$100.00
MAY 2020	<i>April 30th</i>	\$45.00	\$100.00

DAILY PROGRAM OPERATIONS



THE BEFORE SCHOOL PROGRAM

The Before School Program consists of flexible, less structured quiet activities. Parents must sign in their student(s) every morning before dropping them off.

SUGGESTED DAILY SCHEDULE

7:00 – 8:00 Quiet activities

8:00 – 8:15 Breakfast served

8:15 – 8:20 Activities end/clean up

8:20 – Line up and dismissed/report to class

QUIET ACTIVITIES

In the morning, when students report to designated areas, board games, art supplies should be on tables. Suggested Items include checkers, Lego's, blocks, and card games. Students may also complete any remaining homework or elect to read. It is important that before school activities allow students to walk in at any time and participate.

THE AFTER SCHOOL PROGRAM

The After School Program provides enrichment activities for students from the end of the school day until 6:00 P.M. Activities include homework assistance, dance, art, and Computers. Parents must sign out their student(s) every afternoon before picking them up.

SUGGESTED DAILY SCHEDULE

3:00 – 3:30 Attendance and snack

3:30 – 4:30 Homework assistance

4:30 – 5:30 Supervised outdoor play

5:30 – 6:00 Board games, art projects, movie time, indoor group games, etc.

(this schedule can be modified to fit groups need)

PARENT/VOLUNTEER INVOLVEMENT

Parents and volunteers should be encouraged to participate in the Extended Day Program. Involvement tends to promote a sense of partnership. All parents and volunteers must have the approval of the Extended Day Program Director and must submit an application to volunteer.

STUDENT ATTENDANCE PROCEDURES

It is important to know where students enrolled in the Extended Day Enrichment Program are at all times. It is the immediate responsibility of the Instructor and/or Director to know whether or not children are in attendance today, yesterday, the week before, etc. Attendance records are required to be kept daily. They are to be turned in daily to the EDP Supervisor as part of paper/audit trail.

Attendance is to be taken immediately upon the arrival of students at their designated areas for each session (A.M. & P.M. sessions).

E – Indicates the date/day child entered/attended program

W – Date of withdrawal from programs

A – Indicates dates/days of absence from program

P – Indicates dates/days child is present/in attendance

N – Indicates dates/days program services not offered (planning days, holidays, etc.)

R – Indicates date/day child re-entered program

It is extremely important that before being assigned to supervise an EDP group, that a copy of each child's registration and emergency information be on file. Information on the Registration Form is considered confidential.

BEHAVIOR & DISCIPLINE



PREVENTIVE DISCIPLINE

The best means of “preventive discipline” is: Providing an interesting, well-planned program.

It is one that promotes constructive action and responses. Being alert and able to redirect children prior to potential problems developing. Maximizing children’s chances for good behavior through a positive program environment.

This includes:

- the use of clear directions and good explanations
- having reasonable and consistent expectations for children
- the liberal use of praise which has been earned (nothing false)
- sensitivity to each child as an individual
- not labeling children

When corrective measures are necessary, the following should be used:

- problem solving with the child
- use of natural and logical consequences
- commitment to follow through
- restriction of privileges as warranted
-

Under no circumstances is the use of spanking, the withholding of food, rest or relief to be used as forms of physical punishment.

The same standards established during the regular school day will be modeled during the Extended Day Program. Children are expected to demonstrate respect towards peers and adults through their actions and words. Communication from parents concerning problems at home that may be affecting a child's behavior is welcome.

DISCIPLINE WARNINGS

Disciplinary actions will be given as follows:

First and Second Warnings – Must be signed by parent/guardian and returned.

Third Warning – Must be signed and returned. The student will serve a one-week suspension from the program. Payment must still be made for this time in order to hold the student's place in the program.

Fourth Warning – The student will not be allowed to return to the Extended Day Program.

All refunds are at the discretion of the Extended Day Director/Community Education Coordinator, or the School Principal. Failure to comply with the above standards by parent or student may result in the dismissal of the student from the Extended Day Program.

REFERRALS

Any referral given during Extended Day hours will be given to the students Administrator. Extended Day Director and the Administrator will discuss a consequence and plan of action. They will then contact the parent and inform them of their decision.

THERE IS A ZERO TOLERANCE POLICY FOR FIGHTING AND BULLYING. ANY STUDENT CAUGHT FIGHTING OR BULLYING WILL BE REMOVED FROM THE PROGRAM.

ILLNESS, ACCIDENTS AND EMERGENCIES



Registration and emergency information is to be completed by parents, and maintained on file with the program prior to children being allowed to participate in the program. In the event of illness, accident, and/or medical emergency, the parent(s) or guardian(s) will be notified. Their specific instructions regarding actions to be taken shall be obtained and documented.

If parents and/or their designee cannot be reached, the director of the program will take whatever actions are deemed necessary for the health and welfare of the child. Actions initiated by the program staff does not obligate them, the school or district to assume financial responsibility for the treatment of the child.

ILLNESS

Colds, flu and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Parents are asked to keep their children home when they show symptoms of illness. If a student exhibits any active symptoms of illness, he/she will not be admitted into the Morning Extended Day Program, for both the student's comfort and to minimize the spread of the illness to other students and teachers.

- ***Fever.*** If a student has a fever, the parents need to be notified to pick up their student. Student must remain in the Main Office until they are picked up. Student is required to wait 24 hours after the fever breaks before coming back to school.
- ***Upset stomach.*** If your student vomits during Extended Day hours, the parents need to be notified to pick them up. Student must remain in the Main Office until they are picked up. Student is required to wait 24 hours before coming back to school.
- ***Diarrhea.*** Loose and frequent stools have many causes. Student must remain in the Main Office until they are picked up. Student is required to wait 24 hours before coming back to school.
- ***Cold.*** Be sure student knows how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques.
- ***Contagious Condition.*** Head lice (see below), scabies, impetigo, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis and some forms of conjunctivitis (pink eye) are contagious and must be properly treated and no longer contagious before student may attend school.

MEDICATION GUIDELINES

A. Prescription Medication In accordance with Section 1006.062, Florida Statutes, the following are guidelines for the administration of prescribed medication by school personnel:

1. The principal or a trained designee may administer prescription medication to a student while at school provided that for each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant the principal or his designee the permission to assist in the administration of each prescribed medication and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business. The school principal or the trained school staff designee shall be allowed to assist the student in the administration of such medication.

2. All medication is to be brought to the school by a Parent or Legal Guardian.

3. All prescribed medications to be administered by school personnel shall be received, counted and stored in original containers. When a medication dose is given to a student, it must be recorded. If dosage is not recorded, it will be assumed that the student did not receive the required dose. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

4. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable prudent person would have acted under the same or similar circumstances.

B. Metered Dose Inhalers for Students with Asthma

Section 1002.20, Florida Statutes, authorizes asthmatic students to carry a metered dose inhaler on their person while in school when they have approval from their parents and their physician. The school principal shall be provided a copy of the parent's and physician's written statement of approval.

C. Nonprescription Medication

For nonprescription medication that is required to be administered at school, the above stated guidelines for prescribed medication will apply. For nonprescription medication (over-the-counter medicine such as aspirin, cough syrup, Murine), the parent or legal guardian must:

1. Request in person that the medication be administered to the student during school hours.
2. Sign a written request (to be kept on file in the school) that states the type of medication, amount of dosage, and time the medication is to be administered to the student.

D. Self-Carry Medication

1. Once a "Permission for the Administration of Medication" form is completed by the parent, student and physician indicating the need for the student to self-carry a medication is on file at the school, the student may carry the following medications: albuterol inhaler, epinephrine auto injector, diabetic supplies, and pancreatic enzymes

ACCIDENTS

All accidents to children must be reported, no matter how slight. Notification of the principal and director must be done immediately. Notification must include the proper accident report form. Accident Reports are not to be written after the fact if not witnessed or reported at the time. If you are instructed to prepare the report "after the fact", you should write a statement on the report specifying the requestor name and the date requested. Example: "This incident was reported by parent/other on date_____."

SECURITY MEASURES

1. Be sure to follow Registration guidelines to the fullest. (See registration procedures in handbook). Forms must be on file before the student receives services.
2. It is recommended that the pick-up card be used in your program. This is to insure that the person picking up the child has been cleared.
3. Be sure that you are familiar with all Restraining Orders and keep a copy in your file. This is a legal document and you are legally responsible for adhering to it.

4. A student is NEVER to be dismissed unless the school's extended day's dismissal procedures are followed. Remember do not send the students to be picked up without supervision.

5. If a parent calls in to change the "normal" pick-up procedure, ask for the parent's Driver License number, etc. as an identifying factor. This is a must if you do not recognize the voice or are unfamiliar with the parent. Proper identification is your responsibility.

6. DO NOT give out any information over the phone regarding a student or their parent/guardian. Example – Is the student enrolled in the program, home phone number, address, etc.

7. Refer caller/inquirer to Human Resources/Employment for verification regarding a person's employment status, etc.

8. NEVER give out information regarding the faculty and staff of the school and/or Community Education.

STAFF AGE LIMITS

Employees working directly with children in the Extended Day Programs must be 18 years of age. All personnel procedures regarding employment, including background screening, must be initiated prior to an employee working in the program.

Temporary/substitute employees may be set-up in advance of needs such as absenteeism and emergencies.

CLASSROOM RATIO

Duval County Public Schools states the ratio in Extended Day classes is 25 students to 1 staff person. Once this limit is hit, students will be placed on a waiting list.

SAFETY DRILLS

Emergency safety drills are required periodically for before and after school sessions just as they are for the regular school day. These should be arranged by the director. Current safety drill routes and locations should be posted and reviewed with staff prior to safety drills. These drills must be conducted monthly.