



The DEN Morning and Extended Day Program is a community service available to Ocean Palms students

#### Hours of Operation:

- 7:00am-8:00am Daily
- Dismissal-6:00pm Daily (Daily=the 180 days school is in session)

#### Program Options:

- 3-5 days full tuition
- 1-2 days partial tuition
- If less than 5 days is chosen, parent must choose set days

#### Registration Fee:

The \$50.00 registration fee is a once a year non-refundable fee. The fee helps provide materials needed for activities in our program

#### Payment Procedures:

- Please make checks payable to *Ocean Palms Extended Day*
- See **Tuition Fee Schedule** on our website
- Payments should be delivered to the coordinator by the adult picking up the child
- Please do not put your payment in your child's folder or back pack as it may get misplaced resulting in late fees
- After 2 weeks of non-payment, child will no longer be enrolled in the program
- The State of Florida requires payment to be made *before* services are provided
- Continuous late payments could result in your child care privileges being removed

#### Explanation of Tuition:

- Tuition is based on the 180 days school is in session
- The first payment and registration fee are due on or before *Teacher Meet and Greet* in August
- See **Tuition Fee Schedule** on our website

#### Reduced Tuition Rates:

- Qualified Free/Reduced lunch families. When a family receives their acceptance letter into the school district's free/reduced lunch program, they will need to bring a copy of the letter to the program coordinator. The family will then be allowed to pay the reduced tuition rate
- Sibling reduced tuition is available when a family has more than one child in the program. The first child is full tuition and the second and each additional child will be enrolled at a 50% discount
- Discounted rates do not apply to *Wednesday Only* option

### Receipts:

- If you would like a monthly receipt, please let the program coordinator know
- You will be put on a list and a monthly receipt will be generated or emailed to you

### Wednesday Only Service: \$60.00/month

- This is an option for those who need *Wednesdays Only* because of early dismissal
- This is not a drop in service
- You will be required to pay the registration fee and monthly tuition before service
- We are sorry we cannot offer a drop in service. We need to know our daily attendance so we can staff our program for the safety of the children

### Returned Check Policy:

- The SJCS D is a CheckRedi participant
- If you should have a check returned to you for insufficient funds you will be contacted by CheckRedi
- Please work with CheckRedi to clear this debt so that your child's enrollment will not be jeopardized

### Drop off and Pick up:

#### Morning Program Drop Off:

- Any student that needs to be dropped off before 8:00am will need to register, pay tuition, and attend our morning program
- There is no other supervision available on campus before 8:00am
- Our morning program will be held in the media center
- Children will need to be walked into the media center and signed in by the parent/guardian daily

#### Extended Day Pick Up:

- Children in our extended day program will be picked up in the front office
- Children must be picked up by an adult and the adult must be listed on the program registration form
- The adult must show a photo ID
- I will call for your child and they will walk up to the front office

### Late Pick Up Fee:

- A charge of \$1/minute will be charged for late pick up fee
- After your child has been picked up late 3 times, your child will no longer be enrolled in the program
- Please be considerate of our employees. They have families and responsibilities also
- We are not in the business of collecting late pick up fees, but this is the consequence for late pick up
- Please be sure to have emergency numbers listed and back up plans for pick up in case anything arises and you might be running late
- You will receive a late pick up slip on that day. You will need to pay that fee before the end of that week

### Transportation Changes:

- Should your child's schedule change from attending extended day, you must contact the program coordinator ASAP at 904-547-4150
- **Do not leave a message.** If the phone is not answered please call the front office 904-547-3760
- Be sure to tell the front office to relay the message to the program coordinator before dismissal
- Children will not be allowed to change transportation on their word
- Children will not be allowed to call you to change transportation during the school day or at dismissal

We understand that emergencies do come up and transportation does need to change from time to time, but having as much notice as possible insures your child's safety!

#### **Daily Activities and Routines:**

- All children enrolled in the program will be dismissed 5 minutes before our regular dismissal. This gives them plenty of time to report to the cafeteria for attendance.
- Please discuss, with your child, the importance of reporting directly to their sign in area. Remind them they will hold up the entire dismissal process if we have to look for them
- Children will report to the cafeteria for sign in
- They will be given snack
- 2-5 grade will then report to Homework Lab
- K-1 grade will then go outside
- Homework Lab is assigned for 30+ minutes. If your child needs more time, make sure they let us know
- After Homework Lab, students will begin zone rotations with like grade levels. During this time K-1 will be in a zone rotation we call Guided Resource. They will be asked about their homework and at this time our team leader will be working with them with flash cards, reading, penmanship, etc

#### **End of Day Procedures:**

- At approximately 5:45 all children who have not been picked up will be brought back to the cafeteria

#### **Homework Lab:**

- Please make sure your child has all supplies needed to complete their homework including pencils, paper, etc.
- We realize the importance of children completing their homework while at extended day but we cannot check each child individually to make sure this happens. This is up to you and your child
- We will provide a quiet place where they will have the opportunity to complete their homework
- If your child is not completing their homework, please let us know and we would be happy to check into why
- We cannot provide a one on one tutoring session for your child but we are happy to help guide them if needed
- They will have at least 30+ minutes (more if needed) to work on homework or catch up on self-reading
- We don't have the ability or supplies to assist your child with projects

#### **Behavior Expectations, Warnings, and Consequences:**

- We will follow the same expectations as the children follow in school daily
- Our #1 rule we continually instill in the children is "no touching another student and keep your personal space" This rule solves many problems before they even happen
- We have zero tolerance for disrespect of any type, foul language, fighting or other abusive behavior

#### **Warnings and Consequences:**

- When a situation arises that requires a behavior warning, we will first try to refocus the child. We will talk to them, ask questions, and see why the situation occurred
- If they are refocused and the situation happens again, they will be given a refocus sheet to fill out
- If the situation reoccurs, you will be contacted and we will have an informal meeting with you and your child
- Usually this informal meeting is enough for the child to begin to think before they act
- If the informal meeting doesn't curtail the situation, other consequences, up to and including suspension or your child being expelled from the program

**Attending The DEN is a privilege not a right!  
Children are coached on what is expected of them and  
we will do everything we can to help them meet those expectations!**

**Staff/Team Leaders:**

I know how important it is for you to know the people you will be entrusting your children with. You will be able to find out more about our staff/team leaders on our webpage which is listed under DEPARTMENTS on the Ocean Palms Website [www.ope-stjohns.k12.fl.us](http://www.ope-stjohns.k12.fl.us)

- All team leaders will be CPR/first aid trained
- All team leaders will be employees of the St. Johns County School District which means they have passed background/fingerprint checks. You can be assured we have brought the best of the best into this program to care for your children

**Updates/Alert Now:**

Please be sure we have an updated phone number and email address. We will be using the Alert Now system in case of an emergency or if all parents enrolled in the program need to be contacted for any reason

**Newletter:**

We will be working on a newsletter which will be available on our webpage

**Never hesitate to contact me if you have questions or concerns. My door is always open. I feel communication with the parent is a priority in order to run a successful program. It's an honor to be part of your child's day.**

**Kim LaMondie**

**The DEN Extended Day Coordinator  
904-547-4150 [kim.lamondie@stjohns.k12.fl.us](mailto:kim.lamondie@stjohns.k12.fl.us)**