



The DEN Extended Day Program is a community service available to Ocean Palms students K-5

#### Hours of Operation:

- **Morning Care** 7:00am-8:00am Daily
- **Afterschool Care** Dismissal-6:00pm Daily (Daily=180 days school is in session)
- **5:00pm Dismissal on November 20<sup>th</sup>, December 18<sup>th</sup>, March 11<sup>th</sup>, May 28<sup>th</sup>**  
**(\$10 fee + \$1/minute for late pick up)**

**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!**

Our Extended Day program is open to Ocean Palms students in grades K-5. All students taking part in our program must be independent and self-sufficient when using the rest room. They must also be able to follow the expectations of the program including but not limited to following directions when on the playground, and all areas of the school. Children will be enrolled based upon the appropriateness of our program for the student. If determined that staff to child ratio or enrollment in the program creates an unsafe situation for the student, other students, or staff, the coordinator will advise the principal and we will request that you choose an alternative childcare option.

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

- We will follow the same expectations as the children follow during the school day
- 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
- **We ask parents to assist by talking to their children about these expectations**

#### 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. We will give the child every opportunity to follow the expectations of the program
- Depending on the incident our Behavior Form might be filled out. If the child has 3 written incidents, consequences up to and including suspension or the child being expelled from the program are probable.

### Program Options:

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

#### **Wednesday Only Service: \$125.00/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

### Morning Program:

- Our morning program offers the opportunity for children to read, draw, and work on homework. We have board games available. This is quiet time for children to prepare for their school day

### Afterschool Program:

- During our afterschool time the children are given opportunities to complete homework, inside options, computers, outside time.
- Children are given 1 snack at check in. You may pack additional snacks for your children.
- **Enrichment opportunities:** 3<sup>rd</sup> party vendors come into the school with special classes. You will need to sign up for these Enrichment Classes through the vendor. Information will be posted on our website.

### Registration Fee:

The \$100.00 registration fee is a once-a-year non-refundable fee. There are additional rates for siblings attending DEN

### Payment Procedures:

- **Registration Fee and 1<sup>st</sup> payment will be due on Meet Your Teacher Day in August!  
Children can't start in DEN until this is paid!**
- Please make checks payable to *Ocean Palms Extended Day* or pay through [www.schoolpay.com](http://www.schoolpay.com)
- See **Tuition Fee Schedule** on our website
- **We don't give monthly invoices** so please be sure to follow the tuition fee schedule for tuition due dates
- Florida state law Article VII, Section 10; requires payment to be made *before* services are provided
- Continuous late payments could result in your childcare privileges being revoked

### Explanation of Tuition:

- Tuition is based on the 180 days school is in session. **There are 2 payments in September**
- The first payment and registration fee are due on or before *Meet Your Teacher Day* 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:

- Please let the coordinator know if you need a printed receipt
- Receipts aren't printed unless one is requested

#### Returned Check Policy:

- SJCSD is a **Envision Payment Solutions** participant
- If you should have a check returned to you for insufficient funds you will be contacted by **Envision Payment Solutions**
- Please work with **Envision Payment Solutions** to clear this debt so that your child's enrollment will not be jeopardized

#### Emergency Closings:

- Extended Day will close when St. Johns County Schools are closing due to severe weather conditions or other emergency conditions affecting the county. If the school is closing before normal dismissal you will need to pick your child/children up at the time school is closing. If dismissal has already passed and you are notified the school is closing, you must pick up at that time.

#### Drop off and Pick up:

##### **Morning Program Drop Off: 7:00am-8:00am**

- Any student who needs to be dropped off before 8:00am will need to register and pay tuition to 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. Enter through the metal gate located to the left of the main office entrance. Knock on the door as it will be locked
- Our morning program provides a quiet time for children to prepare for the day. They can work on homework or read. We also have board games, coloring pages, paper and color pencils/crayons available
- No food or drink will be allowed in the media center
- When children are dismissed to class at 8:00am, they can go to the café and get breakfast if needed. Breakfast can be paid for with the child's lunch account

##### **Extended Day Pick Up:**

- Children in our extended day program will need to be picked up in the front office by 6:00pm
- Children will be called on the radio to come to the front office for release.
- For safety, parents will be asked to wait in the front office for their children. There will be times when children will be transitioning from zone to zone. Having parents walking in the hallways can cause confusion.
- **Children will only be released to someone on the Emergency Contact List filed with the school. Please keep this list updated**
- The person picking up must show a photo ID
- If there are co-parenting issues with pickup, legal documents must be filed with the registrar at the school. Please make the coordinator aware of any issues

**Late Pick Up Fee:**

- A fee of \$5 + \$1/minute will be charged for late pick up
- **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 on your child's Emergency Contact List with the school and back up plans for pick up in case anything arises and you might be running late
- You will receive a late pick-up invoice

**Transportation Changes:**

- Should your child's schedule change either daily or permanently 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

A written note to your child's teacher on the day of the change is the best way to insure your child will be directed correctly at dismissal. We understand that emergencies do come up and transportation might need to change but giving us as much notice as possible ensures your child's safety!

**Daily Activities and Routines:**

- Please discuss, with your child, the importance of reporting directly to DEN at check in. They should not stop to visit a teacher, go to the front office, etc.  
Please remind them they will hold up the entire dismissal process if we must look for them
- They will be given a snack at check in
- Children with homework may begin working on their homework when they check in at DEN
- Children without homework will begin activities
- Activities will include outside play, computers, inside games and crafts

**Staff/Group Leaders:**

I know how important it is for you to know the people you will be entrusting your children with. The children will be with each of the group leaders at one time or another. We feel it's important for the children to feel comfortable with each of the group leaders

- All group 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.

**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 to run a successful program. It's an honor to be part of your child's day.**

**Kim LaMondie, DEN Extended Day Coordinator**

904-547-4150 until 2:15pm (extended day office)

904-547-3760 after 2:15pm (front office)

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