



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=180 days school is in session)
- **5:00pm Dismissal on November 21st, December 21st, March 8th, May 24th (\$10 fee + \$1/minute for late pick up)**

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: \$100.00/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

Registration Fee:

The \$100.00 registration fee is a once a year non-refundable fee.

Payment Procedures:

- Please make checks payable to *Ocean Palms Extended Day* or pay through 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
- 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
- Florida state law Article VII, Section 10; 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 *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

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

Drop off and Pick up:**Morning Program Drop Off:**

- Any student who needs to be dropped off before 8:05am will need to register, pay tuition, and attend our morning program
- There is no other supervision available on campus before 8:05am
- Our morning program will be held in the media center. Enter through the door located to the left of the main office door through the metal gate
- **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 need to be picked up in the front office by 6:00pm
- 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

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 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. You will need to pay that fee before the end of that week

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 having as much notice as possible insures your child's safety!

Daily Activities and Routines:

- Please discuss, with your child, the importance of reporting directly to cafeteria 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 have to look for them
- They will be given snack
- Children with homework are directed to an area to work on their homework
- Children without homework will begin activity rotations
- Activity rotations will include: Outside play, computer lab, inside games and crafts

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

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.

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/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 in order 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 2:30pm (ext day office)

904-547-3760 after 2:30pm (front office)

kim.lamondie@stjohns.k12.fl.us