

DCE Policies

EXTENDED DAY CONTACT INFORMATION

Federal Tax I.D. # 00-6000824

TBA

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Web Site: www-dec-johns.k12.fl.us

GENERAL INFORMATION

The program is self-funded, and does not receive any money from city, district, county or federal agencies. All fees for student participation in the Extended Day Program **must be paid in advance by law**. Group rates are approximately 1-20%.

DAYS/HOURS AVAILABLE

Extended Day classes are available on days Durbin Creek Elementary School is in session. It is not available on school holidays, teacher/in-service days, or Winter, Spring, or Summer break. Monthly fees already account for these weekdays (and days, breaks, etc.) on which there is no school. On days of early release, you and your child/ren in Extended Day goes immediately to Extended Day upon school dismissal.

Morning Extended Day

Even though we do not dismiss until 8:00 am, you need to arrive before 7:50 AM. Doors will lock at 7:50 am and you will have to wait in the parent pick/drop-off line to release your child/ren.

6:30am - 8:00am

Students may arrive at school on the after 8:00 am without being enrolled in the Before School Care program.

Breakfast: If they are in need of breakfast, it is available through the school's cafeteria. Breakfast usually begins about 30 minutes prior to the start of school. **Payment for breakfast is paid directly to the cafeteria via your child's lunch money.** (Cash is also accepted.) Breakfast/Lunch money cannot be included in payments to Extended Day.

Afternoon Extended Day

- ❖ Begins as school ends, which is at 2:50 M,T,Th, F & 1:50 W.
- ❖ Upon school dismissal until 6:00 pm.
- ❖ **Extended Day supervision ends at 6:00 PM.** Should your child be picked up late on 3 occasions, you will need to make other arrangements for school care.

SNACK & DRINK

Snack is provide for all children and is already factored into your monthly payments. Please advise us of ANY food allergies so we accommodate your child.

each night for processing.

- You may withdraw and re-enroll without paying a 2nd registration fee.
- Should you decide to withdraw, we cannot guarantee a spot will be available should you return.
- Late payment fees will be assessed every week to any payment made after the due date.
- **NSF Checks:** District wide, CheckRedi is utilized to process checks that are returned for any reason. You will be contacted by a representative of CheckRedi to resolve the balance.

SCHEDULE OF DUE DATES

Payment for	August, 2016	Will be due no later than	Friday, July 29 th
Payment for	September, 2016	Will be due no later than	Friday, August 19 th
Payment for	October, 2016	Will be due no later than	Friday, September 16 th
Payment for	November, 2016	Will be due no later than	Friday, October 21 st
Payment for	December, 2016	Will be due no later than	Friday, November 18 th
Payment for	January, 2017	Will be due no later than	Friday, December 16 th
Payment for	February, 2017	Will be due no later than	Friday, January 20 th
Payment for	March, 2017	Will be due no later than	Thursday, February 16 th
Payment for	April, 2017	Will be due no later than	Friday, March 24 th
Payment for	May, 2017	Will be due no later than	Friday, April 21 st

RECEIPTS

Receipts for reimbursement of dependent care expenses will be issued through the Extended Day Office. You will attach these to your sign-out sheet upon completion. End of year statement summaries for tax purposes will be provided. If any further documentation is required, please direct all requests to the Extended Day Coordinator.

LATE PICK-UP CHARGES

In the event you are late picking up your child, you will be charged **\$5.00 for the first five minutes and \$1.00 for every minute afterwards.** This charge will automatically be applied to your account. This is necessary not only because it costs us more in staffing fees but also for the consideration of our staff, who also need to get home to their own families & personal obligations. **Please be considerate and direct any complaints you may have strictly to the coordinator.** This is a charge you do NOT wish to have to collect! **Make pick-up arrangements in the event of emergencies and please do not pick your child up late!**

Once again, if your child is picked up late 3 times, you will need to make other arrangements for after school care.

WITHDRAWING FROM THE PROGRAM

Should your needs change and you need to reduce or discontinue our Extended Day service, please show us the courtesy to notify us, in writing, of your plans, giving **TWO WEEKS notice.** Without this, charges for unused childcare will not be given. **If your child leaves with any outstanding debts, he/she may not be re-enrolled until these have been satisfied.**

PICK-UP PROCEDURES

You will enter the building by way of a paved walkway coming from the parent parking lot into the building by Earth House. You will need to **park your car in a designated parking spot and walk in!** Do NOT park on the loop in the fire lane to get your child.

Each child has his or her own sign out sheet, which are divided into binders by grade level. These binders will sit on the check-out table. The sign-out sheet will need to be initialed and the time recorded every day for every child. A picture identification will be necessary to pick-up your child.