2018 – 2019
Extended Day Handbook.

Updated 04/03/2018
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PROGRAM BACKGROUND
In 1976, the Duval County School Board deemed before and after school enrichment programs a viable and necessary service that would be provided through the elementary community schools for students of working parents. The programs were totally self-supporting.

The School Board voted in May 1987, to expand the program to all elementary schools with 25 or more students requesting the service. The number of students needed to start these financially self-supporting programs is subject to change, due to program cost factors (see Program Operation Requirements).

The programs were implemented to supplement and broaden educational enrichment opportunities. They are designed to enrich the lives of students educationally, socially, culturally, emotionally, and physically, while affording working parents this service at a reasonable fee. The service is offered only on days that school is in session for students. The programs are not designed to provide child care type services, or to compete with private day care centers.

Current programs for grades K-5 comply with goals for school and learning environment conducive to teaching and learning while concurrently providing a safe, drug-free and healthy environment.

No Extended Day Services for VPK for Non-Title One Schools.

For Pre K services (which is not VPK) please contact the Community Ed/ Extended Day office for approval prior to implementing the program at your school level.
GENERAL CRITERIA FOR ESTABLISHMENT OF EXTENDED DAY PROGRAMS
GENERAL CRITERIA FOR ESTABLISHMENT OF EXTENDED DAY ENRICHMENT PROGRAMS

In order to start an Extended Day Enrichment Program, the elementary school principal must determine whether there is a sufficient need. Invaluable needs assessments include parent surveys, input from the Shared Decision Making Committee, School Advisory Committee and/or the Parent-Teacher Association.

Elementary principals should contact the Extended Day office at 858-6080 to obtain further guidance and current survey materials. Specific steps to be taken include:

- Survey parents to determine if a need for the program exists. Obtain an estimate of the number of children who would participate. In order for an EDP to begin operation, a minimum of approximately 30 full-time students (students participating in both AM & PM sessions) or the equivalent weekly fees thereof to cover the costs for one supervisor and one teacher is needed (there should be a ratio of 1-25 students K-5) (VPK 4 yr. old 1-20).

- Establish a budget. Programs should never be implemented where there is insufficient participation to be financially self-supporting (expenses should never exceed the total amount of income generated).

- Designate/assign adequate areas of school facility for program usage and growth.

- Recruit and hire an EDP Director. This may be a certified teacher on multiple assignment or a part-time employee for whom this is the primary assignment.

- Develop and organize a curriculum for EDP based on program guidelines, DCPS policies and guideline, and the needs of the program as indicated in surveys.

- Advertise and distribute to parents about programs.

- Implement record keeping procedures utilizing district and internal accounts procedures.

- Organize and conduct registration procedures.
• EDP Director with the Principal’s approval, recruits, interviews and hires staff to work in the program.

• Train staff.

• Implement continuous procedures for program and staff development.

• Order materials and supplies.

• Communicate regularly with the Principal and District Extended Day Office.
PROGRAM POLICIES

Elementary schools implementing the Extended Day Enrichment Program should use the EDP Handbook that outlines policies and procedures for program operation. The information will be governed by local school and state guidelines for the program. Policies and procedures should be put in writing and given out to all parents enrolling children in the program. *Receipt of all information should be documented by parental signature and kept on file in the individual school.*

Among policy making areas to be included are:

♦ The stated purpose of the Extended Day Enrichment Program is that it is a fee based before and after school enrichment program for children of working parents, grades K-5.

♦ Hours of operation: The program operates only on days when school is in session for students. EDP is NOT open on planning days, holidays or when schools are closed due to emergency situations. Currently the morning session operates from 7 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.

♦ Payment of fees: A payment calendar will be developed by the CE/ED office and given out to parents at the time of registration. The weekly fee(s) are assessed and payable in monthly installments (usually 4 wks.). It is the policy of the Duval County School Board that payment is received prior to services being rendered, usually two weeks in advance of the service.

♦ Health: A generic form with registration forms should be included to address accidents, serious illness and the administration of medication. District medication guidelines are listed in the Daily Program Operations section along with sample permission slips.

♦ Identification of clothing: Children enrolled in the program are responsible for their own belongings. Each school should develop policies that are similar to those used for the regular school day.
Transportation and pick-up policies for the EDP should be similar to that used by the Duval County Public Schools for the regular school day. **Pick-up consent forms are an integral part of registration packets. Please follow district policy as it relates to pick up policies.**

Absenteism does not result in refunds or credits.

Discipline: The Student Code of Conduct for the DCPS is applicable as is EDP standard procedures and should also be included in the registration packet.

Withdrawal of students from EDP: Rules for withdrawal should be simple and concise. Parents should not be charged for services not rendered.
To all Extended Day Principals and Directors:

The Extended Day Program for the Duval County Public Schools is classified as an enrichment program. The EDP is considered an extension of the school day and does not fall into the day care category.

District policy states that students may not remain in the Extended Day Program unless their account balances are paid on a current basis. Prior to receiving service payments should be made at least two weeks in advance.

Extended Day is an enrolled program for students. It is billed monthly and is not a drop off program for any reason. No one is to participate in the Extended Day Program (Summer Camp) unless they have filled out registration papers and are paying for the services. Legally, we cannot allow faculty and staff to leave their children unless they are registered and paying. The District considers this compensation that is not being taxed, which is not allowed.

Students that are not enrolled in extended day cannot be forwarded to the Extended Day Program without the student being enrolled. This protects the liability of the school and the district.

If you have any further questions please call the Extended Day Office at 858-6083.

Sincerely,

Julius E Smith

Supervisor, Extended Day
FINANCES
FINANCES

It is the policy of the Duval County School Board, that in order for an Extended Day Program to operate in a school, the program must be **totally self-supporting at all times**. The programs are not subsidized by local or state dollars. At the end of each month, generated funds are deposited in the district bank account from which each program operates financially (see section on deposits). The financial guidelines utilized by all schools are applicable to the EDP also.

There are fund and Commitment Item numbers for the various budgetary categories from which to indentify and expend monies. Fund 10007 is the designated general funding number for all EDP money. The tracking function is 59. Accounts are identified by object numbers. When monies are deposited for the EDP at the district, they are credited to Fund 10007, Commitment Item 59510. All monies are posted to the Commitment Item 59510 account which is identified as consumable supplies.

EDP Directors must initiate budget transfers to move money from Commitment Item 59510 to the various objects for all expenditures/encumbrances of the program. For example, money to cover payroll must be transferred from Fund 10007, Commitment Item 59510 to Fund 10007, Commitment Item 59128. Commitment Item 59128 is the payroll account for part-time workers in Extended Day, where the intent of employment is for 6 months or more.

All EDP Directors should plan their budgets carefully and must maintain a close watch to insure that expenses incurred never exceed available funds in their budgets. They must also make sure that monies are transferred to the various ‘objects’ for budget expenditures. Otherwise, purchase requisitions will be rejected for processing. **Deficit spending is not allowed.** A loose-leaf ledger detailing finances is to be kept by the director and available for audit at all times.
Internal Account 6.6149 or 6.6148

The only items that can be purchased from the Internal Account District Trust for Community Education/Extended Day are 510 consumable supplies. These supplies are to be used for the benefit of the Community Education/Extended Day Programs only. One exception has been made for Extended Day is that they buy snacks for their students and code is as a 510. Monies cannot pay for field trips, admissions, rentals, equipment, software, etc. From Internal Accounts, though they can do so from their District Budget using SAP. Approval of items from this account will need to be approved by the principal and from the Community Education/Extended Day Supervisor.

Please check with your bookkeeper for the following:

- Budget Reports (10007 Account)
- Budget Transfers (10007 Account)
- Storeroom Orders (Prior Approval. Limited purchase amount per year)
- Purchase Requisitions (Purchase of items through SAP that are not consumable)
- PCF Status
- KEV Monthly reports (6.6152, 6.6155, 6.6154, and 6.6149)

KEV Tracks all internal money at the school. Please request copies of your KEV report for all EDP accounts monthly. Monitoring expenditures from these account will be vital. Remember, services, equipment, field trips, and other miscellaneous items are not paid from internal accounts.
Itemized request for purchases from District or from Internal Community Ed/Extended Day Trust accounts

School Name and Number

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Per item</th>
<th>Number of Items</th>
<th>Total Cost</th>
<th>Explanation of purchase</th>
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TO: Extended Day Parents

FROM: ________________________, Extended Day Director

RE: CHECK ACCEPTANCE POLICY

DATE: ________________________

Parents of ________________________

We are happy to accept checks as payment for Extended Day services. Checks should be made payable to ____________ Elementary School. All checks must have your name, current address, and telephone number. However, it is school policy not to accept any post-dated checks or to hold a check for any amount of time.

If your payment cannot be made by the due date, please make arrangements with the Extended Day office.

Sincerely,

Extended Day Director
Dear Parent:

Our records indicate that __________________________ has a balance due of $__________. If we have made an error, please bring in your receipt in order to make the correction. If not, please submit the balance plus a $15.00 LATE FEE. All checks are to be made payable to ________________________________ Elementary School.

The Extended Day Office is open each Monday through Friday during EDP hours of operation. You may bring your payment in at this time. If you have questions, please call the Director.

Unfortunately, if payment is not received by 6 p.m. on ________________, your child will be withdrawn from the Extended Day Program. Your cooperation is appreciated.

Sincerely,

Director EDP

Payment Due Date ____________________________

EDP FEE ____________
LATE FEE ____________
OUTSTANDING BALANCE ____________
OUTSTANDING CREDIT ____________
TOTAL AMOUNT DUE ____________
Next Payment Due ____________________________
SAMPLE

------------- Elementary
Extended Day Program
------------- (Street Address)
Jacksonville, Fl. ______

You are hereby notified that a check, numbered _____, issued by you on _____ drawn
upon __________________ and payable to ______________________________, has been
dishonored. Total amount will be subject to CHECKREDI. CHECKREDI is a vendor that’s used for the collection of
returned checks. If the school signs up with CheckRedi, the only action needed is for the school to notify all parents that
no checks will be accepted that exceed $2,500.00. If the amount owed exceeds that amount then two checks must be
written. CheckRedi will not guarantee payment on a NSF check unless it has a name, address, and phone number
imprinted on the face of the check.

The decision to use CheckRedi is at the principal’s discretion. A form is available from Internal Auditing that must be
completed by the school and forwarded back to Internal Auditing. The completed form is then sent to the appropriate
bank to set up the program. Parent check writing
privileges are not terminated because the check amount is returned to the school and the district does not have liability
for collection.
LEDGERS

A control ledger book showing all financial transactions must be maintained on a regular basis. The program director must establish an accounting system for all monies credited and debited to the Extended Day Program account. This should be maintained like a check book.

All monies originate in, and are disbursed through the Commitment Item 59510 supply account at the district level.

The District disburses 25% of your District monies as a trust check to be used for consumable supplies. The amount of money is determined by how much money is in your district account at the end of a school year. The amount advanced is 25 percent and is placed in an internal account at your school. The money can only be used for supplies. Since this is a onetime transaction from the District to ease the flow of monies for immediate needs, programs should be prudent in using it. All other generated monies for the year remain at the district where all other financial activity/transaction takes place.

EDP Directors may use any accounting system that will accurately track all revenues generated and expended. Whatever system is used must provide a year to date balance. In order for the EDP to continue operation, it must be totally self-supporting at all times. If for some reason the Director sees the potential for deficit, he/she should contact the Extended Day Office immediately.
INTERNAL ACCOUNTS
RECEIPT BOOKS

Community Education Receipt books are utilized for the receipting of monies for EDP service. The bookkeeper will order and control all Community Education Receipt books following the same procedures used when dealing with Student Activity Receipt books. The school’s financial agent will maintain a separate Community Education Receipt Book Log to control books issued and un-issued.

**A receipt book should not be used by anyone other than the person signing it out.** It can only be used for one kind of activity, and in this case, it is for the collection of EDP fees (Acct.6152 or Acct.6154 camp)

Receipt books should be returned to the bookkeeper when fully used (make sure it is signed back in on sign-out log). At the end of the school year, all unused receipts should be voided before turning in the receipt book to the school financial agent.

Guidelines to follow when issuing receipts are:

- A receipt is issued any time money is collected except when there is a dishonored check (returned check). The initial receipt is the official receipt in this case. *(This procedure is only used if your school does not use Checkredi.)*

- The Community Education Receipt Form is a four part pre-numbered form to be used for all extended day collections. It is often referred to as a CER.

- If a mistake is made regarding the amount or date, the receipt is to be voided and a new one issued. If a receipt is voided, all four copies are to remain stapled in the receipt book, and marked “void” and retained for audit. **Do not alter or erase an amount or date on a receipt. Never discard voided receipts.**

- All receipts are to be signed. Do not use stamps or initials. **Only the person who signed for the receipt book is allowed to issue or sign receipts from it. Never share receipt books.**

- **Do not pre-date receipts.**

- **Do not pre-sign receipts.**
RECEIPT COMPLETION GUIDELINES

**PURPOSE OF THE COLLECTION**---check Extended Day box.

**OTHER**---write the child’s name(s) and grade.

**CASH OR CHECK**---check appropriate box. If a check and cash are received, write next to each box, the amount received for each.

**RECORD**---the appropriate school number.

**RECEIVED FROM**---the receipt is made out to the person who paid cash or the person whose name appears on the check.

**COURSE TITLE**---indicate service sessions as appropriate (AM, PM or both) and check the Extended Day box where indicated.

Use the current date (date monies collected)

The amount is the total amount received. If both cash and check are received, the amount line figure is the total amount of both. The cash amount received is to be written next to cash, the check amount is to be written next to check.

*Whenever a parent/guardian pays for more than one child, one receipt can be written for both children, but both names of children must be recorded on the receipt.*

No cross outs or changes may be made on the receipts. If an error is made, staple all four copies in book and mark void. Write a new receipt with corrections.

**RECEIPT DISTRIBUTION GUIDELINES**

White original copy is given to the payee.

Blue copy is retained by EDP Director for auditing purposes.

Pink copy is submitted to the school’s Financial Agent.

Yellow copy remains in the receipt book for audit.
EXAMPLE OF RECEIPT BOOK
_________________DUVAL COUNTY SCHOOL BOARD_________________
INTERNAL ACCOUNTS FUND
COMMUNITY EDUCATION RECEIPT

TO STUDENT
PURPOSE OF COLLECTION
☐ CASH SCHOOL NO. _________
☐ CHECK

Received From _______________________________

☐ FEE BASED COURSE
☐ EXTENDED DAY
☐ Summer Camp
☐ ____________________

OTHER (SPECIFY)
Course Title ____________________ Sect. ______

REFUND POLICY
PERSONS DESIRING TO DROP A COURSE FOR WHICH THEY PAID A REGISTRATION FEE MUST NOTIFY THE COMMUNITY EDUCATION OFFICIAL WITHIN 3 WORKING DAYS OF THE FIRST CLASS MEETING AFTER ENROLLMENT IN ORDER TO RECEIVE A REFUND.

____________________________________
COMMUNITY EDUCATION OFFICIAL
___________________
DUVAL COUNTY SCHOOL BOARD

EXAMPLE OF RECEIPT BOOK
_________________DUVAL COUNTY SCHOOL BOARD_________________
INTERNAL ACCOUNTS FUND
COMMUNITY EDUCATION RECEIPT

TO STUDENT
PURPOSE OF COLLECTION
☐ CASH SCHOOL NO. _________
☐ CHECK

Received From _______________________________

☐ FEE BASED COURSE
☐ EXTENDED DAY
☐ Summer Camp
☐ ____________________

OTHER (SPECIFY)
Course Title ____________________ Sect. ______

REFUND POLICY
PERSONS DESIRING TO DROP A COURSE FOR WHICH THEY PAID A REGISTRATION FEE MUST NOTIFY THE COMMUNITY EDUCATION OFFICIAL WITHIN 3 WORKING DAYS OF THE FIRST CLASS MEETING AFTER ENROLLMENT IN ORDER TO RECEIVE A REFUND.

____________________________________
COMMUNITY EDUCATION OFFICIAL

EXAMPLE OF RECEIPT BOOK
_________________DUVAL COUNTY SCHOOL BOARD_________________
INTERNAL ACCOUNTS FUND
COMMUNITY EDUCATION RECEIPT

TO STUDENT
PURPOSE OF COLLECTION
☐ CASH SCHOOL NO. _________
☐ CHECK

Received From _______________________________

☐ FEE BASED COURSE
☐ EXTENDED DAY
☐ Summer Camp
☐ ____________________

OTHER (SPECIFY)
Course Title ____________________ Sect. ______

REFUND POLICY
PERSONS DESIRING TO DROP A COURSE FOR WHICH THEY PAID A REGISTRATION FEE MUST NOTIFY THE COMMUNITY EDUCATION OFFICIAL WITHIN 3 WORKING DAYS OF THE FIRST CLASS MEETING AFTER ENROLLMENT IN ORDER TO RECEIVE A REFUND.

____________________________________
COMMUNITY EDUCATION OFFICIAL
REPORT OF MONIES COLLECTED

The writer of receipts for Extended Day Enrichment Program will prepare a “Report of Monies Collected form” and submit it with a copy of the bank deposit slip (if applicable) and the Community Education Receipt book with the bookkeeper’s copies attached for audit. These are to be submitted to the bookkeeper on the first available day after the collection (daily if possible). A different Community Education Receipt Book must be used for each source of Collection (Extended Day, Summer Camp, etc).

Separate “Report of Monies Collected” forms must be used for each type of account (Extended Day, Camp, etc.)

GUIDELINES

♦ Complete a “Report of Monies Collected” form at the end of each day when money is collected detailing collections.

♦ Each receipt book must have a completed “Report of Monies Collected” form submitted to the school’s financial agent at the end of each day when money is collected.

♦ Each completed form should have the account name and number.

♦ Each completed form should have the same date as the receipt(s) for which money was collected.

♦ The beginning number, ending number and any numbers which have been voided must be recorded where requested on the form.

♦ The person who collected money and signed the receipt should be the same person who signs the “Report of Monies Collected”.

♦ Both copies (white and yellow) of the form are submitted to the school financial agent.

♦ The yellow copy will be returned to the EDP Director and should be filed for audit trail.

(See example)
SAMPLE
REPORT OF
MONIES COLLECTED

DATE ______ Current Date ______ 20 ________

ACCOUNT NAME: ___________________ Account # F6152 __________________________

Prepare this form in duplicate – both copies to financial agent who will return duplicate.
TRANSOMTS HEREWITH MONIES OBTAINED FROM SOURCE INDICATED BELOW FOR DEPOSIT

<table>
<thead>
<tr>
<th>Student Activity Receipts Attached:</th>
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<tbody>
<tr>
<td>Beginning No. ⇒</td>
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<tr>
<td>Ending No. ⇒</td>
</tr>
<tr>
<td>Voided S.A.R. Nos. ⇒</td>
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Source:
Specify (EDP fees, camp, etc.)

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Total

I HEREBY CERTIFY THAT THE ABOVE FUNDS ARE ALL RECEIVED BY ME FOR DEPOSIT AS RECEIPTED.

If funds were held or shortage exist,
Principal’s signature required.

/\S\/  Full Signature
       (Sponsor or Teacher)

\(\text{Principal} /\S\/  Received

/\S\/  * (Financial Agent or Principal)

* If drop safe used,
Indicate here
OFFICIAL RECEIPT No. ________________

** Person who signed CERs
RETURNED CHECK REDEPOSITS (only for schools who do not use Checkredi)
A redeposit is done whenever the cash payment for a returned check is received. The same procedure used for deposits are to be followed. However, never combine a re-deposit with an initial deposit. A separate deposit slip is used solely for the replacement amount. The person’s name, as it appeared on the check, is to be written on the redeposit slip. Accept only cash, money order, or cashier’s check for a redeposit. Personal checks are never accepted for dishonored check. Do not issue a receipt when cash is given for a returned check from the EDP receipt book. (This would be double receipting). A separate Student Activity receipt book is used with the payment for dishonored checks. Charge the returned check fee indicated by internal auditing.

RECEIPTING RETURNED CHECK FEES
The EDP Director should log out a Student Activity Receipt book to be used solely for receipting the returned check fee which is charged for a returned (dishonored) check. The white copy is given to the person who wrote the returned check. All other copies remain in the receipt book for the bookkeeper to remove. The money is deposited as an original deposit but goes into the school’s general account. **It is not put into the Extended Day Program account.** A Monies Collected form is done for the returned check fee only.

REFUNDS
All refunds will be handled by the school’s Financial Agent and be paid from the Internal Account which originally received the monies. **Allow 2-3 weeks for checks to have cleared the bank before refunding money.** If paid in cash a refund may be issued immediately. Procedures to follow when requesting refunds are:

- The receipt number must be known
- Write the date, amount to be refunded, and initial the yellow copy of receipt to be refunded. Initials should be same person who wrote original receipt.
- Make a copy of the receipt page where a refund is to be made.

An “X” should be written across the copies which are not being refunded on the Copy page. Never make an “X” on the yellow copies in the receipt book. The Internal Accounts Request for Payment Form should be utilized when initiating refunds to two or more individuals. If for one, use an Internal Accounts Request for Purchase Approval and Check Requisition form. Address for the payee should be placed in the box under the name for mailing purposes.
REQUEST FOR REFUND PAYMENT

FOR __________________________________________
ACCOUNT _______________________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>SAR/CER #</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td></td>
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</tr>
</tbody>
</table>

TOTAL PAYMENTS

PAYMENTS REQUESTED BY: ____________________________ (Faculty Member’s Signature)
PAYMENTS APPROVED BY: ____________________________ (Bookkeeper’s Signature)
______________________________________________ (Principal’s Signature)

This form is to be used in place of the Request for Purchase Approval and Check Requisition Form when it is necessary to issue refunds to individuals.

Original Student Activity Receipts/Community Education Receipts must be attached to this form, prior to submitting to the bookkeeper for processing. (If original receipts are not available, copies of receipts are acceptable).
REQUEST FOR REFUND PAYMENT

FOR  Extended Day Program

ACCOUNT  6152 CE TR

<table>
<thead>
<tr>
<th>NAME</th>
<th>SAR/CER #</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>230567</td>
<td>75.00</td>
<td>1234</td>
</tr>
</tbody>
</table>

TOTAL PAYMENTS  75.00

PAYMENTS REQUESTED BY: Lisa Smith
(Faculty Member’s Signature)

PAYMENTS APPROVED BY: Mary Gerber
(Bookkeeper’s Signature)

Barbara Black
(Principal’s Signature)

This form is to be used in place of the Request for Purchase Approval and Check Requisition Form when it is necessary to issue refunds to individuals.

Original Student Activity Receipts/Community Education Receipts must be attached to this form, prior to submitting to the bookkeeper for processing. (If original receipts are not available, copies of receipts are acceptable).
DEPOSITS

All money collected for the Extended Day Enrichment Program should be turned in directly to the school’s financial agent during the regular school day. However, some collections are made, when the bookkeeper is not available. Receipted monies held overnight should be placed in school’s drop safe with proper paper work. Receipts are dated the actual day money is collected as is Monies Collected form.

Those EDP’s with drop safes, locking bank bags and who utilize bank pickup services can make their own deposits beyond the regular school day (night deposits). When using this procedure, the following guidelines are appropriate:

Complete deposit slips as indicated on the deposit slip, recording currency, coin and checks in totals where indicated.

Two deposit slips are to be placed in the bank bag. One slip is for the bank and the other is to be validated and returned to the school (total number of slips and colors may vary from bank to bank). A tape of the checks enclosed should be included as well.

A third copy of the deposit slip is placed with the Community Education Activity Receipt book and given to the bookkeeper. A tape of the checks enclosed should be included along with the bag strip if using disposable bags.

The bank bag number is to be recorded and initialed under the square of the total of the deposit ticket.

A Trip sheet or router slip must be filled out and included with the bank bag with the bag number on the trip sheet. (Do not put the Trip Sheet in the bank bag).
<table>
<thead>
<tr>
<th>DATE</th>
<th>DOLLARS</th>
<th>CENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENCY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COINS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CASH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHECKS</td>
<td></td>
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<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FROM OTHER SIDE OR ATTACHED LIST

DEPOSIT TICKET

TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR CASH WITHDRAWAL UNTIL DEPOSIT TOTALS ARE CONFIRMED
TRIP SLIP GUIDELINES

The following guidelines are keyed in number sequence to example

1. Write down the bag number
2. Write CE/EDP/summer camp for description
3. Write the amount
4. Remember to pull off the bar code and place on the bag for scanning
5. Record each deposit per line (when more than one deposit is enclosed in bag make sure that you have more than one deposit slip. Preferred use two different bags for separate deposits).
6. A redeposit is always a separate deposit and should be recorded as a separate deposit. (Only if your school does not use Checkredi)
7. The grand total is the total to be deposited of cash and checks.
The ELC reimburses schools for some students receiving Extended Day Service. This program is referred to as Project Independence.

Community Education Accounts have been established to separate these funds from other Community Education collections. This project number is F6155.

When an ELC check is direct deposited it is the responsibility of the bookkeeper to check bank statement for receipt of payment. ELC sends a statement to the Director of funds deposited.

For information on the ELC direct deposit program, please call 904-208-2044 x 1.

Monies received from the ELC sources are to be posted to the Day Book page for the student (s) involved. Please see your ELC Day Book page in handbook.
At the end of each month, a check for the balance of Extended Day funds available on the last day of the month must be written and deposited in the district bank account. This must be done after the 1st and no later than the 3rd business day. Late deposits will not be reconciled by the district in a timely manner.

It is the responsibility of the EDP Director to make sure that the Report of Community Education/Extended Day Deposit agrees with the check issued by the bookkeeper, and is deposited once a month in the district bank account.

Once the deposit is made, the Report of Community Education/Extended Day is to be completed, with the yellow copy of the deposit slip attached to it. This report is due in Business Services by the 3rd business day of the next month. Failure to get the report in on time will result in monies not being posted to district ledger for a school’s EDP on a timely basis. A copy of this report should also be sent to the Community Education office.

Monies to be sent to district at $3.00 per FTE (Full-Time Equivalent) are reflected on this report on Line 7. This money is utilized by the district office for assisting programs that are marginal when starting out, that has an overload of ESE children and need financial assistance and other needs as deemed by the Supervisor of Extended Day. This amount should not be included in your revenue base when budgeting for expenditures.

A copy of the direct deposit from the Early Learning Coalition for subsidized childcare such as Project Independence must be attached to this report.

The white original deposit slip and the pink copy are to accompany the deposit to the bank for the district bank account. A copy of the original deposit slip and the Report of Community Education/Extended Day Deposit should be made each month and kept on file at the school for audit purposes.
REPORT OF COMMUNITY EDUCATION/EXTENDED DAY DEPOSIT
(Direction for Preparation)

A report is due monthly even if you have no money that is collected
Do not combine two months on one report.

1. School Name__________________________

2. School Responsibility Center # ________

3. Date of deposit ________________________
   This date is to be the same date that is on the Deposit Slip for this activity.

3.5 Month of activity ______________________
   This is the month in which the money is collected.

4. Community Education Fees $ __________
   This is the balance of funds shown in CE Fees Account F6150 at month-end.

5. Camp $ _______
   This is the balance of funds shown in Camp Account F6154 at month-end.

6. Extended Day Program $ __________
   This is the remainder of the balance of funds in the Extended Day Program Account F6152 at
   month-end after the # of FTE Students X $3.00 has been subtracted.

7. District Information (# of FTE Students _______ X $3.00) = $ _____________
   The number of FTE students is determined by the information developed by the Extended Day
   Director when completing the Extended Day Monthly Student Count and Financial Activity
   Report. This number is multiplied by $3.00 to create the total dollars for “Line 7” on the Report
   of Community Education/Extended Day Deposit.

   Please Note: Line 6 plus Line 7 equals total funds shown on computer printout for Extended
   Day Program Account F6152.

8. Project Independence $ ____________
   This is THE BALANCE OF FUNDS SHOWN IN Project Independence Account F6155 at month-end.
   Copies of each check, received from the Early Learning Coalition or other outside agencies for this
   activity, must be attached to the Report of Community Education/Extended Day Deposit form.

9. Other $ ___________________
   This is the balance of funds shown in Other Account F6153. These funds have been collected in
   support of Community Education Courses such as books or supplies needed by the individual
   enrolled in the class or course. Funds may also have been collected for a special activity such as a
   field trip taken in addition to Summer Camp Activities. This will also include the Hawk’s Nest
   and Sandpiper’s Castle Preschool Enrichment programs and any refunds made TO the school.

   A description of activities, which make up the funds shown in “Other” at month-end, are to be
   included in this report.
Circle either 10006 (Community Education Fees) or 10007 (EDP/Camp) to indicate which fund the monies is associated with. If both, indicate amount of each in description.

10. Sub Total $ _______________________
    This figure is the total of Line 4, 5, 6, 7, 8, 9 = 10.

11. Signature of Community Education Coordinator or Extended Day Director

12. Total Deposit $ ______________

13. After verifying the accuracy of this report, the Bookkeeper is to sign and date it. If the bookkeeper is not available, the report is to be signed by the principal.

PLEASE RUN TWO (2) ADDING MACHINE TAPES OF THE REPORT AND ATTACH TO THE ORIGINAL REPORT THAT YOU ARE SENDING IN.

You are able to fax this report to 858-6085 CE office and 390-2680 Attention Sheila Weeks. Send the original with the principal’s signature in the school mail to both locations. (86A room 107 and 3001 2nd floor attn Sheila Weeks)

If your report is going to be late, please call Sheila Weeks @ 390-2333 and let her know.

DO NOT COMBINE TWO MONTHS ON ONE REPORT.

Negative refunds (i.e., refunds to parents) from the account should not be included on the “Other” line. They should be subtracted from the appropriate program’s revenues before the amount is recorded. Positive refunds (i.e., refunds from a field trip) may be put on the “Other” line since these funds are being added back into the account.

Deposit books for the district account should be requested from Sheila Weeks. Disposable deposit bags can be ordered from the Storeroom.
REPORT OF COMMUNITY EDUCATION/EXTENDED DAY DEPOSIT

SCHOOL NAME ____________________________ (1)  SCHOOL RC # ____ (2)

DATE OF DEPOSIT __________________________ (3)

MONTH OF ACTIVITY ________________________ (3.5)

COMMUNITY EDUCATION FEES (10006)
(MAS Code F-6150) $ _______ (4)

CAMP (10007)
(MAS Code F-6154) $ _______ (5)

EXTENDED DAY PROGRAM (10007) (F6152 minus FTE $)
(MAS Code F-6152) $ _______ (6)

DISTRICT INFORMATION (# of FTE Students ______ x $3.00) (10023) = $ _______ (7)

PROJECT INDEPENDENCE (10007)
(Early Learning Coalition of Duval – EDP only)
(MAS Code F-6155) $ _______ (8)

*OTHER (Either 10006 or 10007 circle one) $ _______ (9)
(MAS Code F-6153) Examples: Hawk’s Nest, Sandpiper’s Castle, refunds to school

*EXPLANATION OF OTHER: ____________________________________________

________________________________________________________________________

PER ATTACHED.

SUB-TOTAL (Community Education/Extended Day) $ _______ (10)

(4+5+6+7+8+9+10)

________________________________________ (11) 
Coordinator Community Education
Or EDP Director

________________________________________ (12)

Bookkeeper or Principal

TOTAL DEPOSIT (Amount of Internal Accounts Check) $ _______ (12)

________________________________________ (13)
Bookkeeper or Principal

This original REPORT OF DEPOSIT, with the YELLOW COPY of the DEPOSIT SLIP attached, is to be sent to the following address: Sheila Weeks, Accountant I, Business Services Office, #3001. Report due by the 3rd business day of each month, following the report period. Fax to CE office 858-6085 and Sheila Weeks 390-2680. Call Sheila (390-2333) if report is going to be late. ALSO SEND A COPY TO THE COMMUNITY EDUCATION OFFICE.

*PLEASE RUN TWO (2) ADDING MACHINE TAPES OF THIS REPORT AND ATTACH.
EXTENDED DAY MONTHLY STUDENT COUNT AND FINANCIAL ACTIVITY REPORT

The Extended Day Monthly Financial Activity Report is a summary of the participants enrolled, and the revenue and expenditure financial activity for a given month. It further provides the program with a year to date financial balance.

It is the responsibility of the EDP Director to maintain proper accounting records that indicate the year to date financial status of the program. This is especially important since there is a lag time in the district posting of revenues and expenditures.

The Extended Day Monthly Financial Activity Report Form must be completed each month by the EDP Director and forwarded to the Community Education office by the 3rd business day of the following month.
EXTENDED DAY MONTHLY STUDENT COUNT
AND FINANCIAL ACTIVITY REPORT

SCHOOL: ___________________________ RC# ___________________

MONTH OF: _________ YEAR: _______ DATE SUBMITTED: _______

I. STUDENT COUNT

<table>
<thead>
<tr>
<th>Sessions</th>
<th># Of Students* (unduplicated)</th>
<th>Number of students being Subsidized by the Early Learning Coalition of Duval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.M. Grades K-5 (student who only come in AM: $13 per week)</td>
<td>(6)</td>
<td></td>
</tr>
<tr>
<td>P.M. Grades K-5 (students who only come in PM: $25 per week)</td>
<td>(7)</td>
<td></td>
</tr>
<tr>
<td>A.M./P.M. Grades K-5 (students who come in AM &amp; PM: $38 per week)</td>
<td>(8)</td>
<td></td>
</tr>
<tr>
<td>TOTAL # of Students</td>
<td>(9)</td>
<td></td>
</tr>
</tbody>
</table>

*Each child will be counted only once in the above categories (give highest head count for any given week in the month)

II. Monthly Revenue Analysis

Balance at beginning of month $____________________ (11) use balance from end of last month

+ Revenue taken in for this month (A below) $____________________ (12)

- Payroll & benefits for month: Directors(s) $<_________________> (13)

Instructors $<_________________> (14)

Other expenditures for month $<_________________> (15)

-FTE Calculation (C below) $<_________________> (16)

=Balance on hand at end of month $____________________ (17)

III. FTE Monthly Calculation

A) Total money collected for EDP + Project Independence $____________________ (18)

B) Divide total in A) by 38 to get FTE __________________ (19)

C) FTE in B) times $3 (this is what you send to the district; also #7 on deposit report $____________________ (20)

Total EDP $ for month plus Project Independence $____________________ (21)

Minus FTE $ (C above) $<_________________> (22)

Total $ deposited for month (#6 + 8 on deposit report) $____________________ (23)

IV. Staffing

V. Duplicate Head Count**

Total # Directors ______ (24) (only one works at a time) A.M. Care ______ (27)

Total # Instructors A.M. ______ (25) P.M. Care ______ (28)

P.M. ______ (26)

**Child can be counted in both categories if he/she attends both.

___________________________________________ (29) __________________________________________ (30)

Signature of EDP Director Signature of Principal
EXTENDED DAY MONTHLY STUDENT COUNT AND FINANCIAL ACTIVITY REPORT
(Directions for Preparation)

Part I. (Section III) FTE Monthly Calculation (see Electronic Version Internal Auditing)

1. (18) Add together the total collections for Extended Day (F-6152) and total collections for the Early Learning Coalition (F-6155) for the month and insert that number into Line A.
2. (19) Divide total in A by $38.00; this computation will give you the number of FTE in Your Extended Day Program.
3. (20) Multiply the FTE in your Extended Day Program times $3.00; this computation will give you the dollar amount to insert in Line #7 of the “Report of Community Education/Extended Day Deposit,” which you submit to the school district by the 4th business day of each month.
4. (21) In this line, place the total amount of collections during the month for Extended Day only (F-6152 and F-6155).
5. (22) Subtract from Line #21 your FTE dollars, this is the same amount you entered on Line #7 of the “Report of Community Education/Extended Day Deposit.”
6. (23) Once you have completed this subtraction, enter your new total on Line #23 of this report.

II. Monthly Revenue Analysis

7. (11) Report the balance in your Extended Day Program on the first day of the month (#17 from previous month’s report).
8. (12) Add in the amount of revenue taken in for the month in Extended Day.
9. (13) Subtract the total payroll and benefits for the EDP Director for the month.
10. (14) Subtract the total payroll and benefits for all instructors for the month.
11. (15) Subtract out any other EDP expenditures for the month.
12. (16) Subtract out your FTE Monthly calculations.
13. (17) These computations will give you your year-to-date balance on hand at the end of the month.

III. Student Count

14. Name of school.
15. Responsibility Center Number for school-this number always begins with the number 3-for example, Holiday Hill Elementary would be Responsibility Center Number 3209.
16. Month for which report is being submitted.
17. Year for which report is being submitted.
18. Date report is submitted to the Community Education office.
19. (6) Number of students coming only to the A.M. Grades K-5 session of Extended Day; give the highest head count for any given week during the month.
20. (7) Number of students coming only to the Grades K-5 P.M. session of Extended Day; give the highest head count for any given week during the month.
21. (8) Number of students coming to both A.M. and P.M. sessions of Extended Day; give the highest head counts for any given week during the month
22. (9) Total for the # STUDENTS column (unduplicated count)
23. The number of students being subsidized by the Early Learning Coalition should reflect in your student count.

IV. Staffing

24. Insert the number of EDP Directors in your program
25. List the number of instructors who work in the A.M. of EDP program
26. List the number of instructors who work in the P.M. of EDP program

V. Duplicate Head Count

27. Please provide duplicate head counts for each session
28. Please provide duplicate head counts for each session
29. Signature of EDP Director
30. Signature of Principal
INTERNAL
AUDITING
PROCEDURES
DOCUMENTS REQUIRED FOR AUDIT
COMMUNITY EDUCATION/EXTENDED DAY

Box up and save at end of year. Turn in to bookkeeper to hold for audit.

_____ Community Education receipt book log (copy)
_____ Community Education receipt books (Used during the year)
_____ Day Book from Extended Day Director
_____ Extended Day Payment Schedule
_____ Attendance Records-Camp, Extended Day

Please note: When records for the school year are prepared for audit, the following procedures should be used:

1. Complete records checklist and place a copy with the records waiting for audit.

2. Label the box or filing cabinet.

Any records containing confidential information (social security numbers, addresses, student information, etc) must be shredded before disposal if not put in audit box.
All fees collected will be recorded in the appropriate section of the Day Book designated for that purpose. Information regarding the service period, amount paid, amount owed, and receipt number will be carefully recorded. Additional information concerning late payment, returned checks, etc., will be recorded in the comment section of the book.

**A page per child or page per family may be used.** If more than one child is on the page, list only one child at the top of the page. The remaining children can be listed at the bottom of the page.

1. Record child’s name
2. Record date as on Community Education Receipt # (CER#)
3. CER#
4. Total service fee
5. Total customer paid
6. Ending balance
   
   (Service Fee (−) Customer Payment (=) Balance Due)

**DAY BOOK GUIDELINES**

**GOALS**

A. Keep track of what parents owe and paid.
B. Provide adequate accountability and audit trail.

**PROCEDURES**

A. Post actual charges in “service fee” column.
B. Post actual payments in payment column.
C. After first week, check pages for unpaid students.

**PLEASE NOTE**

A. Positive balances are balances are credits to the parents.
B. Negative balances are due to Extended Day Programs.
C. Customer payment column should reflect only actual payments or actual refunds—Not credits due for a reduction in service.
<table>
<thead>
<tr>
<th>Description</th>
<th>The date’s customer paid for the services being rendered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment date</td>
<td>The customer has to pay within five business days <strong>prior to late Fees being added.</strong></td>
</tr>
<tr>
<td>Service fee due</td>
<td>Amount owed due to A.M./PM/Both EDP services.</td>
</tr>
<tr>
<td>Date Payment Made</td>
<td>Date that the receipt was written</td>
</tr>
<tr>
<td>CER Number</td>
<td>The receipt number.</td>
</tr>
<tr>
<td>Payment</td>
<td>The amount that was written on receipt.</td>
</tr>
<tr>
<td>Balance Due</td>
<td>The balance that the parent owes.</td>
</tr>
<tr>
<td>Pymt Due Date</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>07/2 – 08/03</td>
<td>Daily Rate-</td>
</tr>
<tr>
<td>08/13/18</td>
<td>Daily Rate-</td>
</tr>
<tr>
<td>09/10/18</td>
<td>Daily Rate-</td>
</tr>
<tr>
<td>10/08/18</td>
<td>Daily Rate-</td>
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**Total**

Students Name:
### Extended Day Daybook Page

**School Year:** 2018-2019  
**Tax ID Number:** 59-6000589

**Student's Name:**  
**AM_____ PM_____ Grade(s) _______**

**Sibling:** ______________________________  
**Parent/Payer Name:** ____________________

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**Total**

**Total Students Name:**
REGISTRATION PROCEDURES
REGISTRATION PROCEDURES

Parents and/or guardians of children wishing to participate in the Extended Day Programs of the Duval County Public Schools must complete registration procedures in person, at the home school. This must be done prior to participation in the program. Separate registration forms 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
- EDP Calendar (dates of program operation)
- EDP Payment Calendar/Payment Schedule

The above mentioned forms and information are detailed in the following pages.

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 principal of the school before being implemented.

Parent/guardian enrolling students in the program should sign off on a form designating all information given to them at the time of registration (to be developed by individual school programs).
Duval County Public Schools Extended Day Enrollment Forms

GRADE _______ BIRTHDATE ___________ SEX ________

AM 7:00-8:30 ______ PM 3:00-6:00 ______

TEACHER_________________ MAGNET________________

ENROLLMENT DATE______ WITHDRAWAL DATE______ REENROLLMENT DATE ________

Child’s Name: ________________________________

(Last) (First) (Middle) (Alias)

Child’s Physical Address ________________________________

________________________________________________

Child’s Physician                                    Phone number                        Address

Hospital Preference: ________________________________

Mother’s Name: ________________________________    Father’s Name: ________________________________

Birth Date: _____ Phone #: _____________________    Birth Date: _____ Phone #: _____________________

Home Address: ________________________________    Home Address: ________________________________

City: _________ State: ______ Zip: _______    City: _________ State: ______ Zip: _______

Employer: ________________________________

Employment Address: ________________________________

Employer Phone #: ________________________________

Parent Email address ________________________________

Parent permitted to remove child (Yes or No): Mother ____ Father ____

Step-mother ____ Step-father ____

(IF NO, DOCUMENTATION REQUIRED)

Other person(s) to be notified in case of illness or accident and permitted to remove child (must present photo ID):

Name: ________________________________ Phone #: __________________ Address: __________________

Name: ________________________________ Phone #: __________________ Address: __________________

Name: ________________________________ Phone #: __________________ Address: __________________

Name: ________________________________ Phone #: __________________ Address: __________________

Name: ________________________________ Phone #: __________________ Address: __________________

Parent Email address ________________________________

SPECIAL MEDICAL OR OTHER NEEDS THAT WILL HELP US TO BETTER SERVE YOUR CHILD:

________________________________________________________________________________________

________________________________________________________________________________________

_______________________________________________________

_______________________________________________________
CHILD’S NAME _________________________________________________________________

AUTHORIZATION FOR EMERGENCY CARE
In case of accident or serious illness and the school is unable to reach me, I hereby authorize the school to contact the physician indicated and to follow the instructions. If it is impossible to contact this physician the school may make whatever arrangements necessary to provide care and treatment for my child. In case of an accident or serious illness where immediate treatment of my child is indicated but where he/she is unable to remain at the school, the school will contact me to arrange transportation for my child. If the school is unable to reach me, I authorize the school to contact one of the persons listed on the Extended Day Enrollment Form and request them to come to the school to transport my child home ____________________________________________________________

PARENT/GUARDIAN SIGNATURE DATE

GENERAL RELEASE OF LIABILITY
The undersigned hereby releases and forever discharges Community Education/Extended Day, the Duval County School Board and the City of Jacksonville, their officers, servants, agents, and employees, from all claims and demands, rights and causes of action of any kind the undersigned now has and hereafter may have an account of or in any way arising from personal injuries known or unknown to the undersigned at the present time and property damage resulting or that results from any occurrence which may happen to _______________________ during (School Name) Extended Day Program. ____________________________________________

PARENT/GUARDIAN SIGNATURE WITNESS SIGNATURE

MEDICATION POLICY
A policy has been established in Duval County to govern the administration of medicine to students in public schools. The policy states that before medicine can be administered in the school, a statement from the physician concerning the medicine must be on file at the school. Directions taken from the prescription bottle or box will not suffice. Only a written statement from the physician is acceptable. Also, a Medication Release Form, which should be on file at your school. If none is in student file then have them complete the standard DCPS form.

MEDICATION RELEASE FORM
“I request that my child, (or legal ward) ____________________________ be given external and/or internal medication as needed during school hours; and I will provide the medication. I understand that such medication will be given only according to directions of a licensed Medical Doctor or Dentist, and a copy of the directions is on file in the school office. Further, I agree to waive any claims or liability that may arise against any school personnel relative to the administration of medication to my child, (legal ward) regardless of the circumstances. ____________________________________________

PARENT/GUARDIAN SIGNATURE

NUTRITIONAL SNACKS
In accordance with DCF Guidelines, parents must furnish their children an afternoon snack if the foodservice provider at the school does not provide free snacks. If a snack is provided a menu will be posted.

PARENT/GUARDIAN SIGNATURE DATE

• Section 402.3125(5), FS. Requires that parents receive a copy of the Child Care Facility Brochure, “Know Your Child Care Facility” (CF/PI 175 – 24)

• Section 65C-22.006(3) C, 2. F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.

ILLNESS/ACCIDENTS/EMERGENCIES
All accidents to children must be reported, no matter how slight. Notification from the director must be done immediately. Notification must include the proper accident report form. Emergency safety drills are required periodically for before and after school sessions just as they are for the regular school day. Current safety drill routes and locations should be posted and reviewed with staff prior to safety drills. These drill must be conducted monthly.

PARENT/GUARDIAN SIGNATURE DATE EXT. DAY DIRECTOR SIGNATURE DATE

The signing of this document means that you have received, read, understand, and agree to the program policies pertaining to payment, arrival and pick up, Flu virus, medication authorization, parent expectations norms, and program discipline as stated in the policies and guidelines packet.
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.
3. 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.
EXTENDED DAY ENRICHMENT POLICIES TO EMPHASIZE WITH PARENTS

POLICY: “District policy is that students may not remain in the Extended Day Program unless their account balances are paid on a current basis.”

Attendance: 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.

PAYMENT: Payments are due as scheduled. First payment must be made in person by the parent to the Director/designee of Extended Day office during the hours of operation of Extended Day. A late fee will be added to payments received after the late fee charged date (See handbook for late fee application). Cash payments must be for the exact amount. Please remain with the individual taking payment until your receipt has been written. Automatic bill pay may be used after first payment made in person.

NOTE: Programs approved by the Duval County Public Schools are required to receive payment prior to services being rendered. A late fee must be added to payments received after the due date. Payment notices may be issued to remind parents. However, the payment schedule is the official notice. Not having received an additional notice will not negate a late fee. When a child is registered in the program, parents are to be given a payment schedule for the entire school year. The schedule of payments should be posted in a conspicuous place as a regular reminder. Continual problems with late payments may result in a child not being allowed to remain in or return to the program.

CHECKS: Checks are acceptable as payments. Checks should be made payable to the school providing the service. It is district policy not to accept post-dated checks or to hold a check for any amount of time. If a check is returned for non-payment, the EDP may refuse to accept checks for future payments. Future payments would then be made with a CASHIER’S check, money order or cash. The CheckRedi collection procedure is at the principal’s discretion.

HOURS: Children may not arrive earlier than 7:00 A.M., and must be picked up by 6:00 P.M. Non-compliance with this policy may result in dismissal from the program.

WARNINGS: Discipline warnings will be given to children who disobey instructors or the Student Code of Conduct. Guidelines are to be followed with no exceptions.

PROPERTY: Children are responsible for their own belongings. Names should be written on all belongings.

PICK-UP: Children will be allowed to leave with parents who have written consent from parents only. We will not accept notification by telephone. Designated persons must use pick-up cards. All Extended Day students being picked up must be signed out in a designated supervised location. Those individuals signing students 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.
ARRIVAL & DISMISSAL PROCEDURES

For accountability purposes, and to insure the safety of all children enrolled in the Extended Day Program, the following procedures must be followed.

Extended Day hours begin at 7:00 A.M. and end at 6:00 P.M. If the student arrives prior to 7:00 A.M. or departs after 6:00 P.M., the parent must be notified the first time. For violations occurring thereafter, the parent will be assessed $1.00 per every minute. However, do not begin charging this until 5 minutes after 6:00 P.M. This fee is due by the close of the next school day. If three (3) violations occur, or if the parent refuses to pay the late fees, the student should be removed from the program. Please note that the school clock is used as a point of reference when determining fees.

★ 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.

All Extended Day students being picked up must be signed out in a designated supervised location. Those individuals signing students 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 Administrator.

Duval County Public School employees are not responsible for supervising students who arrive on school property 30 or more minutes before school or a school-sponsored activity is scheduled to begin. Further, Duval County Public School employees are not responsible for supervising students who remain on school property 30 or more minutes after school ends, or 30 or more minutes after a school-sponsored activity ends.
EXTENDED DAY PROGRAM
MONTHLY FEES
2018-2019

A.M. SESSION $52
P.M. SESSION $100
A.M. & P.M. SESSION $152

NOTE: VPK STUDENTS ARE DISMISSED AT 3:00 PM AND WILL BE SUBJECT TO REGULAR RATES.
PAYMENT SCHEDULE

A payment schedule developed by the Extended Day/Community Education office will be distributed to each Director annually. It will also be sent out as an update in March for parents at the time of registration. Most calendars are monthly. The schedule will list the dates payments are due, the fee per child, and the dates the service is provided. Monthly reminders are also very helpful to parents. **All fees are paid according to the Payment Schedule.**

**The Federal Identification Number is 59-6000589. It is frequently referred to as the TIN (Taxpayer’s Identification Number).** The number is used by parents filing income tax return forms for childcare credits. 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 Program**

**PAYMENT SCHEDULE 2018-2019**  
Tax ID Number: 59-6000589

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- Please make checks payable: ____________________ Elementary. Include your child’s name on the check.
- If you are paying in cash, please make sure you have the exact amount as we do not have change available. Also remain to pick up your receipt.
- As per county policy all checks must have pre-printed current address and telephone number to be accepted.
- If sending in money with your child please place it in an envelope and clearly mark it with your child’s name and grade. The child will receive the envelope back with your receipt on the date payment was made.
- **A late fee of $15 is assessed if payment is not received prior to late fee charged date.** See payment schedule.
- To make payment on-line, please go to [https://DCPS.schoolcashonline.com](https://DCPS.schoolcashonline.com)
- **If payment is not received within the validity period, your child will be removed from the program for non-payment.** Please let us know in advance if there are monetary concerns so we may assist, if possible.
- The days you are paying for do not include holidays or days that school is not in session. Early release days are included in the cost. The last day of school is a half-day so you do not pay for that afternoon.
- **We do not issue year end statements. Please retain this schedule and your receipts for your records.**
- Absences are not grounds for refunding of a payment or crediting a payment to another session.

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TO WHOM IT MAY CONCERN:

The Extended Day Program for the Duval County Public Schools is classified as an enrichment program. The EDP is considered an extension of the school day and does not fall into the day care category. We do not have a license or registration number and can only provide our tax identification number: 59-6000589.

Sincerely,

Julius E. Smith
Supervisor
Extended Day Program
FLU INFORMATION

What is the flu?

Influenza (the flu) is an infection of the nose, throat, and lungs caused by influenza viruses. There are many different influenza viruses that are constantly changing. They cause illness, hospital stays and deaths in the United States each year. The flu can be very dangerous for children. Each year about 20,000 children younger than 5 years old are hospitalized from flu complications, like pneumonia.

How serious is the flu?

Flu illness can vary from mild to severe. While the flu can be serious even in people who are otherwise healthy, it can be especially dangerous for young children and children of any age who have certain long term health conditions, including asthma (even mild or controlled), neurological and neurodevelopmental conditions, chronic lung disease, heart disease, blood disorders, endocrine disorders (such as diabetes), kidney, liver, and metabolic disorders, and weakened immune systems due to disease or medication. Children with these conditions and children who are receiving long-term aspirin therapy can have more severe illness from the flu.

How does the flu spread?

Most experts believe that flu viruses spread mainly by droplets made when people with the flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get the flu by touching something that has flu virus on it and then touching their own mouth, eyes or nose.

What are the symptoms of the flu?

Symptoms of the flu can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue and sometimes vomiting and diarrhea. Some people with the flu will not have a fever.
How long can a sick person spread the flu to others?

People with the flu may be able to infect others by shedding virus from 1 day before getting sick to 5 to 7 days after. However, children and people with weakened immune systems can shed virus for longer, and might be still contagious past 5 to 7 days of being sick, especially if they still have symptoms.

PROTECT YOUR CHILD

How can I protect my child against the flu? To protect against the flu, the first and most important thing you can do is to get a flu vaccine for yourself and your child.

- Vaccination is recommended for everyone 6 months and older.
- It’s especially important that young children and children with long term health conditions get vaccinated. (See list of conditions under “How Serious is the Flu?”)
- Caregivers of children with health conditions or of children younger than 6 months old should get vaccinated. (Babies younger than 6 months are too young to be vaccinated themselves.)
- Another way to protect babies is to vaccinate pregnant women because research shows that this gives some protection to the baby both while the woman is pregnant and for a few months after the baby is born.

A new flu vaccine is made each year to protect against the flu viruses that research indicates are most likely to cause illness during the next flu season. Flu vaccines are made using strict safety and production measures. Over the years, millions of flu vaccines have been given in the United States with a very good safety record.

Is there a medicine to treat the flu?

Antiviral drugs can treat flu illness. They can make people feel better and get better sooner and may prevent serious flu complications, like pneumonia, for example, that can lead to hospitalization and even death. These drugs are different from antibiotics, but they also need to be prescribed by a doctor. They work best when started during the first 2 days of illness. It’s very important that antiviral drugs be used early to treat the flu in people who are very sick (for example people who are in the hospital) or people who are at greater risk of having serious flu complications. Other people with flu illness may also benefit from taking antiviral drugs. These drugs can be given to children and pregnant women.

What are some of the other ways I can protect my child against the flu?

In addition to getting vaccinated, take – and encourage your child to take – everyday steps that can help prevent the spread of germs. This includes:
• Stay away from people who are sick.

• If your child is sick with flu-like illness, try to keep him or her in a separate room from others in the household, if possible.

• CDC recommends that your sick child stay home for at least 24 hours after his or her fever is gone except to get medical care or for other necessities. The fever should be gone without the use of a fever-reducing medicine.

• Cover coughs and sneezes with a tissue. Throw the tissue in the trash after it has been used.

• Wash hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.

• Avoid touching your eyes, nose and mouth. Germs spread this way.

• Keep surfaces like bedside tables, surfaces in the bathroom, kitchen counters and toys for children clean by wiping them down with a household disinfectant according to directions on the product label.

IF YOUR CHILD IS SICK

What can I do if my child gets sick? Talk to your doctor early if you are worried about your child’s illness.

If your child is 5 years and older and does not have other health problems and gets flu-like symptoms, including a fever and/or cough, consult your doctor as needed and make sure your child gets plenty of rest and drinks enough fluids.

If your child is younger than 5 years (and especially younger than 2 years) or of any age with a long term health condition (like asthma, a neurological condition, or diabetes, for example) and develops flu-like symptoms, they are at risk for serious complications from the flu. Ask a doctor if your child should be examined.

What if my child seems very sick?

Even children who have always been healthy before or had the flu before can get very sick from the flu.

Call for emergency care or take your child to a doctor right away if your child of any age has any of the warning or emergency signs below:

• Fast breathing or trouble breathing
• Bluish or gray skin color
• Not drinking enough fluids (not going to the bathroom or not making as much urine as they normally do)
• Severe or persistent vomiting
• Not waking up or not interacting
• Being so irritable that the child does not want to be held
• Flu-like symptoms improve but then return with fever and worse cough
• Has other conditions (like heart or lung disease, diabetes, or asthma) and develops flu symptoms, including a fever and/or cough.

**Can my child go to school, day care or camp if he or she is sick?**

No. Your child should stay home to rest and to avoid giving the flu to other children or caregivers.

**When can my child go back to school after having the flu?**

Keep your child home from school, day care or camp for at least 24 hours after their fever is gone. (Fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher. These everyday steps are a good way to reduce your chances of getting all sorts of illnesses, but a yearly flu vaccine is always the best way to specifically prevent the flu.
DISCIPLINE POLICIES

Discipline policies shall be tailored to meet the needs of the specific program. Positive reinforcement principles will be used in dealing with students. If problems persist and affect the safety and educational enrichment of other students in the program, the Extended Day Program reserves the right to suspend and/or expel a student from the program.

Input from parents concerning problems at home, which may affect a student’s behavior, is welcomed. Parents are encouraged to discuss matters, which affect the enrichment atmosphere, of the program.

A Behavior Communication (see following pages) may be used first in place of a Discipline Warning to communicate a problem you may be experiencing with a student. This would be given to inform the parent of not only improper behavior, but may also be used to send home a positive report.

Discipline Warnings for disciplinary reasons will be given to students 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.

When warning slips are issued, be sure to follow through with the procedure. If not, it becomes ineffective.

Exceptional Students:
Discipline will be dictated as established by the IEP (located in student records).

STUDENTS WITH DISABILITIES (IEP/SECTION 504 PLANS): Disciplinary action(s), as outlined in the Code of Student Conduct must comply with the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the Discipline Guidelines for Students with Disabilities.
1. If the student has an IEP/504 Plan, the administrator or designee MUST refer to the Discipline Guidelines for Students with Disabilities and the student’s current IEP/504 Plan PRIOR to the assignment of any disciplinary action.

2. Documenting the implementation of behavioral plans associated with the IEP or 504 Plan is essential. Prior to utilizing suspension as a disciplinary action for a Code of Student Conduct violation, the principal/designee should, as appropriate, inquire with the teacher/staff involved to provide documentation of the implementation of the Behavior Support Plan and FBA/BIP or Section 504 Behavioral Plan.

3. The length of time the student with an IEP/504 Plan is suspended/assigned to OSS is subject to the Discipline Guidelines for Students with Disabilities. A maximum of three (3) days of suspension/OSS can be assigned at one time. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

4. PRIOR to contacting the parent/guardian/educational surrogate* of a student with an IEP/504 Plan to remove the student from school prior to the end of the day and/or the following day(s), documentation of a discipline referral and formal notice of suspension is required to be provided.

At the discretion of school based administration one or more of the disciplinary actions within each occurrence cell may be selected Important Note: The length of time the student with an IEP/504 Plan is suspended/assigned to ATOSS is subject to the Discipline Guidelines for Students with Disabilities. A maximum of three (3) days of suspension/ATOSS can be assigned at one time. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful.

If the student with an IEP/504 Plan commits a Level 2, 3 or 4 infraction for which the disciplinary action warrants a referral to the Hearing Office, a manifestation determination meeting MUST be scheduled and held PRIOR to referring to the Hearing Office. In preparation for the return of the student to the educational setting, school personnel should consider the positive supports necessary to assist the student with being successful.

NOTE: At the discretion of school based administration, one or more of the disciplinary actions within each occurrence cell may be selected. Important Note: The length of time the student with an IEP/504 Plan is suspended/assigned to EDP suspension is subject to the Discipline Guidelines for Students with Disabilities.

A maximum of three (3) days of suspension can be assigned at one time. In preparation for the return of the student to the educational setting, the IEP/504 Team should consider the positive supports necessary to assist the student with being successful. If the student with an IEP/504 Plan commits a Level 2, 3 or 4 infraction for which the disciplinary action warrants a referral to the Hearing Office, a manifestation determination meeting MUST be scheduled and held PRIOR to referring to the Hearing Office. In preparation for the return of the student to the educational setting, school personnel should consider the positive supports necessary to assist the student with being successful. * Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by law enforcement. See Student Code of Conduct Chart
<table>
<thead>
<tr>
<th>Level 1 Infractions</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence</th>
<th>4th Occurrence</th>
<th>5th Occurrence</th>
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<tbody>
<tr>
<td><strong>1.01 (ZZZ)</strong></td>
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<tr>
<td>Disruption in Class</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>SOS (if declined, 3 days ISSP)</td>
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<tr>
<td>(Yelling out, out of seat, talking)</td>
<td>with progress monitoring</td>
<td>with progress monitoring</td>
<td>with progress monitoring</td>
<td>with progress monitoring</td>
<td>Parent Shadowing</td>
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<tr>
<td>Group 1.01 1.03 1.05</td>
<td>Detention</td>
<td>Detention</td>
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<td>Parent Conference</td>
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<td>Work Detail</td>
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<td>Work Detail</td>
<td>(if declined 1 day Class Suspension)</td>
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<td>Restorative Practice</td>
<td>Restorative Practice</td>
<td>Restorative Practice</td>
<td>Restorative Practice</td>
<td>2-3 days Class Suspension</td>
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<tr>
<td><strong>1.02 (ZZZ)</strong></td>
<td>Parent Conference</td>
<td>Parent Conference</td>
<td>Parent Conference</td>
<td>Restorative Practice</td>
<td>1-3 days Class Suspension</td>
</tr>
<tr>
<td>Illegal Organization</td>
<td>Detention</td>
<td>Planned Discussion</td>
<td>Behavior Contract</td>
<td>1 day Class Suspension</td>
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<td><strong>1.03 (ZZZ)</strong></td>
<td>Parent Conference</td>
<td>Parent Conference</td>
<td>Detention</td>
<td>Restorative Practice</td>
<td>1-3 days Class Suspension</td>
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<tr>
<td>Disorder Outside of Class</td>
<td>Detention</td>
<td>Detention</td>
<td>SOS</td>
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<tr>
<td>Group 1.01 1.03 1.05</td>
<td></td>
<td>Restorative Practice</td>
<td>1 day Class Suspension</td>
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<td>Parent Conference</td>
<td>Parent Conference</td>
<td>Parent Shadowing</td>
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<td>Behavior Contract</td>
<td>with progress monitoring</td>
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<td>Restorative Practice</td>
<td>Restorative Practice</td>
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<tr>
<td><strong>1.04 (ZZZ)</strong></td>
<td>Warning</td>
<td>Parent Contact</td>
<td>Prevention Contract</td>
<td>2-3 days Class Suspension</td>
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<tr>
<td>Tardiness (Chronic early dismissal)</td>
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<td>with progress monitoring</td>
<td>1 day</td>
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<td>Group 1.04 1.08</td>
<td>Detention</td>
<td>Parent Contact</td>
<td>Referral to Attendance</td>
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<td></td>
<td>Restorative Practice</td>
<td></td>
<td>Intervention Team</td>
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<td>Use of Tardy Monitoring Sheet</td>
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<td>Check In/Check Out</td>
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<tr>
<td><strong>1.05 (ZZZ)</strong></td>
<td>Parent Conference</td>
<td>Parent Conference</td>
<td>SOS (if declined, 2 days Class Suspension)</td>
<td></td>
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<tr>
<td>Use of Abusive, Profane, or Obscene Language or Gestures towards another student</td>
<td>Restorative Practice</td>
<td>Restorative Practice</td>
<td>3 days ISSP</td>
<td></td>
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<tr>
<td>Group 1.01 1.03 1.05</td>
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<td>Counseling Referral/ Intervention</td>
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<td>SOS (if declined, 2 days Class Suspension)</td>
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<td>Restorative Practice</td>
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<td>Counseling Referral/ Intervention</td>
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<td>SOS (if declined, 2 days Class Suspension)</td>
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</tbody>
</table>
EXTENDED DAY PROGRAM DISCIPLINE WARNING

SCHOOL _________________________________
DATE ____________

TEACHER/GROUP_________________________   GRADE _______

TO THE PARENTS OF _____________________________________________________

YOUR CHILD WAS SENT TO THE OFFICE FOR THE FOLLOWING REASON:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

ACTION/COMMENTS: ________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

INSTRUCTOR’S SIGNATURE: ______________________

THIS IS THE _____ WARNING. DIRECTOR’S SIGNATURE: ______________________

OUR DISCIPLINE POLICY IS: THE FIRST WARNING IS SENT HOME WHERE THE PARENT MUST SIGN AND RETURN IT BEFORE THE CHILD WILL BE READMITTED. THE SECOND WARNING WILL RESULT IN A PARENT CONFERENCE. THE THIRD WILL RESULT IN SUSPENSION OF ONE WEEK. THE FOURTH WARNING WILL RESULT IN EXPULSION FROM THE PROGRAM.

PLEASE SIGN AND RETURN THIS FORM. IF YOU HAVE ANY QUESTIONS PLEASE CALL OUR OFFICE AT ________________.

__________________________  __________
PARENTS’ SIGNATURE        DATE

PARENTS’ COMMENTS:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
SAMPLE BEHAVIOR COMMUNICATION

BEHAVIOR COMMUNICATION

To the parents of ____________________________ Date __________________

Instructor _____________________________________ Grade _________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Parents Signature________________________

BEHAVIOR COMMUNICATION

To the parents of ____________________________ Date __________________

Instructor _____________________________________ Grade _________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Parents Signature________________________
DISCIPLINE POLICIES and DIRECTOR WITHDRAWAL LETTER

Discipline policies shall be tailored to meet the needs of the specific program. Positive reinforcement principles will be used in dealing with students. If problems persist and affect the safety and educational enrichment of other students in the program, the Extended Day Program reserves the right to suspend and/or expel a student from the program.

Input from parents concerning problems at home, which may affect a student’s behavior, is welcomed. Parents are encouraged to discuss matters, which affect the enrichment atmosphere, of the program.

A Behavior Communication (see following pages) may be used first in place of a Discipline Warning to communicate a problem you may be experiencing with a student. This would be given to inform the parent of not only improper behavior, but may also be used to send home a positive report.

**Discipline Warnings** for disciplinary reasons will be given to students 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 and for non-payment by parent or student may result in the dismissal of the student from the Extended Day Program.

Our discipline policy is: the first warning is sent home where the parent must sign and return it before the child will be readmitted. The second warning will result in a parent conference. The third will result in suspension of one week. The fourth warning will result in expulsion from the program. Please be aware that we used all forms of communication with the parent to resolve all behavior issues. This letter is to formally acknowledge that the student will be dismissed from the program effective immediately. The student may be eligible to enroll in the program the following school year. Please contact the community education office with any questions or concerns.

**Please sign and return this form.**

_________________________________________  ________________
Parents’ Signature  Date

_________________________________________
Signature of Parent /Guardian  Date
STAFF RESPONSIBILITIES

1. Be on time, avoid absenteeism.

2. Adhere to schedules at all times. Seek approval for any changes or adjustments regarding work hours, room assignments, or activities.

3. All counselors are to watch all children at all times. Concentrate on your own group.

4. Counselors are not to sit together. Space yourself, so all children can be supervised appropriately. **Walk around and interact with the children rather than be passive and sit the entire time.**

5. In the A.M. program and at snack time, all counselors are to be with their groups. This is a busy and hectic time. Most misbehavior occurs during this time. It is an excellent time to interact with your group. Problems can be prevented by your presence.

6. **No student is to be away from his/her group at anytime.** Do not send students on errands or to the office for a Band-Aid. Keep Band-Aids with you. **In case of a real emergency, call the office on the intercom/walkie-talkie, while you take the child to the office (depending on the injury).**

7. Students should never travel the campus without adult supervision. Passes are not to be issued. This will assist with accountability.

8. After eating, the floor and all tables should be cleaned and chairs in order, before your group leaves the cafeteria. **Dismiss each group one table at a time, making sure that each table is clean and orderly.** Each counselor is responsible for the cleanliness of the tables and floors in the area of responsibility, prior to leaving.

9. Groups must stay at their tables for snack time, until dismissed. **Students are not to run around, or throw their trash away until they are ready to leave. There must be strict enforcement of this rule.**

10. Attendance records must be kept in the roll book daily. The first day the student reports to extended day record an **E**, which means **entered** the program on that date/ **W** should be recorded when a student withdraws. **A** should be used for **absent** and **P** for **present**.

11. **Take roll immediately upon receiving and dismissing students to ensure accurate accounting of students at all times (particularly necessary during fire drills and emergencies).**

12. When referral slips (or warnings slips) are given to a child, a copy of the citizenship warning should be given to the director to be filed in the child’s EDP folder. **It is important to have accurate records of misbehavior before the child is suspended or expelled for the Extended Day Enrichment Program. Follow through with the referral procedure.**
13. Discipline problems should first be handled by the instructor or Director. Speaking to the parent not only makes them aware of the problems, but also involves them in the disciplinary action. The principal should be the last resort.

14. Keep records of behavior problems in writing. Note every time they occur. This does not mean that’s a warning just to be sent home, but documentation needs to be on file for future reference.
STAFF COMMUNICATIONS WITH CHILDREN, PARENTS AND VOLUNTEERS

PHYSICAL CONTACT WITH CHILDREN
Since children are our primary concern, it is important to address some aspects of staff interactions with them. Praise and positive discipline cover a vital, yet sensitive area. From time to time, all children require some physical assistance with an injury, and most children have a great need to touch, especially those adults whom they admire. Be especially careful in responding to student needs for attention and affection.

Help children when they are sick or hurt, and console them, but exercise good judgment about how you do this. Make certain that the situation in which you place yourself is beyond reproach.

Some general cautions are:
1. Avoid being alone with a child
2. Keep hugging, etc., minimal and brief. Do not allow a child to draw you into a lengthy display. This is not your role and it is not fair to the other children.
3. Make certain that if a child needs to clean themselves, allow it to be done alone. If assistance is needed, be sure that you are of the same gender, where possible, and have another adult present.

CONFIDENTIALITY
Problems and concerns relating to families and children, shared by staff during staff meetings or conferences with parents are considered confidential and should remain so!

COMMUNICATION WITH PARENTS
Regular communication with parents should primarily center on good behaviors that a child has exhibited each day.

If there is a problem of significance to communicate to a parent, do so tactfully, sharing something positive first where possible.

Be sure to inform the EDP Director of situations that warrant concern.

Written forms of communication requiring parent signature are an excellent means of documenting an ongoing problem. They also serve as an important means of keeping parents informed. Mutual solutions between the program and the home work best, and have a tendency to aid in lessening future problems.
PARENT/VOLUNTEER INVOLVEMENT

Parents and volunteers should be encouraged to participate in the EDP. Involvement tends to promote a sense of partnership. All parents and volunteers must have the approval of the EDP Director and must submit an application through the volunteer portal located on the DCPS website before they are allowed to participate. Volunteers will also be asked to be screened through the DCF Clearinghouse as well. Each volunteer will be required to fill out the DCF volunteer form. Directors please check the status of the volunteer screenings prior to parent participations. It takes about 5 business days for the information to be available.

Parents and volunteers need to understand the ground rules and routines of the program. They should know what the expectations of the program are, and what is expected of children in the EDP.

SAFETY PROCEDURES

Children’s safety and well-being are our primary concern. When the Extended Day Director is not present (on campus), always communicate concerns with his/her immediate supervisor.

1. Always be aware of the location of each member of your assigned group and each member’s activity.
   
a. Observe what the children are doing. Are they following your directions, staying within assigned areas? Have you set boundaries?

b. Remove any dangerous items children have, or are using in an unsafe manner. Be sure to label the items with the owner’s name and inform them that parents can reclaim the item(s) at the end of the day from the Extended Day Director.

c. Carefully screen each person who comes to pick up children, making sure that he/she has prior written authorization from the parent/guardian to do so. If in doubt, tactfully ask the person to wait and check with the Extended Day Director and verify on the registration form.

2. NEVER leave your assigned group unattended. If you have need of a restroom break, inform the Extended Day Director and ask the nearest coworker to supervise your group. In the event of an extreme emergency, (example – a child who is seriously hurt) be sure that another group leader is alerted and able to supervise your group until a substitute is secured.

3. NEVER take children off school property without prior permission from the Extended Day Director. Do not take children into unauthorized or unapproved areas of the school. The Extended Day Director needs to know where you and your group are, at all times. This protects everyone.
4. Inform the Extended Day Director of suspected abuse, or any unusual Incidents/situations which you observe. Investigate any incidents reported to you by children or staff even if you do not believe them to be true. It is important that the Extended Day Director investigate such occurrences, as there may be ramifications which are not immediately apparent.

5. Keep all classroom doors locked when occupied by students.

6. Follow school’s safety plan and know the emergency response team members.

7. Conduct regular evacuation drills.

8. Think constantly about safety – the children’s and yours!

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 BEFORE SCHOOL PROGRAM

The Before School Program consists of flexible, less structured quiet activities. Arrival of students in the A.M. is intermittent and not conducive to more structured activities.

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 and other manipulative should be on tables. Students may circulate from table to table. 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. The program seeks to encourage students to develop their talents and to discover new areas of interest. Activities vary in nature. They include activities such as homework assistance, dance, art, and computers.

SUGGESTED DAILY SCHEDULE

3:00 – 3:30 Roll call and snack
3:30 – 4:30 Homework assistance
4:30 – 5:00 Enrichment / Academic Activities Handbook
5:00 – 6:00 Supervised play, Wrap-up activities, silent reading/story time, and parent/guardian pick-up. This would be an excellent time to plan remediation activities if you have not scheduled them in the earlier part of your daily program.
MAGNET/SCHOOL CHOICE PROGRAMS

MAGNET/SCHOOL CHOICE PARTICIPATION IN EDP

It is the general policy for extended day programs that magnet/school choice programs/students be supported by Extended Day Programs where possible. Students in these programs, who are bused to another elementary school at the end of their school day, can participate in the EDP of their home or neighborhood school.
EXTENDED DAY CURRICULUM

It is suggested that each staff develop a curriculum that is pertinent to the needs of their own program. It should include lesson plans, activities, and resource lists for the different after school classes/groups. Activities should be detailed in order to aid the activity leader/counselor. Activity books have been provided for math, reading, science and physical education. These should be of assistance in program development.

WEEKLY LESSON PLANS

Lesson plans are required as noted in the job description. They should be flexible and completed enough in advance (weekly) to anticipate needs/and or unforeseen circumstances such as absenteeism or special school events.

It is recommended that separate, weekly lesson plans be developed for activities appropriate to grade level. These should identify planned activities, the time activities will take place and the location. A weekly summary of all activities should be completed at least a week in advance. They should include the groups participating, the time, and location, and should be posted for staff and parent communication.

Lesson plans for the A.M. Session should consist of flexible less structured quiet activities due to intermittent arrival of students. The plans for the regular P.M. Session should also be structured, age group appropriate, and further the educational enhancement opportunities for students and educational goals of the Duval County Public Schools.

SUBSTITUTE EMERGENCY PLANS

Written plans should be on file at all times in case of emergencies and for substitutes to follow:

The plan should contain, but not limited to:

- Schedule of activities
- Any health related special needs of students
- Discipline procedures
- Arrival/dismissal and fire drill procedures
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., K-Enrichment, & P.M. sessions).

Most Extended Day Programs use a loose-leaf type roll book in a notebook. The type of form utilized will be the form provided in the EDP handbook. It will be sent in an electronic format for your usage.

- Name of teacher/instructor in charge of group of children
- Name of the group
- Names of students (provided for each student page)
- Attendance of individual children documented \textit{DAILY}

\textbf{E} – Indicates the date/day child entered/attended program

\textbf{W} – Date of withdrawal from programs

\textbf{A} – Indicates dates/days of absence from program

\textbf{P} – Indicates dates/days child is present/in attendance

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

\textbf{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.

\textbf{Information on the Registration Form is considered confidential.}
## Extended Day Program
### Roll Sheet 2018-2019

**Student Name _____________________**  
**Enrollment Date __________ Withdrawal Date ____________**  
**Grade _____ AM ____ PM ____ Teacher __________________________**  
**Re-Enter Date _____________**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>8/13 to 8/17</td>
<td>AM</td>
<td>PM</td>
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STUDENTS WITH DISABILITIES

♦ 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. Wherever educational services are provided for children with disabilities, be it the “home” school he/she attends regularly, if there is an EDP, they will be provided the program under the same conditions as afforded all students attending school.

At the beginning of each school year, the Extended Day Director should meet with the guidance counselor to determine student needs and to discuss IEP’s for students with disabilities.
SNACKS

Children and Families guidelines require that snacks be provided to children due to the hours of operation of Extended Day Enrichment Programs. There is a form in the registration packet to be signed by parents concerning snacks. It states that parents must provide and/or make provisions for their child enrolled in the EDP to have a snack in the P.M. session. The foodservice provider will provide free snacks to schools with 50% or more students on free lunch.

ILLNESS/ACCIDENTS/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.

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_________.“

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 drill must be conducted monthly.
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.

3. 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.
SECURITY MEASURES FOR EXTENDED DAY

1. Be sure to follow Registration guidelines to the fullest. (See registration procedures in handbook). Completed forms must be on file at least 24 hours before child 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 clearance.

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 child is NEVER to be dismissed unless the school’s extended day’s dismal 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.
STAFFING
STAFFING

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. All employees are subject to screening through the DCF Clearinghouse before employment may begin.

INSERVICE TRAINING
In-service training opportunities should be explored for all staff members. The staff should continue to grow and develop to their fullest potential for the benefit of children, their parents, the school program and self.

Staffing learning opportunities include, but are not limited to:

♦ First Aid and CPR training (required that someone certified be on board at all times)
♦ Local, State and National Conferences
♦ In-service at the beginning of each school year to review handbook policies/procedures and subject area workshops. Employees are also subject to meet the pre-service training requirements 90 days after being hired. The pre-service training is a requirement to retain employment. Also 1 CEU (Continuing Education Unit 10 hrs) is required each year for all employees.

STAFF MEETING
Regularly scheduled staff meetings are to be held to ensure proper communications, and to address issues/concerns. Meetings are the responsibility of the site director of the program. Since it is difficult to plan meetings for all staff during the hours of program operation, meetings can be alternated/repeated so that all staff has an opportunity to interact. Staff meetings that encourage sharing and joint solutions result in employee “buy in” to the program. Minutes of the meeting shall be taken and placed in the day book.

STAFF EVALUATION
Evaluation of employees shall be utilized by the EDP Director. When a decision to evaluate is planned, evaluation instruments currently utilized by the district may serve as a reference.
SALARY GUIDELINES

The income of the EDP dictates how much money can be spent for salaries and other operational costs. **All programs must be self-supporting at all times.** The enrollment of children in the program, based on a ratio of instructor to students, *(VPK: one teacher to 20 students; KG - 5: one teacher to 25 students)* determines the number of staff need for program operation. It is the responsibility of the program director to prepare a budget for the operational need of the program, including the setting of salaries.

If the program expectations and/or enrollment levels decline, and budget stability is threatened, the EDP Director can submit revised/lower salary rates to accommodate the change in program status. All salary negotiations are at the discretion of the director, with approval from the principal.

Information concerning part-time hourly rate and/or salary is set by the EDP Director and should be made known to prospective employees prior to hiring. Where possible, employees should be given sufficient notice of need to lower salaries/rates, layoffs, and/or termination. There are no guarantees of length of employment, etc. Employment in the State of Florida is “employment at will”. **Employees serve at the discretion of the Principal and/or Extended Day Director.**
Human Resource Services
Extended Day Staffing Guidelines
Effective March 8, 2010
Modified January 15, 2010 and June 16, 2010

1. **Positions and Salary** – There are three positions available for staffing in Extended Day:

   **Extended Day Director**  
   Code NN 90  
   Pay Schedule PN  
   $26, $30 or $34 an hour
   - This person is the on-site program manager that is responsible for overseeing all segments of the Extended Day Program, including implementing these Staffing Guidelines. The Extended Day Director reports to the Principal or to the Principal’s designee and must meet all requirements of the job description.
   - This position may be filled by a full-time teacher as a multiple assignment or by a part-time employee for whom this is the primary assignment. All Directors must adhere to the hourly restrictions set out below.
   - At the direction of the Principal, a program may have two paid Directors at the same time if the program is large enough to warrant it and there is funding available.
   - Payment is made by 3-tiered payment model for Directors:
     - 1-5 years experience as an Extended Day Director $26  
     - 6-10 years experience as an Extended Day Director $30  
     - 11 or more years experience as an Extended Day Director $34  
   - Directors may agree to work for less if his/her program cannot support the designated salary amount, but a Director’s salary can be $26, $30 or $34.

   **Extended Day Instructor III**  
   NN65 (Extended Day III)  
   Pay Schedule CE  
   $18 an hour
   - This person is the instructional leader for the Extended Day Program. He/she plans, provides and oversees the instructional program in Extended Day, supervises students and does hands-on learning experiences and activities with the students.
   - Placement as an Extended Day Instructor III should be made according to experience and job duties, but is at the discretion of the Director. The Director will be responsible for equity of salaries within the program and for the program not spending more funds than it takes in.
   - This position may be filled by a full-time teacher as a multiple assignment or by a part-time employee for whom this is the primary assignment.
   - All workers must adhere to the hourly restrictions set out below. A Program may have more than one Extended Day Certificated Instructor, but it is not required to have any.
Extended Day Instructor II
NN64 (Extended Day II)
Pay Schedule CE
$10 or $14 an hour
• This person supervises students, and does hands-on activities with the students.
• Salary placement at $10 or $14 should be made according to experience and job duties, but is at the discretion of the Director. The Director will be responsible for equity of salaries within the program and for the program not spending more funds than it takes in.
• This position may be filled by a full-time employee as a multiple assignment or by a part-time employee for whom this is the primary assignment.
• All workers must adhere to the hourly restrictions set out below.

2. Hours
Extended Day staff (Directors, Instructors III and Instructors II) may not work and get paid for more than 25 hours a week in Extended Day. (See summer camp exception below).

A part-time position, by School Board Policy, can be no more than 25 hours a week. Two part-time positions cannot be combined that causes the person to work more than 25 hours a week.

Example
a. A part-time para works 25 hours a week in a classroom during the school day. She cannot then work 25 more hours in Extended Day.
b. A part-time para who works 20 hours a week in a classroom during the school day can work 5 more hours a week in Extended Day.

NOTE: Please note that the committee that recommended these guidelines was very concerned about our employees who work 7 to 8 hours a day in the regular school day and then work 3-5 hours in Extended Day every day. It is not a best business practice to have employees work 10-13 hour days every day. There is concern about the health of our employees who work these long hours and the safety of the students they supervise. This leads to DCPS employees able to work MAX 3 Hours per day.

3. Civil Service Employee Restrictions-Dual Employment
Civil Service employees are governed by a federal law that mandates overtime pay for an employee who works more than 40 hours in a work week. This law has a provision that addresses “dual employment”, which is being employed by an employer in two different jobs. If full time Civil Service employees have a regular assignment and also work part-time for the District in another position “in a capacity different from their regular employment”, the law says they do not have to be paid overtime. If they are doing the same work, or any element of the same work, in the part-time job as they do in their regular assignment, they are eligible for overtime for any hours over 40 worked in a work week. Overtime work in the District is to be authorized only in emergency situations where an unforeseen situation arises that can’t be covered in any other manner.

The result is that Civil Service employees cannot work in Extended Day doing the same work or an element of the same work as they do in their regular assignment if it causes them to work a total of over 40 hours a week.
Examples –
   a. An Office Assistant works 7 hours a day in her regular assignment doing general office work such as answering phones, filing, handling requests from students and parents who come into the office, etc. She can only work in Extended Day doing general office work 5 additional hours a week because she has already worked 35.
   b. A Bookkeeper works 8 hours a day in her regular assignment doing general bookkeeping tasks. She cannot work in Extended Day at all because of the concerns in #2 and #3 above.

4. **Family Members**
   Extended Day directors cannot hire and/or supervise family member pursuant to School Board policies. Family members are defined in the policy as “mother, father, son, daughter, brother, sister and spouse and in-laws”.

5. **Extended Day Funds**
   Extended Day fees collected from parents can only be expended in the Extended Day Program. Employees cannot be paid out of Extended Day funds to help out in the regular school day by working in the office, in classroom etc.

6. **Summer Camps**
   All of these guidelines apply to summer camp, except the prohibition against working more than 25 hours a week in #2 above is waived for summer camps. To clarify what this means, Summer Camps are Extended Day functions, not Community Ed functions and should be governed by Extended Day pay. Staff in Summer Camp can make $10 or $14 as an Instructor II (NN64) or $18 as an Instructor III (NN65) if the person is an instructional leader. We will continue to allow the Summer Camp Director to make $21 as in the past. The Director should be coded as a DIRECTOR NN90.

7. **Background Screening Requirements for Extended Day Employees**
   Requires each employee to receive an additional screening through the Department of Children and Families clearinghouse. All school readiness providers will be screened in accordance with chapter 402, F.S.12. All information must be retained in personnel files at the school for review for the Department of Children and Families Health and Safety Inspections.
EXTENDED DAY/SUMMER CAMP

POSITIONS AND SALARY CODES

Positions and Salary

Extended Day Director
Code NN 90
Pay Schedule PN
$26, $30 or $34 an hour

1-5 years experience as an Extended Day Director $26
6-10 years experience as an Extended Day Director $30
11 or more years experience as an Extended Day Director $34

Directors may agree to work for less if his/her program cannot support the designated salary amount, but a Director’s salary can only be $26, $30 or $34.

Extended Day Instructor III
NN65 (Extended Day III)
Pay Schedule CE
$18 an hour

Summer Camp Director
NN90
Pay Schedule CE
$21 an hour

Extended Day Instructor II
NN64 (Extended Day II)
Pay Schedule CE
$10 or $14 an hour
JOB DESCRIPTION
EXTENDED DAY PROGRAM DIRECTOR

JOB TITLE: EXTENDED DAY DIRECTOR

TERM: AS NEEDED, PROVIDING FUNDING IS GENERATED BY PROGRAM (SEE INDIVIDUAL SCHOOL CALENDAR)

IMMEDIATE SUPERVISOR: PRINCIPAL

QUALIFICATIONS:

1. A valid teaching certificate is recommended but not required. (This is at the Principal’s discretion).

2. Must have experience in preschool, school-age care setting, teaching field, camp setting, social service, church related educational activities.

3. Proven leadership abilities in dealing with staff, students, and parents.

4. Successfully meet background-screening requirements.

5. Must be at least 21 years of age.

OVERALL RESPONSIBILITY:

To be responsible for the day-to-day operation of the program, and to provide for the safety, enrichment, recreational, and social needs of the children served.
DUTIES:

1. Collect fees and maintain program record keeping, including Day Books, personnel timesheets, monthly reports, deposits, and purchasing.

2. Interview and recommend appropriate personnel for staffing the Extended Day Program.

3. Supervise, provide leadership, and direct all work activities of the instructors, assistants, and aides.

4. Ensure that established safety procedures for the program are followed.

5. Maintain a positive educational environment, plan activities, document attendance, and handle discipline problems.

6. Maintain positive relationships with the children and the parents in conjunction with instructors and assistants.

7. Ensure that the offices, classrooms, restrooms, and storage areas are kept clean.

8. Conduct staff meetings and plan in-service workshops.

9. Provide job description, conditions of employment, program responsibilities, policies, and procedures.

10. Obtain necessary supplies and equipment for program with available funds for program.

11. Assume other duties and responsibilities as assigned by the School Principal.
JOB DESCRIPTION
EXTENDED DAY PROGRAM INSTRUCTOR

JOB TITLE: INSTRUCTOR

TERM: AS NEEDED PROVIDED FUNDING IS GENERATED
(SEE INDIVIDUAL SCHOOL CALENDAR)

IMMEDIATE SUPERVISOR: EXTENDED DAY DIRECTOR

QUALIFICATIONS:

1. Must be 18 years old.

2. Must have patience, the ability to work with, care for, and enjoy children, be enthusiastic, and accept responsibilities.

3. Successfully meet background-screening requirements for child care personnel.

RESPONSIBILITIES:

1. Maintain a positive and safe environment for students, documenting attendance or discipline problems, and assist in all activities.

2. Maintain classroom control. Stress to extended day students the importance of not disturbing articles and supplies in desks and classrooms being used.

3. Cooperate with all other staff members in order to build and maintain an effective program. Supervise and lead the activities planned for the program.

4. Accept responsibility for punctual work times and signing in/out for hours worked.

5. Plan a weekly written flexible program for children. Weekly written plans are due no later than the Thursday (optional) prior the preceding week, so they can be approved by the Extended Day Director and supplies obtained.

6. Assume other duties/responsibilities as assigned.

7. Establish a warm, friendly, yet objective relationship with children in his/her group. Participate and interact positively with students. Set a good example. Be a role model for students.
8. Remain with children during assigned hours, unless specifically assigned duty elsewhere. You are responsible for all children, not only those in your group.

9. Keep an accurate daily log of students’ attendance, both morning and afternoon. Turn in rolls daily.

10. Keep abreast of school, family, and medical problems that may affect students’ behavior.

11. Recognize, be aware, and maintain records of suspected abuse and/or notify the Director.

12. Inventory supplies and equipment in writing and provide this information to the Director.

13. All rooms and areas used should be maintained, kept neat, clean, and provide a safe and positive environment at all times (rooms, auditorium, cafeteria, etc.).
EXTENDED DAY PROGRAM
INSTRUCTOR ANNUAL PERFORMANCE EVALUATION

Employee Name_____________________________________Date__________________

Position/Grade_________________________________________________________

A=Above Average    S=Satisfactory    U=Unsatisfactory    X=Needs to improve

1. Attends regularly.
   A____  S____  U____  X____

2. Notifies the director in advance if he/she is going to be absent.
   A____  S____  U____  X____

3. Shows initiative and flexibility.
   A____  S____  U____  X____

4. Cooperates and is a team player.
   A____  S____  U____  X____

5. Presents self in a professional manner.
   A____  S____  U____  X____

6. Uses effective communication skills with children and adults.
   A____  S____  U____  X____

7. Plans a daily activity.
   A____  S____  U____  X____

8. Uses proper and effective disciplinary practices as needed.
   A____  S____  U____  X____

   A____  S____  U____  X____

10. Demonstrates that he/she genuinely cares for the safety and well being of students.
    A____  S____  U____  X____

11. Follows Duval County School Board Policies.
    A____  S____  U____  X____

Employee Signature________________________________________Date________

Extended Day Director_______________________________________Date________
EXTENDED DAY PROGRAM
DIRECTOR ANNUAL PERFORMANCE EVALUATION

Employee Name ______________________________________ Date ______________ 
Position/Grade ______________________________________

A=Above Average   S=Satisfactory   U=Unsatisfactory   X=Needs to improve

1. Attends regularly.
   A____ S____ U____ X____

2. Conducts professional development for instructors.
   A____ S____ U____ X____

3. Shows initiative and flexibility.
   A____ S____ U____ X____

4. Cooperates and is a team player.
   A____ S____ U____ X____

5. Presents self in a professional manner.
   A____ S____ U____ X____

6. Uses effective communication skills with children and adults.
   A____ S____ U____ X____

7. Provides leadership in planned daily activity.
   A____ S____ U____ X____

8. Uses proper and effective disciplinary practices as needed.
   A____ S____ U____ X____

9. Effectively processes, submits all documents in a timely manner (monthly reports, deposits, etc.)
   A____ S____ U____ X____

10. Demonstrates that he/she follows EDP guidelines.
    A____ S____ U____ X____

11. Follows Duval County School Board Policies.
    A____ S____ U____ X____

Mid-Year Review Score ___________________ Final Review Score ____________
Total Score __________________

Extended Day Director ___________________________ Date ____________
Extended Day Supervisor ___________________________ Date ____________

101
NOTICE OF EVALUATION

TO: ____________________________________________________________

I would like to meet with you to review your job performance. Please bring your lesson plan book when we meet.

Your evaluation meeting is scheduled for

_________________________________________. If this time is not convenient, please see me to reschedule.

_____________________________________

Extended Day Director
RE-EMPLOYMENT OF
FLORIDA RETIREMENT SYSTEM
EMPLOYEES

Anyone who retires under the Florida Retirement System (FRS) may work for a private employer, any public employer not covered by the FRS, or another state without affecting his or her retirement benefit.

There are, however, certain re-employment limitations that affect employment with employers who participate in the FRS. The retiree and the employing agency (in this case, it would be the Duval County School System) will be held jointly and severely liable for reimbursement to the FRS Trust Fund of any retirement benefits received in violation of these re-employment limitations. If a retiree under the FRS is re-employed with FRS agency, they should be required to sign a statement to the effect that their re-employment does not violate these provisions. The limitations on re-employment with FRS employers are as follows:

♦ If you return to work during the six calendar months of your retirement or the six calendar months after your DROP period ends, you will not be considered to have retired. Your retirement application will be void and all retirement benefits must be repaid.

♦ You may not receive both a salary and retirement benefit for 12 months after your effective retirement date or after your DROP period ends.

♦ If you work during the 7th to 12th months after your effective retirement date, you must inform the Division of Retirement. Your retirement benefits will be suspended for the months you are employed during that period and any retirement benefits you received must be repaid.

♦ There are no limits on working for a FRS employer after you have been retired for 12 months or terminated the DROP Program.
EMPLOYMENT DOCUMENTS
EMPLOYMENT GUIDELINES
STAFFING GUIDELINES

To hire a part-time temporary employee, the following procedure must be completed:

1. The Extended Day Program Director (EDPD) must conduct an interview with the prospective employee to determine if program qualifications are met.

2. The prospective employee completes all necessary forms for both background screening and payroll purposes.

3. All setups for prospective part-time personnel are to be submitted to the Community Education District Office. Must call to set up appointment. **Setups must be submitted before a person begins working.**

4. The Community Education District Office will verify completeness and accuracy on all setups. Setups, which require fingerprinting, will be sent HR and the candidate will schedule their appointment with the DCPS background Screening and the DCF background Screening.

5. Incomplete setups will be returned to the school for completion/correction. Completed/corrected documents will then be returned to the Community Education Office to be checked again by appointment only. **The rerouting delays the payroll setup process, and increases the number of weeks before the new employee may begin working.**

6. The EDPD will be notified upon the employees screening return. The approved employee will receive a hire date. Reminder, the new employee must have both screenings completed before they may begin to work.

7. Community Education Office will forward completed setup to H&R.

8. The H&R Department will audit the setups, set the employee up for pay purposes, and forward all other documents to appropriate departments.
IMPORTANT INFORMATION

TO: Community Education Coordinators/EDP Directors

FROM: Julius Smith
Supervisor, CE/EDP/Summer Camp

SUBJ: Online application

Date: May 13, 2016

EFFECTIVE IMMEDIATELY: Per instructions from HR, all new hires that require a set-up packet (non-DCPS) must first complete an online application before starting the set up process. The Directions for the new hire process are as follows: The new hire will go to www.duvalschools.org and select Department. Choose Human Resources. Select Employment Opportunities. Then select support personnel. Click on apply in the upper right hand corner. Choose Extended Day/ Afterschool for the position then follow the instructions to complete the process. Please contact your staffing supervisor in HR if you have any questions about this process.
To All Directors:

TO: Extended Day Directors  
FROM: Julius Smith, Supervisor Summer Camp/Extended Day Program  
RE: Use of Program by DCPS Employees  
DATE: May 13, 2016

I feel that there is a need for clarification concerning the use of Extended Day (Summer Camp) by DCPS employees. **No one is to participate in the Extended Day Program (Summer Camp) unless they have filled out registration papers and are paying for the services.** Legally, we cannot allow any faculty or staff to leave their children **unless they are registered and paying.** The District considers this compensation that is not being taxed, which is not allowed. Student enrollment will be monitored for enrolled students. The ONLY exception is during early dismissal days. On those days, faculty and staff may leave their children there for free from 1:45 until 3:00 PM. After 3:00 PM, these children must be registered and must pay. We also do not offer a drop-in service to parents. However, if faculty and staff wish to use extended day, then they can register and pay for their children to attend. Thanks for helping us with this. We just don’t want any of our Extended Day schools to be cited in an audit for doing something illegal.

If you have any questions, please feel free to contact me at 858-6080.

Rev. 04/2018
With the recent changes to the new hire procedures we would like to clarify the set up process. After you have printed the set up packet (on an as needed basis) from the Community Education office. The candidate will bring the packet into our office at the scheduled appointment time. We will check the packet for accuracy; if the packet is correct we will charge the fingerprints and the candidate will schedule their appointment with the fingerprinting company for DCPS and with DCF with a fingerprint confirmation number. Once the employee has been cleared, they will be eligible to work. If the packet is not correct, we will mark “pending” on the checklist next to the item that is incorrect, and return the packet to the candidate for corrections. The corrected packet must be returned to our office by appointment for approval. New hires are not allowed to begin work until you confirm their clearance with the staffing supervisor and the community education office.

For those new hires already employed by DCPS, a PCF (position change form) must be completed in SAP. After completion of the PCF, the employee needs to schedule an appointment with our office to get set up for their DCF screening.

Thank you for your cooperation and patience during this transition period.

Revised 6/20/2017
Delivery Procedures for Community Education/Extended Day Packets

- Candidate will hand deliver the Packet to the CE Office at their scheduled appointment time. Packets are accepted between 8:00 A.M. and 3:00 P.M. only.

- Packets are accepted from the candidate only during their scheduled appointment time.

- Community Education is staffed by 1 secretary, so please have the candidate call 858-6080 to schedule their appointment time for processing. They will bring the packet back to you to schedule their finger print appointment.

Thank you!
Instructions for Directors of
Community Ed, Extended Day, and Summer Camp

CE/ED New Employee Set-up Process

Effective 5/19/10: A position control form (PCF) is now required for the set-up of all Community Ed/Extended Day/Summer Camp positions. The procedural process is as follows:

1. CE/ED Director interviews and decides on the candidate.
   - **New-Hire to DCPS:** Director will provide candidate the New-Hire “set-up” paperwork to complete and also instructs him/her to complete DCPS’ online application. Once everything is completed by the candidate, the “set-up” paperwork is returned to the CE/ED Director. Director will follow the remaining steps (2-8) below.
   - **Current DCPS employee:** Director obtains employee’s PN and follows steps #2 and #3 ONLY.

2. The CE/ED Director must complete the “Bookkeeper/Secretary PCF Data Entry Form” (see page 4) and provide all the required information needed to input the PCF in SAP. The completed form will then be given to the Bookkeeper/Secretary for input. If additional information is needed, the Bookkeeper/Secretary will return the form to the CE/ED Director.

3. Once the PCF is keyed, the Bookkeeper/Secretary will print the PCF and return it to the CE/ED Director. The Bookkeeper/Secretary will retain the PCF data entry form and note the PCF # on that form.

4. CE/ED Director sends all new hire documents in a package to Julius Smith’s office for approval.

5. Packets received in the CE/ED office are logged in and reviewed for accuracy (packets are processed in the order they are received).

6. If the packet is not approved by the CE/ED office:
   - The checklist item(s) that are incorrect will be noted as “pending”
   - EDP Supervisor will return the PCF back to “originator status” with comments on the PCF
   - Paper package with noted checklist will be returned to the CE/ED Director
   - The CE/ED Director will make appropriate corrections to the paper package and follow-up with the Bookkeeper/Secretary for any PCF corrections
   - CE/ED Director will re-submit the package with reprinted PCF back to CE/ED office
   - If approved upon second review, see step 6

7. If the packet is approved by CE/ED office:
   - Fingerprint payment will be processed by CE/ED office
   - EDP Supervisor will approve and “release” the PCF electronically (The PCF will
automatically submit to Budget for approval, then to HR for finalization).

- Paper package along with the confirmation of fingerprint payment will be returned to the CE/ED Director
- CE/ED Director will contact HR and schedule fingerprint/set-up appointment for the candidate to attend
- Candidate will bring the completed/approved package with them to the fingerprint/set-up appointment

8. HR will confirm clearance of fingerprinting and will finalize PCF process in SAP

**IMPORTANT:** New hires are *not* to begin work until the CE/ED Director has verified with HR that they have been cleared.
PCF GENERAL INFORMATION FOR CE/ED DIRECTORS

- When a PCF is being created there will be different fields that need completion. Which fields to use and what information is placed in those fields will depend on the position type. The table on the next page indicates the field names and a description about the information to be entered into each field.

- The PCF must be specific to one program (i.e. all Ext. Day positions only); different programs cannot be mixed on one PCF. The main comment line, which appears on the "comment log," must state whether the position(s) is for Extended Day, Community Ed, or Summer Camp.

- In the individual comment line located in each item, list the duties that will be performed and list the hours of duties.

- For Community Ed positions (self funded) you will need a separate PCF for positions in 5900120 MA and 5900128 MA. These will be done annually. If PT 5900758 these positions will have no retirement associated with them. (120 MA personnel works for DCPS and 128 part time works more than 6 months)

- Clerical employees (including bookkeeping) already working 40 hours per week in their regular jobs, can only be employed in CE/ED programs in appropriate instructor positions where they are actually supervising/instructing students. They may not perform any element of their regular job in these after school programs.

- The only clerical position to be utilized in CE/ED is S300APT or S300AMA (office assistant – office). The compensation for this position will be the entry level of the School Office Assistant – Office. Employees eligible to work in the office Assistant positions in CE/ED include teachers, paras, part-time employees (25 hrs. per week max on total hours), and clerical staff who work 7 hours per day (35 hours per week) in their regular jobs. In the case of clerical employees working 35 hours per week in their regular jobs, work in a CE/ED office assistant position is limited to 5 hours per week. The functional area (FA) for position S300Axx is 7300.

- For office assistants only who work 35 hours per week in their regular office assistant jobs, up to 5 additional hours in a CE/ED office assistant position will be compensated at the employee’s regular hourly rate for those 5 hours. All other employee groups will be compensated at $8.25 per hour. This payment rate is required by the UOPD Collective Bargaining Agreement.

- Security guards working 40 hours per week in their regular jobs can only be employed in CE/ED if they are actually instructing students. This would be in an appropriate instructor position. They may not perform any element of their regular security job in these after school programs. Security guards working 35 hours per week in their regular jobs may work up to 5 hours in CE/ED as a security guard at their regular hourly rate. After 40 hours, they may only be hired as instructors who are teaching students. If additional security is need, a part-time employee should be hired to satisfy the
requirement. The functional area (FA) for position E023xx is 7900.

- Only 10-month employees are eligible to work in Summer Camp. There is a 40 hour per week cap, however, remember that it is not a best practice to allow employees to routinely work 10-13 hours per day and should not be occurring on a regular basis.

- Verify the correct Job Code is being used for the position.
  - Job Codes, used in CE/ED, that do NOT begin with “NN” must have either MA or PT at the end to make it part-time (i.e. S300PT). Note: Those codes that do begin with “NN”, the SAP system automatically defaults the position to part-time.
  - Any Job Code that ends with MA (Multiple Assignment) is for a position being filled by a current DCPS employee.

- Verify the correct Commitment Item (CI) number is used based on the position:
  - CI should end with an “8” for PT (Part-time) positions equal to or more than (≥) 6 months
  - CI “758” is always used for a PT (Part-time) temporary position less that (<) 6 months
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment (for log)</td>
<td>Should state if the position(s) on the PCF is for “Ext. Day,” “Comm Ed,” or “Summer Camp.” (Different programs cannot be mixed in one PCF).</td>
</tr>
<tr>
<td>Position</td>
<td>Position number = Only used when deleting the “position” (not when removing an employee from a position) The position # May be found in the Org Structure report (PPOSE)</td>
</tr>
<tr>
<td>Org</td>
<td>Organizational Unit = school # with a 3 in front. i.e. 3012 (same as Fund Center)</td>
</tr>
<tr>
<td>Cost Cntr</td>
<td>Cost Center = Or Unit (a.k.a. Fund Center) with the appropriate Fund Number. i.e. 301210007; Funds are 10006 or 10007</td>
</tr>
<tr>
<td>CC</td>
<td>Not applicable for these positions</td>
</tr>
<tr>
<td>Job Code</td>
<td>Select a job code from the drop down list provided on the Bookkeeper/Secretary Data Entry form, also see next page. (Summer camp positions should utilize Extended Day job codes).</td>
</tr>
<tr>
<td>FTE</td>
<td>This field will be 1.0 (even for PT positions)</td>
</tr>
<tr>
<td>Begin Date</td>
<td>Input the start date of the position.</td>
</tr>
<tr>
<td>End Date</td>
<td>Input the end date of the position within current fiscal year. The end date cannot cross-over into the next fiscal year. NOTE: The end date is not “automatically” the last day of the current fiscal year (6/30/xx).</td>
</tr>
<tr>
<td>Hours</td>
<td>Input the total number of hours to be worked per day.</td>
</tr>
<tr>
<td>Rate/Hr</td>
<td>Input the hourly rate for the position as provided by HR and/or Community Ed Office.</td>
</tr>
<tr>
<td># Days</td>
<td>Remaining days to be worked in current FY. The Work Calendars provide this information. Go to the “Employee” DCPS web page under “Employee News &amp; Information” and select “Work Calendars. Which calendar you need to use will depend on the situation. <strong>One example:</strong> An Ext. Day position is being added in the 2009-2010 school year and this position works only the days students are in school...You should look at the “school calendar” and it will provide the number of days you need for this field. I.e. Start date is 11/9/09 and the end date is 6/11/10 there are 127 working days for this position in the 09-10 fiscal year.</td>
</tr>
<tr>
<td>Months</td>
<td>Leave this field blank (no input)</td>
</tr>
<tr>
<td>Personnel Number</td>
<td>Employee’s personnel number. (Must be keyed for all MA positions).</td>
</tr>
<tr>
<td>Name</td>
<td>Type new employee’s name filling the position. (If a current DCPS employee is filling the position, then key in the Personnel Number field and hit enter; the name will be auto-populate in this field).</td>
</tr>
<tr>
<td>Budget Amnt</td>
<td>This field will auto-populate</td>
</tr>
<tr>
<td>Budget XR#</td>
<td>The word “Revenue” must be typed in this field.</td>
</tr>
<tr>
<td>FA/CI</td>
<td>Input the Functional Area and Commitment Item, see next page. (Make sure the correct FA/CI combination is being used and remember job code S300Axx, office asst., the FA is 7300. Job Code E023xx, security guard, the FA is 7900).</td>
</tr>
<tr>
<td>Comment (for item)</td>
<td>List the duties that will be performed, hours worked and days of the week. Example: Certified instruction/planning for Ext. Day students; 6:30-8:30am and 3:00-6:00pm, Monday through Friday.</td>
</tr>
</tbody>
</table>
List of acceptable Job Codes Note: Summer Camp positions should utilize Extended Day job codes

S300APT = School office Asst. (part-time)
S300AMA = School Office Asst. (multiple assignment)
NN60 = Comm Ed Coordinator (system defaults to part-time)
NN60MA = Comm Ed Coordinator (multiple assignment)
NN61 = Comm Ed Instructor II (system defaults to part-time)
NN61MA = Comm Ed Instructor II (multiple assignment)
NN62 = Comm Ed Instructor III (system defaults to part-time)
NN62MA = Comm Ed Instructor III (multiple assignment)
NN63 = Driver Education Instructor (part-time)
NN63MA = Driver Education Instructor (multiple assignment)
E023PT = School Security Guard (part-time)
E023MA = School Security Guard (multiple assignment)

NN64 = Ext. Day II (system defaults to part-time)
NN64MA = Ext. Day II (multiple assignment)
NN65 = Ext. Day III (system defaults to part-time)
NN65MA = Ext. Day III (multiple assignment)
NN90 = Ext. Day Director (system defaults to part-time)
NN90MA = Ext. Day Director (multiple assignment)

List of acceptable FA/CI codes

5900120 = MA Comm Ed Instructor II
5900120 = MA Comm Ed Instructor III
5900120 = MA Ext. Day II
5900120 = MA Ext. Day III
5900120 = MA Ext. Day Director

5900128 = PT Comm Ed Instructor II
5900128 = PT Comm Ed Instructor III
5900128 = PT Ext. Day II
5900128 = PT Ext. Day III
5900128 = PT Ext. Day Director

5900758 = PT< 6 months Comm Ed Instructor II
5900758 = PT< 6 months Comm Ed Instructor III
5900758 = PT< 6 months Ext. Day II
5900758 = PT< 6 months Ext. Day III

7300160 = MA School Office Asst
7300168 = PT School Office Asst
7300758 = PT< 6 months School Office Asst
7900160 = MA School Security Guard
7900168 = PT School Security Guard
7900758 = PT< 6 months School Security Guard
**Bookkeeper/Secretary PCF Data-Entry Form**  
**Positions for Community Ed, Extended Day, or Summer Camp**

THIS FORM IS TO BE **COMPLETED BY THE DIRECTOR FOR CE/ED/SC.**
Complete electronically, print, and deliver to the Bookkeeper/Secretary for input in SAP.

| PCF Field                        | “Click here to enter text”: click and highlight the words, then begin typing your text. Note: Hitting the tab key to move to the next field will automatically highlight the words and be ready for you to type.
|                                 | “Choose an Item” or “Click here to enter a date”: click on the words, then click the drop-down arrow to select an answer. Tab to move to the next field.
| Comment (for log)               | Choose an item.
| Org.                            | Click here to enter text.
| Cost Cntr                       | Click here to enter text.
| Job Code                        | Note: Summer Camp positions should utilize Extended Day job codes. Choose an item.
| FTE                             | Type the number “1.0” in this PCF field
| Begin Date                      | Click here to enter a date.
| End Date                        | Click here to enter a date.
| Hours                           | Click here to enter text. (Per Day)
| Rate/hr                         | $Click here to enter text.
| #Days                           | Click here to enter text.
| Personnel Number                | Click here to enter text. (complete for MA positions only)
| New Employee Name               | Click here to enter text.
| Budget Xr#                      | Type the work “Revenue” in this PCF field
| (Functional Area/Commitment Item) | NOTE: For job code S300Axx the FA is 7300; job code E023xx the FA is 7900
| FA/CI                           | Click here to enter text.
| Comment (for item)              | Click here to enter text.

CE/ED Director Signature: ________________________________ Date: ____________

**Bookkeeper/Secretary Use Only:** PCF Number ______________________

This form is retained by the bookkeeper/secretary for their files.
A printed copy of the PCF (from SAP) is to be given to the CE/ED Director.
PAYROLL INFORMATION
TO:          STAFFING SUPERVISOR, HUMAN RESOURCES

FROM:    COMMUNITY EDUCATION COORDINATOR/
           EXTENDED DAY DIRECTOR

SUBJECT:   TERMINATION OF PERSONNEL

The following action is requested:

Terminate effective ________________________________

Name ________________________________

PIN/SS# ________________________________

School Name/# ________________________________

____________________________________
Community Education Coordinator or Principal

____________________________________
Extended Day Director or Principal
PAYROLL INFORMATION

PAYMENT TO EMPLOYEES

The EDP staff is paid biweekly. It takes 2-4 weeks after setups are turned in, for employees to be paid by the district. The submission of complete and accurate documents for employment, on a timely basis, will expedite the setup process and lessen delay in payment to employees for services rendered. Do not promise new employees that they will receive a paycheck by a certain date, as you have no way of knowing the exact payroll activation date.

EDP employees do not receive pay for holidays, sick leave, or vacation time.

Retirement benefits are calculated at a certain percentage rate for full-time DCPS employees working in EDP and/or other workers in EDP where the intent of employment is for six months or more (check with the Community Education Office for the current retirement benefit rate).

PAYMENT SCHEDULE

Biweekly payment schedules are sent from the Payroll Supervisor in the Business Services Office.

PAYROLL SHEETS

Payroll sheets are to be completed by the EDP Director. They are to be signed by the employee, the EDP Director, and the principal of the school. The form must be completely filled. Every date in the two-week cycle must be completed with time/hours/day. If an employee does not work one day, then on the applicable date, zero hours should be indicated. Employee sign in sheets should match days worked.

Payroll sheets are to be filled out, copied and sent to:

◆ Original to Bookkeeper/Secretary for SMART entry into SAP
◆ Copy for EDP school site files
LESS THAN FULL HOUR PAYMENT CALCULATION

♦ Total completed hours and minutes for a two weeks payroll cycle are to be converted to total hours and tenths of an hour. Do not convert tenths of an hour until the totaled hours and minutes for a two-week pay cycle have been calculated.

Total hours paid – round off minutes according to scale:

.1 = 1-6 minutes
.2 = 7-12 minutes
.3 = 13-18 minutes
.4 = 19-24 minutes
.5 = 25-30 minutes
.6 = 31-36 minutes
.7 = 37-42 minutes
.8 = 43-48 minutes
.9 = 49-54 minutes
1.0 = 55-60 minutes

One tenth of an hour is equal to six minutes. If more than six—minute increments exist, always round up to the next tenth. Example – 17 hours, 44 minutes = 17.8 hours.

♦ On the salary line, multiply total hours paid by hourly rate.

♦ Multiply salary by 37.6% for 59120, 16.3% for 59128, or 3.5% for 59758. These benefit rates are for 2014-2015 ONLY. Benefit rates change at the beginning of each fiscal year.

ALL STAFFING CHANGES AND NEW HIRES MUST HAVE AN EFFECTIVE DATE AT THE BEGINNING OF A PAY PERIOD.

Human Resources:

There is a deadline to complete the entire set-up/change process. An employee set-up includes all necessary employment paperwork including fingerprinting and benefit enrollment.

If all required data is not submitted correctly by the due date, the pay date cannot be met.
SAP
INFORMATION
Please check with your bookkeeper for the following:

- Budget Reports (10007 Account)
- Budget Transfers (10007 Account)
- Storeroom Orders (Prior Approval. Limited purchase amount per year)
- Purchase Requisitions (Purchase of items through SAP that are not consumable)
- PCF Status
- KEV Monthly reports (6.6152, 6.6155, 6.6154, and 6.6149)

**KEV** Tracks all internal money at the school. Please request copies of your KEV report for all EDP accounts monthly. Monitoring expenditures from these account will be vital. Remember, services, equipment, field trips, and other miscellaneous items are not paid from internal accounts.
ACCIDENTS
SAFETY ISSUES
PEOPLE AND PROPERTY

Safety can become lost in the many activities occurring during day and night use of the community school. Safety and accident prevention measures should be taken by the Extended Day Program faculty, staff and students. The EDD must anticipate potential safety problems and take preventive steps to insure against them.

Some suggested safety pointers for EDD are as follows:

1. Report all accidents as outlined in the Administrative Supervisory Accident Reporting Manual, which is available in the Principal’s Office and the Director of Safety’s Office. All safety forms may be accessed online by typing “IM” in the Internet browser address line.

2. Accidents shall be investigated and reports are entered online directly into Johns Eastern Database. Directions and forms are on the Information Management (IM) screen. The investigation should be made the day of the accident.

3. Be aware of the responsibilities of emergency regulations, Chapter 6A-2.86.

4. Never secure exit doors with chains and padlocks.

5. Corridors and other means of exit should be free of obstructions.

6. Fire drills conducted during Extended Day hours should be reported to the Director of Safety.

7. Report the need for repairs when necessary, particularly exit and security lighting.

8. Check building regularly to assure its cleanliness, safety, and security for Extended Day programming.

9. Enforce all DCSB regulations regarding both property and personal safety.

10. Confer with or notify school administration and DCSB security when necessary.
School Board Policy and Procedures for Accident Reporting is as follows:

1. Reporting Student Accidents: The accident reporting system used in the Duval County Schools is required. Its objective is the improvement of safety conditions throughout the schools. The method of reporting and checking safety hazards meets all state criteria. EDD should comply with the DCSB requirements, especially those outlined below.

2. Reporting Accidents: the method for reporting accidents consists of a Student Accident Report Form. This is the form on which the original report of the accident is made. Student Accident Report Forms may be accessed online by typing “IM” in the Internet browser address line.

Responsibility for preparation of student accident report primarily rests with the person in charge when the accident occurs. The principal should see that this report is completed properly. All questions on the report must be answered to the best of your ability. This report must be entered directly into Johns Eastern Database. Directions and forms are on the Information Management (IM) screen.

Use the Student-Visitor Report Form for any accident involving students or employees of DCSB and the Student-Visitor Accident Report for non-employee accidents, all property damage and other incidents.
REPORTING OF ACCIDENTS COVERED BY
WORKER’S COMPENSATION INSURANCE/STUDENT-VISITOR ACCIDENTS

Forms regarding Risk Management procedures for reporting student-visitor accidents and Worker’s Compensation are available online by typing “IM” in the internet browser address line. On the IM (Information Management) page, click on the “Workers Comp/Accident Reporting” link directly beneath the heading “Risk Management & Safety”. The forms include:

- Student-Visitor Accident – Guidelines for online Reporting
- Student-Visitor Accident Report
- Workers Comp – Mileage Reimbursement Form
- Workers Comp – Notice of Injury Form
- Workers Comp – Notice of Injury ON-LINE REPORTING Help Document
- Workers Comp DCSB Doctors – initial treatment
- Workers Compensation – Authorization to Treat
- Workers Compensation – Employee Acknowledgement
WITHDRAWAL FROM EXTENDED DAY PROGRAM

A written notice, of one week in advance, is required if it becomes necessary to withdraw your child from the Extended Day Program. Fees will be assessed for services provided through the withdrawal date and will continue to accrue to the account until the proper written notification is provided and on file.

Withdrawal from school does not automatically withdraw a student from the Extended Day Program. Re-enrollment after a child has been withdrawn from the program will be based upon available space. If a child re-enrolls, the enrollment information must be updated.

All fees for the length of time enrolled are due upon withdrawal. Refunds, if warranted, will only be given, if the proper written advanced notice has been given to the Extended Day Director. Refunds will be mailed to the address on file.

Withdrawal from the program in no way eradicates responsibility for payment of provided services.
Extended Day Program

Withdrawal Notice

I wish to withdraw my child/children from the ____________________________ Elementary Extended Day Program effective: (date one week from today) __________________

(Circle One)

Child’s Name____________________ Grade_____ AM PM Both

Child’s Name____________________ Grade_____ AM PM Both

Child’s Name____________________ Grade_____ AM PM Both

Reason for Withdrawal: ______________________________________________________________

If refund is requested, please provide the following:

Mailing Name: ____________________________

Mailing Address: ____________________________

Refunds will be processed within 60 days of student withdrawal.

Parent’s Signature: ____________________________ Date: __________

***Note: A minimum of one week’s notice is required before withdrawal.***
Kelly Educational Staffing’s (KES) Dual Employment Policy:

In order to prevent substitute teachers from experiencing pay discrepancies:

1. Kelly substitute teachers are **not** allowed to be employed with KES and Duval County Public Schools (DCPS) at the same time.

2. If you are employed with DCPS as a tutor, paraprofessional, teacher, or any other DCPS position that requires you to work hours which occur during or between the start and end times of any DCPS school, you are **not** eligible to be employed by KES as a substitute teacher.

3. If you are hired by DCPS after becoming activated as a substitute teacher you are **required** to inform KES. Failure to do so will result in immediate termination. Once you notify KES, we will deactivate you as a substitute teacher.

4. Reactivation will require proof of termination of employment with DCPS, new background checks, DCPS re-hiring approval and an appointment with KES.

By signing below, I acknowledge that I understand the “KES Dual Employment Policy”. I understand that being reactivated as a substitute teacher can take up to three weeks or longer.

____________________________________  ________________
Signature                                      Date

____________________________________
Print Name
Vendor Application and Use Process
Effective 7/1/2014

Please be advised that any vendor that you have coming to the school to work with your children should be screened and wear badges stating their clearance. If they are not wearing their badge then they should not be on campus. If they do not have their Vendor badge from DCPS then they cannot perform those services. If it is a person coming from a company, that company must provide an I-9 to Yvonne Downer in the school Police administrator building. If the vendor is self employed then they will need to provide a W-9 to Yvonne Downer. This will allow for the vendor to receive their badge representing clearance.

The vendor information can be faxed to 904-858-6122, emailed to downer@duvalschools.org, or they may be taken to the school police administration building located at the Arlington Annex Administration Building 1720 Lansdowne Drive Jacksonville, Fl 32211. The web site for them to become fingerprinted is www.duval.sofn.net. Please make sure that each vendor that will be around our children must have the proper documentation prior to rendering services.
Together We Can Climb Any Obstacle