

**2023-2024**  
**Extended Day Registration Procedures**

**Step 1:** Please visit [www.duvalschools.org/extendedday](http://www.duvalschools.org/extendedday) to create an account and apply for extended day services. Directors will then accept applications based on availability. Applications will take a minimum of 24 hours to process.

**Step 2:** Payment. Once accepted, you will receive an emailed invoice. Your child may not attend extended day until your application is accepted **AND** payment is made.

**Step 3:** Notify the classroom teacher of dismissal route.

Directors:

Mrs. Matz [werstk@duvalschools.org](mailto:werstk@duvalschools.org)

Mrs. Utle-Lott [utleyk@duvalschools.org](mailto:utleyk@duvalschools.org)

Directors are classroom teachers and cannot register new students in the middle of the school day. All extended day business will be conducted during extended day hours.

7:00am-8:30am/3:30pm-6:00pm

