

Mandarin Oaks Elementary School

Extended Day & Summer Camp Handbook

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Dear Parents:

We would like to personally welcome you and your child to the Mandarin Oaks Extended Day & Summer Camp Programs.

The 2021-2022 programs will include structured activities geared to your child's grade level. These enrichment activities include but are not limited to Art, Home Economics, Science, Health, Gym, Outside time, Homework time, and Special events.

Our enthusiastic Extended Day and Summer Camp staff is dedicated to providing enjoyable experiences for the children in our programs. We are looking forward to another exciting year.

Sincerely,

Tammy Castro and Renee Foreman

Extended Day Directors

WELCOME TO EXTENDED DAY

DEFINITION

The Extended Day Program for students in Duval County is defined as before and after school enrichment in the home school of the student of working parents, grades K – 5. To be eligible for enrollment, a child must be enrolled as a student in the school that is offering the program or be a student in a magnet program.

PHILOSOPHY AND GOALS

In 1976, the Duval County School Board deemed before and after school enrichment programs a viable and necessary service that could be provided through the Community Education Department for students of working parents.

In 1987, the School Board voted to expand the program to all Elementary Schools with 25 or more students requesting the service. There are now over 80 schools with the Extended Day Programs.

These programs are not designed to provide custodial care and were not instituted to compete with existing day care centers. The programs were instituted to supplement and broaden educational enrichment opportunities for children in Duval County. Specifically, programs are designed to enrich children's lives educationally, socially, culturally, emotionally, physically and to afford working parents this added opportunity for their children at a reasonable price.

TIMES 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 7:00 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.

The morning session of the Extended Day Program shall consist of informal, non-structured activities in order to facilitate entry of children into the structured school day. Activities of a more formal, structured nature shall be offered in the K – 5 afternoon sessions.

ARRIVAL AND DEPARTURE

Transportation of students to and from the Extended Day and Summer Camp Program is the responsibility of the parent. Programs will operate from 7:00 - 8:30 a.m. in the morning session and from 3:00 – 6:00 p.m. in the afternoon session, Monday – Friday on days when school is in session.

Students will not be allowed to leave with **ANYONE** except the parent and/ or persons designated by the parents. A note to the Director is required for special pick up. Verbal messages **cannot** be accepted by the teacher from the student and telephone messages are discouraged for your child's safety.

All parents and/or authorized adults must show pick up card or ID in order to pick up student(s) from Extended Day or Summer Camp. Please have it ready at sign-out time to expedite dismissal.

Students may not arrive prior to 7:00 a.m. and must be picked up no later than 6:00 p.m. Non-compliance with this policy may result in dismissal from the program.

If your child arrives prior to 7:00 a.m. or departs after 6:00 p.m., you will receive a verbal warning the first time. For violations occurring thereafter, a \$1.00 late fee will be assessed for every minute late. **This fee is due in CASH by the close of the next school day. If three (3) violations occur, or you refuse to pay the late fees, your child will be removed from the program. Please note that we use the office clock as a point of reference when determining late 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.**

EXTENDED DAY FEES

Parents may enroll their children in one or more sessions. Fees are assessed to provide revenues necessary to hire supervisory staff and instructors, purchase supplies and for other operational costs incurred.

Fees are as follows:

Morning session only (7:00 – 8:30)	\$52.00/month
Afternoon session only (3:00 – 6:00)	\$100.00/month
Morning & Afternoon sessions	\$152.00/month
Early Release Days are included in fee.	

Fees are paid according to the fee schedule included in this handbook. All checks are to be made payable to MANDARIN OAKS ELEMENTARY SCHOOL. **

FEES ARE SUBJECT TO CHANGE BY DUVAL COUNTY SCHOOL BOARD**

PAYMENTS

Payments are due as scheduled. If sending in money with your child please place it in an envelope and clearly mark extended day, 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. If payment is not received within the validity period, your child will be removed from the program for non-payment.**

Payment times are as follows:

- 7:00-8:00 a.m.
- 1:30-5:30 p.m.

Programs approved through the Duval County School Board are required to receive payment prior to the service being rendered. Continual problems with late payments will result in the student not being allowed to return to the Extended Day Program.

NSF CHECKS

Duval County School Board no longer handles NSF checks. NSF checks are now handled through "Check Redi" 1-800-239-1222.

RECEIPTS AND TAX IDENTIFICATION NUMBER

Please note that each receipt you receive for payments is for your tax record as is the fee schedule. The Federal Tax Identification Number to be used when filing for child care is **59-6000589.**

WITHDRAWAL

Regulations for withdrawal of children from the Extended Day and Summer Camp Programs are as follows:

1. The Extended Day Director should be notified **one-week prior to anticipated withdrawal.**
2. Refunds will be issued to participants upon withdrawal from the Extended Day Program for any remaining balance, **except for reasons of discipline and expulsion.**

PAYMENT SCHEDULE FOR 2020-2021

PAYMENT DUE:	FOR SERVICES DURING:	AM	PM	BOTH	LATE FEE CHARGED ON:
AUGUST 6	AUGUST 10 – SEPTEMBER 7	\$52	\$100	\$152	
SEPTEMBER 1	SEPTEMBER 8 – OCTOBER 5	\$52	\$100	\$152	SEPTEMBER 3
OCTOBER 1	OCTOBER 6 – NOVEMBER 3	\$52	\$100	\$152	OCTOBER 4
NOVEMBER 1	NOVEMBER 4 – DECEMBER 8	\$52	\$100	\$152	NOVEMBER 3
DECEMBER 1	DECEMBER 9 – JANUARY 24	\$52	\$100	\$152	DECEMBER 3
JANUARY 4	JANUARY 25 – FEBRUARY 22	\$52	\$100	\$152	JANUARY 7
FEBRUARY 1	FEBRUARY 23 – MARCH 30	\$52	\$100	\$152	FEBRUARY 3
MARCH 1	MARCH 31 – APRIL 29	\$52	\$100	\$152	MARCH 3
APRIL 1	MAY 2 – MAY 27	\$52	\$95	\$147	APRIL 4

EXTENDED DAY AND SUMMER CAMP RULES

- Respect for other persons and property must be displayed.
- Dangerous items of any kind should not be brought to school.
- Good sportsmanship and fair play should be practiced at all times.
- Foul, abusive or obscene language will not be accepted.
- Horseplay, fighting, throwing objects or hitting other students or counselors will result in immediate disciplinary action.
- Always walk in the cafeteria or building.
- Tampering with other student's or adult's belongings will not be tolerated. Students are responsible for their own belongings, and may not play with toys from home.
- Chewing gum will not be allowed.
- All injuries, no matter how small, are to be reported to the counselor immediately.
- Students must report for roll call without delay and must remain with their counselors at all times.
- Students must listen, respect and follow instructions given by their counselor.
- Students must ask counselor before leaving their group for any reason.
- Hats or caps worn to school should be kept in backpacks during school and Extended Day hours.

DISCIPLINE POLICY

Discipline warnings will be given out to students who do not follow the rules of the Extended Day/Summer Camp Program or the Duval County Code of Student Conduct.

A **Behavior Communication** may be used first in place of a Discipline Warning to communicate a problem we may be experiencing with a student. This would be given to send home a positive report and/or may also be used to inform the parent of improper behavior.

Discipline Warnings for disciplinary reasons will be utilized as follows:

- **First and Second Warnings** – Must be signed by parent/guardian.
- **Third Warning** – Must be signed by parent /guardian. 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. **No refund will be issued.**

HOMEWORK

Grades 2-5 will have designated homework time with their EDP counselor each day. Their counselor will be there to assist them with any help they may need. Homework time will last for 45 minutes. If the student does not have homework they must either bring a book or borrow a book to read from their counselor. Parents of students in grades K-1 are encouraged to do homework with their child so those grades will not have a designated homework time in EDP.

SNACKS

Parents must provide a healthy snack including a drink for their children. No candy or soda is allowed. Students are not allowed to purchase drinks or snacks from the Mandarin Oaks Staff vending machines. Counselors are not allowed to heat up snacks or pop popcorn for your child. If your child forgets a snack we will send a note home reminding you to pack one for them. Please remind your child to **NOT** eat their EDP snack during lunch.

HEALTH

Children who are ill should not be brought to school for their own good, as well as, for the good of other children. If a parent must go to work, provisions should be made for the welfare and comfort of the child away from school. If a child becomes ill during the day, parents will be notified and the child should be picked up as soon as possible. Please note that if your child is identified as having head lice, we are required by law to send them home immediately.

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. 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 physicians 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.

INSURANCE

Parents are encouraged to carry insurance which covers their children in the event of an accident in school. School Board insurance does not cover medical costs for accidents which occur in school, Extended Day or Summer Camp activities.

BRINGING THINGS TO SCHOOL

Our Extended Day policy is that all toys and games should be left at home. We cannot be responsible if any items are stolen or broken.

CLOTHING AND PERSONAL BELONGINGS

All clothing, such as caps, sweaters, coats, gloves and other personal belongings should be clearly marked in permanent ink/marker with the child's name. The child is responsible for all belongings and we cannot reimburse anyone for lost items.

SUMMER CAMP PROGRAM

Mandarin Oaks Elementary School offers a Summer Camp for elementary age children living in the Mandarin area and surrounding community. Enrollment will be limited to involve the children in a variety of recreational and educational activities that will be learning and growing experiences, as well as, great fun!

AGES: Eligibility is limited to students presently in grades K – 5 of the current 2021-2022 school year. Campers will be grouped according to age.

WHERE: Camp is held at Mandarin Oaks Elementary School. We provide a safe and comfortable atmosphere for our campers.

CAMP HOURS: 7:00 a.m. – 6:00 p.m.

REGISTRATION: Registration must be done by the child's parent/guardian. The camp fills quickly, therefore registration is on a FIRST COME – FIRST SERVE basis and will end when camp limit is reached. **Payment is due in FULL at time of registration and \$100.00 of this payment is NON-REFUNDABLE.**

Registration for camp will be held in the spring.

LUNCH AND PM SNACK: Parents must provide lunch & PM Snack including a drink for their children. Campers are **NOT ALLOWED TO PURCHASE DRINKS OR SNACKS FROM THE MANDARIN OAKS STAFF VENDING MACHINES.**

For more information about our Summer Camp Program contact the Extended Day Office at 904, Monday – Friday between the hours of 1:00 – 6:00 p.m.

