

# Mamie Agnes Jones Elementary School

“Growing Academic Leaders with Small Town Values”



Marianne G. Lee  
Principal

## **Extended Day Program 2020-2021**

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Directors

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### **MAJ Extended Day**

#### **VISION**

At Mamie Agnes Jones Elementary, our vision is to ensure students show leadership qualities and character to reach their maximum academic growth through rigorous standards and the use of individual goal setting

# Duval County Public Schools Extended Day Programs (EDPs)

## Definition

The Extended Day Enrichment Programs of the Duval County Public Schools provide working parents an environmentally safe and convenient point of service location to leave their children before- and after-school. The EDPs are totally self-supporting and paid for by working parents.

## Program Background

In 1976, the Duval County School Board deemed before and after school enrichment programs a viable and necessary service that would be provide 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 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.

## Eligibility

To be eligible for enrollment in MAJ-EDP, attendees **must** be enrolled at MAJ and **must** be the child of working parents. Students must be in attendance that school day in order for the student to attend EDP that same day.

## Days and Times of Operation

1. MAJ Extended Day operates Monday through Friday on days when school is in session for students. There are two sessions:
  - a. AM Session (before school): 7:00 a.m. – 8:00 a.m.
  - b. PM Session (after school): 3:00 p.m. – 6:00 p.m.
2. The morning session of MAJ-EDP consists of informal, non-structured activities designed to facilitate the children's entry into the structured school day. Activities of a more structured nature are offered during the afternoon session.

## Arrival and Departure

Transportation of children to and from MAJ-EDP is the responsibility of the parent and/or persons designated by the parent. Parents are to provide special "pick-up" information on the registration form.

- Verbal messages regarding pick up cannot be accepted from the student.
- Changes to pick up information must be provided in person by the parent or legal guardian. Unfortunately, changes or additions to the pick up list cannot be accepted over the phone.
- Photo Identification is required at the time of pick up.
- Students will only be released to adults 18 years or older who are listed on the registration form.

## Departure Violation

- Our policy is that upon the first "late pick-up" parents will be assessed a **one-dollar (\$1.00) penalty for every minute after the first five minutes** that the child remains in our care. For example, if a child is picked up at 6:15, parents will incur a charge of \$10.00.
- **If three violations occur within an eight-week period**, your child will be terminated from the program for the remainder of the year.

## Enrollment Fees

Program	Fees	Times
Morning Sessions	\$52 per month	7:00 a.m. - 8:00 a.m.
Afternoon Sessions	\$100 permonth	3:00 p.m. - 6:00 p.m.
Both Sessions	\$152 permonth	both

## Health

Children who are ill should not be brought to school, for their own welfare, as well as the welfare of the other children. If a parent must go to work, provisions should be made for the child away from the school. If a child becomes ill during the day, parents will be notified and the child must be picked up.

## Snack

As a Title I school, snack is provided to Extended Day students.

## Insurance

Parents are encouraged to carry insurance that will cover their children in the event of an accident in school. This insurance can be in the form of a family health insurance policy or by participation in the *Student Accident Insurance Program* as offered through the Duval County Public Schools.

## **Discipline**

Expectations for behavior during extended day are the same as they are during the regular school day and shall be enforced in a way that is consistent with the Duval County Public Schools Student Code of Conduct.

Our discipline policies are tailored to meet the needs of the specific problem. Positive reinforcement principles are used in dealing with all children. If problems persist and affect the safety and educational enrichment of other children in the program, MAJ-EDP **reserves the right to suspend and/or terminate a child from the program.**

## **Rules for Extended Day**

Students will

1. Respect the rights and property of others;
2. Keep hands and feet to themselves;
3. Obey all teachers and staff;
4. Obtain permission to speak, get of their seats, or leave their designated area;
5. Follow safety rules at all times.

## **Citizenship Warning**

Each rule violation will result in an appropriate consequence, as well as a Citizenship Warning, which is used to notify parents that an incident has occurred.

- On the first and second time, the Citizenship Warning must be signed and returned before the child will be readmitted into the program.
- On the third time, a child may be suspended from the program for up to a week.
- On the fourth time, a child may be removed from the program.

## **Withdrawal Notice**

A written notice, of one week in advance, is required if it becomes necessary to withdraw your child from the Extended Day Enrichment Program. Fees will be assessed for services provided through the withdrawal 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 the time enrolled are due upon withdrawal. Refunds, if warranted, will ONLY be given, if the proper written advanced notice has been given to the EDP director.

***Withdrawal from the program in no way eradicates responsibility from payment of provided services.***

### **Bringing Things to School**

Teachers are eager for children to occasionally share special discoveries that they make at home or on trips with their families. However, parents must check with teachers before sending things to school. **Toys, games, electronics, and trading cards should be left at home.**

### **Clothing and Personal Belongings**

All clothing, such as caps, sweaters, coats, gloves, raincoats, and other personal belongings should be clearly marked with the child's name. It is the responsibility of the student to keep track of their belongings.

### **Lost and Found**

During the school year, children may leave many items at school. If you are unable to find your child's belongings, please check the school's lost and found located in the cafeteria. MAJ-EDP will not be responsible for lost items.

## **Policies and Procedures for Payment of Fees**

- Fees must be paid on a monthly basis. Payments are due two weeks in advance of the date services will begin (see attached payment schedule). **MAJ-EDP is required to receive payment prior to services being rendered.**
- Fees that are not paid in a timely manner will result in the child being removed from the program until the account is made current.
- Multiple late payments could result in **permanent removal** from the program.
- If a student with a deficit fee balance transfers to another elementary school within the district, the receiving school will be notified of the balance. Both schools will make a collaborative effort to collect the debt.
- Unresolved debts will result in the child not being allowed to continue in the program.

## **Payment Methods**

- The Duval County School Board has retained the services of School Cash Online for payment of services.
- You will need to make an account on School Cash Online. Students will be added as there enrollment in EDP is verified.

## **Tax Identification Number**

59-6000-589

## **Contacting Us**

- MAJ Extended Day supervisors are available in person or by phone at 904.266.1214 between the hours of 7:00 a.m. – 8:00 a.m. and 3:00 p.m. – 6:00 p.m. Monday through Friday.
- Supervisors may also be reached via email at [richardsoa6@duvalschools.org](mailto:richardsoa6@duvalschools.org) for Mrs. Richardson or [anastassiadiss@duvalschools.org](mailto:anastassiadiss@duvalschools.org) for Mrs. Stephenie.
- Payments and notes may be left in the payment box located in the lobby at any time.