



DUVAL COUNTY
PUBLIC SCHOOLS

2018 -2019 DCPS EXTENDED DAY ENROLLMENT FORMS

Extended Day 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 parents this service at a reasonable fee. The Extended Day Program for the Duval County Public Schools is classified as an enrichment program. It is considered an extension of the school day and does not fall into the day care category.

Duval County Public Schools Extended Day Enrollment Forms

GRADE _____ BIRTHDATE _____ SEX _____ AM 7:00-8:30 _____
TEACHER _____ MAGNET _____ PM 3:00-6:00 _____
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: _____	Employer: _____
Employment Address: _____	Employment Address: _____
Employer Phone #: _____	Employer Phone #: _____
Parent Email address _____	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: _____

Name: _____ Phone #: _____ 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 drills 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.



DUVAL COUNTY
PUBLIC SCHOOLS

Extended Day Policies and Guidelines for Parents

**Office of Community
Education/Extended Day
8015 Parker School Rd
Jacksonville, FL 32211
904-858-6080**

EXTENDED DAY ENRICHMENT POLICIES

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 but, some schools may only take online payments, money orders, cash, or cashier checks. Check with the school for details. 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. To contact CheckRedi call 1-800-239-1222.

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.

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

PICK-UP: Children can only be signed out by legal a parent/guardian or an individual that can provide acceptable identification that matches parent/guardian written consent. **We will not accept notification by telephone. 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 will be notified the first time. For violations occurring thereafter, the parent will be assessed \$1.00 per every minute. **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 will 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.

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 Director.

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 that could affect the enrichment atmosphere of the program.

A **Behavior Communication** 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.

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

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. **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 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 2018-2019 Tax ID Number: 59-6000589

AM (7-8:30) \$52

PM (3-6, includes early release) \$100

AM/PM \$152

- ❖ Please make checks payable to: _____ 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 www.duvalschools.org or go to your school's webpage for payment instructions. **In person payments can only be made during EDP hours of operation.**
- ❖ **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.**

PAYMENT DUE:	FOR SERVICES DURING:	AM	PM	BOTH	LATE FEE CHARGED
July 2 – Aug 3	AUGUST 13 – SEPTEMBER 10	\$52	\$100	\$152	
August 13	SEPTEMBER 11 – OCTOBER 8	\$52	\$100	\$152	August 20
September 10	OCTOBER 9 – NOVEMBER 6	\$52	\$100	\$152	September 17
October 8	NOVEMBER 7 – DECEMBER 11	\$52	\$100	\$152	October 15
November 6	DECEMBER 12 – JANUARY 24	\$52	\$100	\$152	November 14
January 8	JANUARY 25 – FEBRUARY 25	\$52	\$100	\$152	January 16
February 4	FEBRUARY 26 – APRIL 2	\$52	\$100	\$152	February 11
March 4	APRIL 3 – MAY 2	\$52	\$100	\$152	March 11
April 8	MAY 3 – May 31	\$52	\$95	\$147	April 15

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

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.

Please ask the Extended Day Director for any forms that would need to be completed for administration of medication at school.

EXTENDED DAY DAILY SCHEDULE

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.

SAMPLE AM DAILY SCHEDULE (DEPENDENT UPON SCHOOL START TIME)

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

ACTIVITIES

In the morning, when students report to designated areas, 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 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 homework assistance, dance, art, computers, and additional programing to assist student growth.

SAMPLE PM DAILY SCHEDULE (DEPENDENT UPON SCHOOL END TIME)

3:00 – 3:30	Roll call and snack (provided by parent)
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.

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.

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 **within 3 days of 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.**



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.

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.