

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 care 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.

NAME OF CHILD	PARENT/GUARDIAN
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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 (Student's Name) during (schools name) Extended Day Program

Student Name
School Name
Witness
Parent Name

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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

Student's Name

NUTRITIONAL SNACKS

In accordance with DCF Guidelines, parents must furnish their children enrolled in the Extended Day Program an afternoon snack.

Name of Child:

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Signature of Parent

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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.”

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. A late fee will be added to payment received five business days after the due date (See handbook for late fee application). Cash payments must be for the exact amount. **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.

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

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 for 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.

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.

MEDICATION GUIDELINES

A. PRESCRIPTION MEDICATION

In accordance with Section 232.46, 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 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 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 the dosage is not recorded, it will be considered 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 location under lock and key designated by the school 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.

Refer to the ["Parent Permission Form For The Administration of Prescribed Medication"](#).

B. Metered Dose Inhalers for Students with Asthma

Section 233.0561, Florida Statutes, authorized 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 (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. Refer to for "Medication Release Form for Nonprescription Medication".

D. Additional Instructions

When the principal determines that the parent is unable to come to the school to make the request in person, the principal may use other means to verify the validity of the written request.

Medicine should be kept in the central office. **Do not** allow students to transport medication or retain on their person any form of medicine unless the doctor's statement specifically states that such should be done.

Do not administer oil of cloves, aspirin, or eye drops without parental request and signed permission. Such medications may cause an allergic reaction in children.

**DUVAL COUNTY PUBLIC SCHOOLS
STUDENT SERVICES
PARENT PERMISSION FOR THE ADMINISTRATION OF PRESCRIBED MEDICATION**

Student	DOB	School
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Name of Medication:	Doctor:
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Prescription Number:	Date of Prescription	Quantity
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I,	grant permission for the principal or principal's designee to assist in the administration of prescribed medication for my child/legal ward,
(Parent/Legal Guardian)	(Student Name)

I certify that the prescribed medication is in its original container and that it is necessary, according to my doctor's instructions, for this medication to be provided during the school day, including when my child is away from school property on official school business. I understand that this medication will be given only according to the directions on the label as prescribed by the doctor. I further understand that, at the end of the school year, it will be my responsibility to pick-up any unused medication within 30 days.

Date	Signature of Parent/Legal Guardian

**DUVAL COUNTY PUBLIC SCHOOLS
PARENT PERMISSION FOR THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATION
(OVER-THE-COUNTER MEDICATION)**

Student	DOB	School
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I request that my child/legal ward,	
Student's Name	

be given external and/or internal medication identified below during school hours. I will provide the medication in its ORIGINAL CONTAINER. I understand that such medication will be given only according to the following directions:

Medication	Amount	When
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(Directions from the parent/legal guardian should not exceed the medication instructions on the Label or box.

Medication to be discontinued

Further, I agree to waive any claims of liability that may arise against any school personnel relative to the administration of medication to my child according to these directions.

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Date

Signature of Parent/Legal Guardian