

# EXTENDED DAY PROGRAM 2018-19 SCHOOL YEAR



Manatee School of Arts and Sciences  
3700 32<sup>nd</sup> Street West  
Bradenton, FL 34205  
Phone: (941) 755-5012  
Fax: (941) 755-7934  
Email: [Linda.brand@msas-fl.com](mailto:Linda.brand@msas-fl.com)



## **Extended Day Program**

The Manatee School of Arts and Sciences' Extended Day Program is a before/after school child care program for elementary age children who are five years of age by September 1<sup>st</sup> through sixth grade, and is supported solely by parent fees and in kind services from Manatee School of Arts and Sciences. The following are the goals for the program:

### **Program Goals**

The staff will strive to meet the social, emotional and intellectual needs of the children in an environment that fosters:

- Positive Self-Esteem
- Initiative
- Independence
- Problem-Solving
- Safety-Awareness
- Sense of Security
- Self-Control
- Community Involvement
- Environmental Awareness

The staff will be sensitive to the needs of parents utilizing their services by:

- Providing an affordable enriching environment for students
- Delivering age-appropriate activities
- Communicating with parents through written correspondences, bulletin boards, programs, and conferences.

Our staff participates as partners with you in providing a quality program. Communication, support and cooperation are essential in this partnership. Please read this handbook carefully and discuss pertinent information with your child. Sign and return the Parent Acknowledgement form provided by your Site Manager. If you have any concerns, we would be happy to talk with you. Please call the Site Manager at the school.

### **Description of Services**

The afterschool program activity program has been designated to provide an affordable, active and enriching environment for children who must stay at school late. The school campus is utilized for after school activities. Supervision is provided at a ratio of 1 adult to 17 children. Enrollment in the program will be on a first come first serve basis. After the program is filled, any additional students will be placed on the waiting list.

**Program activities may include:**

- Enrichment Club and Special interest Clubs
- Recreational Activities and Cooperative Games
- Creative Expression through music, drama, dance, and art
- Crafts

**Hours of Operation**

- Every day in which school is in session, from 3:30PM-6:00PM
- Early release days will have aftercare from 12:30PM-6:00PM
- Students enrolled in the extended day program will be able to utilize morning care from 6:30AM-8:00AM for no additional cost.

**Enrollment Criteria**

A child may be enrolled when he/she is:

- Able to be independent in daily self-care needs, such as toileting, feeding and dress self.
- No danger to him/herself or others
- Able to participate in large groups activities with an adult/child ratio of 1 adult to 17 children
- Able to remain within the program location and under adult supervision without running away. Failure to do so will result in immediate dismissal from program.

**Registration Policy**

Registration requires completion of all registration forms by the parent.

- Transportation is the parents' responsibility
- Parents who have children in attendance on alternating weeks will be expected to pay weekly tuition every week regardless of custody issues
- The enrolling parents if the responsible party

**Please Note:** Each child attending must have their own separate registration form filled out. Failure to comply with the registration guidelines may result in the loss of your child's position on the roster. Your child is registering for a slot. Registration forms hold your slot for one week at the beginning of the school year. Note any special needs your child may have on your registration form. A registration form is required each time a parent terminates and re-enters. Space is not guaranteed for re-entry. The site is available on days that regular school is in session.

## **Tuition and Fees**

Program fees are paid weekly; however, exceptions can be made for those paying day to day on a case by case basis. Weekly fees are prorated for non-school days. MSAS makes every attempt to collect fees in advance of services being rendered. Pre-payment of services assures compliance with the Florida State Constitution which requires tuition to be paid in advance of services.

- Tuition and fees are payable by cash, check, money order
- Starter checks are not accepted for payment of tuition or any other fees
- All children are required to re-register each school year
- Tuition in full each day and all outstanding fees must be received by 6PM on Friday, per child, even when the child is not in attendance
- The site is not responsible for payments sent in a child's backpack or left at the school office
- All children MUST be signed out by 6PM
- Late Payment Procedure is as follows: Tuition is due by 6PM each day. Late payment fee of \$10 will be assessed by the following Monday at 6PM for any payments owed from the previous week.
- All past due balances must be paid by the last day of program in the week for which the balance is due to avoid termination
- Children will not be permitted to re-enter program until past due balances are paid in full
- Late payment of 3 times may result in dismissal from program or failure to pay for returned checks to the collection agency will result in termination
- A fee status change may be made two times per school year and only if there is no past due balance on the account. Changes in fee status will require amending and signing the Enrollment Status Form
- The site reserves the right to require payment by cash or money order after a returned check
- When termination occurs during any part of a week, unused tuition is non-refundable

The site is supported solely by fees paid for program services by parents/guardians and subsidies. No educational dollars are used to provide this service to families.

## **Tuition and Fee Schedule**

- 1st Child \$10.00 per day
- Each Additional Child will be charge at the rate of \$5.00 per day
- Morning care will be provided at no additional cost for students enrolled in the extended day program

- Late Payment Fee \$10.00 Per Child
- Late Pick-up Fee \$10.00 Per Child Per Every 15 Minutes Until 6:46PM

### **Late Pick-Up**

A late pick-up fee of \$10.00 is charged for each 15 minutes after 6:00PM, measured by the School clock.

- 6:01PM – 6:15PM = \$10.00 Per Child
- 6:16PM – 6:30PM = \$20.00 Per Child
- 6:31PM – 6:46PM = \$30.00 Per Child
- 6:46PM = Abandoned Child Procedure Initiated
- Children who remain on site after 6:46PM will be released into the custody of a Law Enforcement officer and Child Protective Services will be contacted.

**\*\* We reserve the right to dismiss your child from the program after three late pick-ups. \*\***

Parents must maintain up to date telephone numbers for all persons permitted to pick up their children. The following steps will be taken if any student remains at the site 30 minutes after closing without notification from the parent:

- The Site Manager will attempt to contact persons permitted to pick up the child as indicated on the Registration Form.
- If no authorized person is reached by 6:46PM, the Site Manager will contact Law Enforcement to pick up the child and contact Child Protective Services.
- Parent signature is required on the Late Pick-Up Form.

### **Check In/Check Out**

To assure that children are supervised while in our care, we employ the following system:

- Each child must be checked into and out of the program daily by the parent or other authorized person.
- Only persons who have written authorization from the parent are permitted to sign out/pick-up a child.
- Picture identification is required for anyone to sign out a child when they are unknown to site personnel.
- Children will only be released from the designated sign-in and sign-out areas.

### **Attendance**

Children must report to the designated Extended Day Program (EDP) site immediately upon school dismissal.

### **Notification of Absences**

If your child is at school but will be absent from EDP, you must notify the school office or EDP Site Manager by 12:00PM. If your child is absent from school, he/she will not be expected to attend EDP and you will not need to call. Absences from EDP will be verified daily against the school absentee list.

**First Aid/Injuries**

A staff member trained in first aid will apply ice packs, wash scrapes with soap and water and provide first aid to minor cuts, scrapes and bruises. A log of accident/injuries is maintained on the parent information table at each site. Parents will be notified of minor injuries and requested to sign the log at the time the child is signed out. An effort will be made to telephone a parent or emergency contact person if the injury requires additional treatment.

**Medication**

School nurses are not present during program hours. There will not be administration of any medications. If your child has food or other allergies, make sure the staff is notified in writing.

**Health**

Parents will be notified if their child becomes ill while at EDP and needs to be picked up. It is very important that information on contact persons be current, so that someone can be reached in the case of illness or emergencies. A parent will be contacted if a child is suspected of having a communicable disease, has a fever or symptoms which include, but are not limited to, any one of the following: diarrhea, rash, pink eye, or skin infection. The child must be removed from the facility as soon as possible.

**NOTE:** Any student who has had a communicable disease may not return to the program until the signs and symptoms are no longer present or the student has a statement from a doctor.

**Lice**

EDP staff will not check heads for Lice. If staff members see “live bugs” they will contact the parent to pick the student up immediately.

**Nutrition**

Children will receive an adequate and nutritious snack each afternoon. Please report all food allergies or special nutritional needs to the EDP Site Manager.

**Behavior/Disciplinary Action**

EDP staff has developed guidelines/policies for students’ behavior using positive reinforcement and other disciplinary alternatives. Disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. If warranted, suspension or a parent conference will be requested if disruptive behavior continues. Immediate dismissal from the program may occur should parent or student become physically or verbally abusive to staff. Three behavior notices may lead to dismissal from program.

**Personal Property**

EDP is not responsible for personal property. If children are required to bring technology tools to school for classroom use, these items may only be used in EDP to complete classroom assignments or conduct related classroom activities. EDP is not responsible for damage to, or loss of any item.

### **Employees**

Current full-time employees and Board Members of MSAS receive free weekly tuition. The application for this discount must be submitted every time a child is registered or re-registered.

*The mission of Manatee School of Arts and Sciences' EDP is to support our working parents by providing an affordable, safe and nurturing extended day enrichment program designed to enhance children's lives educationally, socially, culturally, emotionally and physically.*





# Manatee School of Arts & Science, Inc.

## Extended Day Program

### Registration Form 2018-19

ENROLLING IN:            AFTER SCHOOL             BEFORE/AFTER

CHILD'S NAME: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_

CLASSROOM TEACHER'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

WHO DOES CHILD LIVE WITH:    BOTH PARENTS     MOM     DAD     OTHER

NAME OF PRIMARY PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WORK PLACE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

NAME OF OTHER PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WORK PLACE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMERGENCY CONTACTS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

FAMILY DOCTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MEDICAL CONCERNS WE SHOULD BE AWARE OF (ALLERGIES, ETC.): \_\_\_\_\_

NAMES OF PERSONS, OTHER THAN PARENTS, TO WHOM YOUR CHILD MAY BE RELEASED:

\_\_\_\_\_

\_\_\_\_\_

BY SIGNING BELOW, I HEREBY AGREE TO ABIDE BY AND HAVE SIGNED THE TERMS AND CONDITIONS OF THE PROGRAM AND THE PARENT HANDBOOK. I FURTHER AGREE THAT ANY CHECK THAT IS RETURNED UNPAID, MAY BE REPRESENTED ELECTRONICALLY FOR PAYMENT, AND I AGREE THAT A SEPARATE ELECTRONIC DEBIT FROM THE ACCOUNT ON WHICH THE CHECK IS DRAWN MAY BE MADE FOR ANY SERVICE FEES ASSOCIATED WITH THE COLLECTION OF SUCH CHECK AS FURTHER DESCRIBED IN PARAGRAPH 6 OF THE TERMS AND CONDITIONS OF THE PROGRAM.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# MSAS Extended Day Program

## PARENT ACKNOWLEDGEMENT

- \_\_\_\_\_ Parent/Guardian agrees to the hours of operation for EDP before school and after school care. Late pick-up fees will be charged at a rate of \$10.00 per child for every 15 minutes you are late. Tardiness of 3 times will result in dismissal from the program.
- \_\_\_\_\_ Parent/Guardian agrees that fees are due in advance each day. Failure to pay fees in advance may result in dismissal from the program.
- \_\_\_\_\_ Parent/Guardian agrees that after one returned check, cash or money order payments will be mandatory.
- \_\_\_\_\_ Parent/Guardian agrees that their child is independent in daily self-care needs. Child must be potty trained in order to participate in EDP. Failure to utilize bathroom facilities will result in dismissal from the program.
- \_\_\_\_\_ Parent/Guardian agrees that if their child leaves the supervised area it will result in immediate dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that they must enter the building to pick up and sign out their child. Only individuals with a picture ID who are on the registration form will be allowed to sign out your child.
- \_\_\_\_\_ Parent/Guardian agrees to notify the Site Manager immediately of any change in home address, phone number, employment phone number, etc. Emergency phone numbers must be kept current. Failure to provide updated information and records will result in dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that if parent, guardian or children are physically or verbally abusive to staff it will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that stealing, inappropriate touching and running away from staff will result in **immediate** dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that their child will follow the guidelines/policies for behavior/disciplinary action. One serious misbehavior may warrant immediate dismissal.
- \_\_\_\_\_ Parent/Guardian agrees that there will be no administration of any medication during the hours of EDP. School nurses are not present during EDP hours.
- \_\_\_\_\_ Parent/Guardian agrees to notify the Site Manager of any food or other allergies your child has so the staff can be aware.
- \_\_\_\_\_ Parent/Guardian agrees that all children in the EDP will be expected and required to follow the Code of Student Conduct, EDP guidelines/policies, and any individual school policies. The Manatee School of Arts & Sciences reserves the right to dismiss any child from the EDP for repeated, disruptive behavior. Parents must remember that their child's participation in the EDP is a privilege, not a right.

**CHILD'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

*Manatee School of Arts and Sciences believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission of inspiring our students to learn, dream and achieve so all Manatee School of Arts and Sciences will reach their highest potential.*