



# Extended Learning Program

PARENT GUIDE  
**2017-2018**

## OUR PHILOSOPHY

To enrich children's lives educationally, socially, culturally, emotionally and physically in a safe and familiar setting. We believe that every child is unique, and recognize each child has different needs. We focus on varied activities to help children enjoy their learning experiences and have a positive experience while in our program. We recognize the need for positive redirecting as a method of discipline by encouraging our students to make good choices. Our program's success depends on parents, students, program staff members, principals, and office staff and of course our District Leadership team working together to provide the best childhood experiences for our students while in our program.

- **Who may Attend?**

All elementary children enrolled in Osceola District School in grades Pre-K – Fifth. Each student must be able to function successfully in a group setting without additional supervision.

- **Enrollment Criteria**

You must enroll your students at the Extended Learning Program main office. A completed registration form, medical, emergency contact and special needs information are required before entering the program.

- **Status Descriptions**

The following services are provided at each site:

Full Day – For parents who require both morning and afternoon services.

Before School – For parents who require morning services only.

Afterschool – For parents who require afternoon services only.

Drop In – For parents who require service other than full-time or before/after school only.

- **Hours of Operation**

Varies from site to site. Please refer to the website for your site information. Holidays: Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin L. King Jr. Day, Memorial Day, Veterans Day.

- **Our Activities**

A variety of enrichment activities including arts, crafts, music, games, homework assistance, fieldtrips, storytelling and sharing is available at each site.



- **Outside Activities**

These activities are planned daily if weather permits. Students will not go outside if the temperature exceeds 100°F. All students are required to go outside with a group.

- **Attendance and Reporting Absences**

Students are sent to the Extended Learning location directly from the classroom. Please tell teachers that your student is attending the Extended Learning

program. They will have someone direct your student to the location. If your student is absent, please notify the Extended Learning Lead. All program sites have a direct telephone line. It is important to limit your calls to emergency only. Program staff members must be in supervision of all students at all times. Answering non-emergency calls distract from this important task.

- **Security in the Program**

Parents are expected to sign-in and sign-out their student each day. Please do not drop off in the morning without signing-in your student. No student will be released to any individual not authorized in writing by the custodial parent. Children may not be released to an older sibling, unless the sibling is at least **18 years old**. Picture identification is required for anyone to sign out a student when they are unknown to site personnel. Authorizations are kept on file at program site.

- **Drop-In Status**

In response to parents' requests and needs, we have implemented a Drop-In plan for parents who require service other than full-time or part-time. Payment for Drop-In service is arranged at the Extended Learning Program main office.

Drop-In service will not be offered or continued for any parent who owes money to any Extended Learning Program. Parents may not change status to Drop-In at any time to avoid full-time or part-time tuition. All other Extended Learning policies and procedures are applicable to Drop-In parents

- **Late Pick-up**

All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m., a late pick-up fee will be assessed per student for every 15 minutes, or any portion thereof, if sign-out has not been completed by 6:00 p.m. 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 Lead will attempt to contact persons permitted to pick up the student as indicated on the Registration Form

- **If no authorized person is reached by 6:30 p.m., the Site Lead will contact local law enforcement to pick up the child (ren)**

- **Child Abuse or Neglect**

The state of Florida requires us, by law, to report any suspected or possible child abuse or neglect concern.

If a program employee suspects possible child abuse or neglect, they **WILL** notify their supervisor. The Supervisor **MUST** report the suspected abuse or neglect to the Florida Department of Children and families. All final determinations will be handled by the Florida Department of Children and families.

- **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. 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.



- **Health**

Parents will be notified if their child becomes ill while at Extended Learning Program 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, skin infection. The child must be

removed from the facility as soon as possible. Any child who has had a communicable disease may not return to the program until the signs and symptoms are no longer present, or the child has a statement from a doctor.

- **Lice**

Extended Learning program staff will not check heads for lice. If staff members see “live bugs”, they will contact the parent to pick the child up.



- **Tuition and Fees**

Tuition and fees are payable by check, money order or via credit/debit card only. Checks and money orders must contain the check writer’s name, address, current telephone numbers and Driver’s License number. The maximum allowable amount of each check, money order or credit/debit card transaction is \$500.00.

Cash and starter checks are not accepted for payment of tuition or any other fees. An annual nonrefundable registration fee is required for each student. Registration paperwork will be accepted only with a check/money order for the registration fee for each student. All students are required to reregister and pay the registration fee each school year. Students who have been attending the Extended Learning Program during the regular school year are not required to pay an additional registration fee to attend the summer program.

Tuition in full and all outstanding fees must be received by 4:00 p.m. on the second day of the week to avoid

assessment of a late payment fee, per student, even when the student is not in attendance.

A late payment fee is assessed when payment is not made at the time Drop-In service is utilized. Parents may not utilize Drop-In service if any past due balance is unpaid. All students must be signed out by 6:00 p.m. Beginning at 6:01 p.m. a late pick-up fee will be assessed, per student, for every 15 minutes or any part thereof. Late pick-up fees are due immediately at the time of the occurrence.

Repeated late pick-up may result in termination from the program. 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 initialing the Enrollment Status Form. Each additional status change will incur an additional registration fee, per child. Status changes to Drop-In will not be considered for any parent who has a balance due. A change in fee status will be effective on Monday of the following week. A change in fee status will not be granted after the fact.

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 of the account. Students will not be permitted to reenter program until past due balances are paid in full.



A break in service will require completing new registration forms and paying the registration fee, per child. Students and/or Parents may not transfer to another Extended Learning Program, re-enter any program, change status to Drop-In or continue in program with a balance due.

Nonpayment of weekly tuition/fees or failure to pay for returned checks/fees to the collection agency will result in termination of the account. The

Extended Learning Program reserves the right to require payment by money order. When suspension or termination occurs during any part of a week, unused weekly tuition is nonrefundable.



- **Behavior/ Discipline Action**

The staff has developed guidelines for students' behavior using positive reinforcement and other disciplinary alternatives. The guidelines for behavior are posted at each site. Disciplinary action is noted on a Behavior Notice that is to be signed by the parent within 24 hours of the incident. Suspension from the program will commence no later than 24 hours after the reported behavior incident occurs. A parent conference will be requested if disruptive behavior continues.

- **Behavior/ Discipline Expectations**

Our staff is committed to provide a safe, positive and enriching environment for all children in our program. Although the setting is different from the regular school day, appropriate behavior is still expected. Please review the following expectations of appropriate behavior:

- 1 Listening and following directions.
- 2 Keeping hands, feet, legs and objects to self.
- 3 Speaking in a normal tone of voice, in a courteous manner and utilizing acceptable language.

- 4 Using materials and equipment appropriately.
- 5 Following safety rules.

Staff will use positive behavior management techniques

Staff will use the following discipline action steps:

- 1 Verbal communication to parent/guardian regarding child's behavior.
- 2 Written Behavior Notice.
- 3 Suspension from program \* Serious or repeated behavior problems will result in a 1-2 day suspension from the program.
- 4 Parent Conference with site and/or District Office staff member(s).
- 5 Termination from program.

- **Conferences**

We strongly encourage parent involvement. If you wish to talk with the site staff or the director of the program, please contact the Extended Learning Program main office and staff members will be happy to arrange a time that best meets your needs.

- **Parent Information**

A parent information area is located at each site. It is advisable to check the area for updated information on a regular basis.

**Thank you for your continued support and trust!**

Sincerely,

MaryAnn Rodriguez-Perez, *Director of Early Childhood Education and Extended Learning Program*

Trenisha Davis-Simmons, *Coordinator of VPK and Extended Learning Program*



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