

**Ocali Charter Middle School
Extended Day Procedures and Policies- 2021-2022**

**Mornings 7:00am-8:10a.m.
Cost- \$25.00 per week**

**Afternoons- 3:20-6:00p.m.
Cost- \$35.00 per week, inc. snack**

\$50.00 per week for both mornings and afternoons

There is a non-refundable registration fee of \$15 per family.

1. Please place all payments in a sealed envelope with your child's name on it and the period you are paying for.
2. You must bring the payment to the extended day director the Friday prior to the week your child attends extended day. A grace period will be given through Monday at 6pm. If fees are not paid by 6:01pm Monday evening your student will not be permitted to attend extended day until payment has been received. We do not issue bills for extended day. **Fees are payable in advance. No exceptions to the pay in advance policy. Being dropped off or picked up by individuals other than parents does not waive this requirement. Students who's fees are not paid by the first day of use will be sent to the office and names on the emergency list will be called to pick up the child. If the student is not picked up by the time the office closes at 3:30, the appropriate authorities will be contacted.** Any checks returned to Ocali Charter Middle School due to Non-Sufficient Funds (NSF) will incur a \$25.00 NSF Fee and future payment will be required to be made by money order or cash. Non payment of your account will result in us asking you to make other child care arrangements. Ocali Charter Middle School reserves the right to turn over delinquent accounts to a collection agency and/or file suit in court for past due fees.
3. Receipts will be issued at the time you make payment. Please check your receipt carefully. Each child will have a record sheet that will show payments received.
4. Checks should be made out to Ocali Charter Middle School. The check should have your child's name on it. If you have two or more children, you may pay with one check.
5. For tax purposes, our tax id number is 36-4775858. **We do not issue end of the year child care totals.** It is your responsibility to retain your receipts for tax purposes.
6. Charges are for a full week of service regardless of how long or how many days they attend. **There is no credit for unused days or time. Fees are due regardless of the amount of time the program is used. Once a child is checked into the program, there is a charge for the full amount for that day.** Our car line moves quickly. Students are held in car line from 3:20 until 3:45pm. Once 3:45 arrives and there are no more cars in the driveway, any students not picked up are taken to extended day. Students are not allowed to wait in the office for parents who are running late. Fees will be charged based on the emergency drop in schedule.
7. Refusal to sign your child out does not release you from responsibility for payment. Extended day personnel will note the check out time and that the person picking up refused to sign them out.
8. We understand that emergencies come up so we have an "emergency drop in" program for extended day. Emergency drop in services may be used up to **6 times** per year. The cost is \$5.00 for AM care, \$10.00 for PM care and \$15 for the half days. This is not meant to be a regular service. **After the 6th drop in day, full price fees will be charged.** Students who regularly use the program will be charged the full weekly amount. If you think you may need to use the emergency drop in program, please fill out a registration form. **We cannot accept a child into the program, emergency or regular use, without a completed and signed registration form.**
11. Children who are not picked up on time will be charged \$1.00 per minute for each minute after 6:00p.m. Children left after 6:30p.m will be released to the custody of a law enforcement officer. Repeated late pickups (4) will result in us asking you to make other child care arrangements.
12. If a check is returned for insufficient funds, parents will need to replace the check amount, including any bank charges, with cash or a money order. All future payments will need to be by cash or money order. Children may not attend extended day until all unpaid balances are paid in full.
13. All students are expected to follow the Ocali Charter Middle School Behavior expectations. The extended day administrators will follow the same course of action as our classroom teachers. Students not behaving correctly will be redirected, if behavior continues the student will be ask to complete a Student Refocus Form and from there they will be referred to the school principal the following day and their parents will be contacted for immediate pick up. If a child experiences great difficulty managing his/her behavior in extended day, a written warning will be issued. As appropriate, the school principal or Student Services Manager may ask to meet with the child and parents. Children who continue to experience difficulty or create an unsafe environment for the other children by their behavior may be removed from the extended day program.
14. Only individuals listed on the registration form will be allowed to pick up children. For your child's safety, identification may be asked for if there is any question.

15. All children must be signed in and out of the extended day program by an adult. The signature must be legible and complete and the time noted. No exceptions. Students may not be dropped off in the morning without a parent signing them in.

16. Students who owe money for past due extended day fees from this year or prior years will have to pay the past due balance in full before funds will be applied to field trips.

17. Families who do not settle extended day balances are subject to having their child's academic records flagged for non-payment. This can interfere with their child's ability to receive high school textbooks and/or graduate until past due balances are paid.

18. Extended day provides children with indoor and outdoor activities, snack time and assistance with homework. Although we provide homework assistance, extended day personnel are not responsible for children completing their homework.

19. Snack is provided each day. We try to provide healthy snacks each day, but are not able to provide specific snacks to accommodate prescribed dietary restrictions. If your child requires a specific snack, parents are encouraged to send in snacks for their child. Snacks may be individually wrapped or shared snacks from a large package opened that day at snack. If we run out of one specific snack while serving, we may serve different snacks during the day.

20. Parents are responsible for notifying us in writing of changes to the emergency contact information form. A local phone number must be kept current as well as a list of people authorized to pick up your child with phone numbers for each person. Please put any special needs your child may have on the form.

21. Toys and personal electronic items are not permitted in extended day, unless specific, written approval is given.

22. In the event of a medical emergency, the parent or guardian will be notified immediately. Your specific instructions regarding action to be taken will be followed. If the parent or guardian cannot be reached, the Extended Day personnel will take appropriate action. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If your child comes to the program ill, you and/or your designee will be notified to pick up the child.

23. Dismissal from the program- it is our desire to meet the needs of as many eligible children as possible; however, rules and regulations must be followed. Your child may be dismissed from the program if:

- The parent has had 3 late payments and the 4th occurs
- The parent/guardian has had 3 late pick ups and the 4th occurs
- Your child is unable to be safe and respond appropriately to the staff/child ratio
- The parent fails to cooperate with the established policies and procedures of the program

I have read and agree to the policies and procedures for extended day.

Parent signature

Date

Ocali Charter Middle School
Extended Day 2021-2022
Registration Form

Child's Name _____
Grade for 2021-2022 _____
Date of Birth _____
Parent/Guardian Name _____
Address _____

Home Phone _____
Work Phone(s) Mom _____ Dad _____
Cell Phone(s) Mom _____ Dad _____

Medical conditions or other special needs:

Custody orders(must provide a copy of the official court order): ___yes ___no

In case I cannot be reached in an emergency, please contact:
Name _____ Phone _____
Name _____ Phone _____
Name _____ Phone _____

The following individuals may pick my child up:
Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____

In the event my child is injured and requires immediate medical care, I give permission for Ocali Charter Middle School personnel to arrange for my child to be transported to an appropriate medical facility as determined by emergency personnel. I understand that I will be responsible for all charges related to my child's medical care.

I understand that my child remains under that Ocali Charter Middle School Code of Conduct while in extended day services.

I have read the policies and procedures form for extended day services and agree with the provisions. I understand I am responsible for updating this emergency information as needed throughout the year.

Parent signature _____ Date _____

\$15.00 Registration fee paid- ___Cash ___Check (# _____) ___Money order _____
Date _____