



# Dawn to Dusk

## J. Colin English Elementary School's Before and After School Program Parent Handbook

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### **MISSION STATEMENT:**

The purpose of the J. Colin English Dawn to Dusk program is to provide quality childcare for students' before and after school in a safe environment. Our mission is to provide a variety of activities daily to ensure a fun, yet structured environment for children.

### **Enrollment:**

Students in kindergarten through fifth grade must be registered for the Dawn to Dusk program prior to participation. Space is limited, and enrollment may close due to high numbers from time to time. If your child does not attend for three consecutive weeks, he or she will be deleted from the roster.

Enrollment Criteria includes:

- ❖ Students must attend J Colin English Elementary, grades K-5
- ❖ Students must be potty trained
- ❖ Student must be able to function in a group of 25 students with 1 adult

First preference will be given to those students who will be attending the program full time, Monday through Friday.

A written "Notice of Termination" must be submitted whenever a parent/guardian wants to withdraw a child. This notice should be given one week before the child's last day in order to close out the service agreement without additional assessments.

**HOURS/Fees:**

A.M. Program 6:45 – 8:25 Per Week: \$25.00 per child  
P.M. Program 3:15 – 6:15 Early Dismissal 1/10 Per Week: \$35.00 per child Additional \$5.00 per day/per child

**Sibling Discount per week:**

A.M. Program 6:45 – 8:25 Per Week: \$20.00 per additional child  
P.M. Program 3:15 – 6:15 Per Week: \$45.00 per additional child

**If a child is absent due to illness or for any other reason, the parent/guardian is still responsible for payment.** Though your child may be absent, payment must be received for the following weekly period. so our program may continue.

**Registration fee:** \$25.00 per student or \$35.00 per family that **must** be paid at the beginning of each school year.

**Drivers License/ Government Issued Identification:**

When enrolling your child into our Dawn to Dusk program, it will be necessary for the school to obtain a copy of your Driver’s License or Government issued identification.

**Program Dates:**

Dawn to Dusk is in session on full school days and early dismissal days. The program is closed when children are out of school for Teacher Duty Days, In-Service Days, and all District Observed Holidays, including Winter Break and Spring Break.

**Payment:**

Dawn to Dusk operates on a pre-pay basis. Payment is due on Friday for the following upcoming week. If payment is not received by Monday morning, a late charge of \$5.00 will be added. Each additional day payment has not been received, a late charge of \$5.00 (per day) will be added to the account. If payment is not received by Wednesday, before noon, services will not be provided, and the agreement will be terminated. To re-establish childcare, all outstanding balances **must be paid in full.**

Payments are to be made by **cash, credit card, money order or cashier’s check only**, and can be given to the program’s director, assistant director, or the front office. Please maintain your receipts to verify account information. If you are paying by money order or cashier’s check, please make them payable to J. Colin English Elementary and include your child’s first and last name to ensure that your account is properly credited.

**The Florida Constitution Article VII prohibits the School District from extending credit to any individual or corporation. Therefore, after an attempt is made to collect any outstanding fees, dismissal from the program will occur for non-payment and the account will be turned over to collections!**

**Children must be picked up by 6:15 p.m.**

A late charge of \$1.00 **per minute** after 6:15 p.m. will be assessed per child. This fee must be paid before the child(ren) can return to the program. Continual late pick up of your child(ren) may result in dismissal from the program.

If at 6:45 p.m., your child(ren) has not been picked up, the following procedures may occur:

- The Sheriff’s department may be notified and/or
- The Department of Children and Families may be contacted.

**DROP OFF AND PICK UP:**

All children are required to be signed in by the parent or guardian while attending the morning session. Parents may use the front office to drop off until 8:25 a.m. **Children are not to be left unattended or sent to the front office without an adult.**

Children **will not** be released to any person who is judged, for any reason, to be incapacitated.

Unauthorized persons will not be permitted to remove any child(ren) from the facility. Children will only be released to those authorized on the student’s enrollment/registration form.

All children must be signed out. For your child’s safety, we will ask for identification (driver’s license, etc.).

Phone calls will not be allowed for someone else picking up your child(ren). Any changes must be in writing and turned into at the front office, with the person’s name and number or they will not be released.

**Discipline Policy:**

To reduce discipline problems, the program staff places great emphasis on positive relationships between students, staff, and parents. Inappropriate behavior and destruction of property are not tolerated. Parents will be notified of any misbehavior. Students and parents should be aware of the policy below:

**1st Offense:** The child will be reminded of the rule that was broken (verbal warning).

**2nd Offense:** The child will be removed from the group for 15 minutes (time out).

**3rd Offense:** The child will be taken to the Program Director. A referral requiring parent signature will be written.

Students who are frequently aggressive or hurtful towards other students will be dismissed from the Dawn to Dusk program!

**Medications:**

Students who need to take medication will need a parent permission form and a physician's permission form on file in the school clinic. Dawn to Dusk staff must be notified in writing from the parent.

**Teacher Notification:**

It is necessary that your child's teacher be notified, in writing, when your child does/does not attend Dawn to Dusk on a daily basis.

**Homework:**

Each Dawn to Dusk group will be scheduled for an appropriate amount of homework time each day. Students will be required to bring an AR Book with them during homework time.

**Snacks:**

The school will provide a free snack, with milk or juice each day. Snack time is scheduled during each afternoon Dawn to Dusk session. If you would like to send in something to be shared by your child's group, feel free to do so. We love to celebrate birthdays and other special occasions. All snacks need to be store bought with **NO nuts!!!**

**If you have any questions, please call us at 995-2258.**