

Indian River County School District



Extended Day Program
1436 19th St.
Vero Beach, FL 32960

Parent Handbook

Dr. David K. Moore, Ed. D.
Superintendent

Dr. Deborah A. Taylor- Long,
Director of Extended Learning Services

Barbara Musselwhite,
Extended Day Program Supervisor 772-564-4999

Shelly Miller,
Program Coordinator 772-564-6223

Michelle Varenkamp
Bookkeeper 772-564-4975

Disclosure

The parent/guardian hereby acknowledges and fully recognizes that this document does not constitute a contract, and that the sole and exclusive remedy is withdrawal of the student from the program. The parent/guardian voluntarily and knowingly releases and agrees to save the School Board harmless from all liability, in contract tort or otherwise, for any and all injuries arising out of actions by other students, other individuals, or employees of the School Board except for certain tortuous acts of the School Board's agents, officers and employees to the extent and limit provided by Section 768.28, Florida Statutes, the State of Florida's partial waiver of sovereign immunity. This provision is not to be construed as a waiver of any right of defense that the Board may possess.

Article VII, section 10 of the Florida Constitution states that "Neither the state, nor any county, school District, municipality, special district, or agency of any of them, shall...give, lend, or use its taxing power or CREDIT to aid any corporation, association, partnership, or person."

Change of Information/Dismissal Emergency Procedure

Emergency phone numbers and contact names must be kept current, and parents must ensure that there is always an adult that can be contacted in the event of an emergency that involves your child. It is also important to notify the site manager of any changes in your child's physical, social, or emotional well-being.

Custody Concerns

If there are custody conditions that may affect Extended Day, a copy of the most current court approved Final Judgment must be provided. We can only abide by what the Final Judgement states. We cannot accept any verbal requests. If an unusual situation arises, we will call you to inform you.

Registration

Online registration links can be found on the School District web site under Extended Learning or your school's web page.

There is a \$25 registration fee per child.

Payment is due each Monday and will be strictly enforced.

www.indianriverschools.org

Welcome!

The Extended Day Program of the School District of Indian River County is pleased to provide public school children, in grades Kindergarten – Fifth grade, before and after school care at their school of enrollment. The Extended Day Program is offered at all

SDIRC elementary schools. You can find the registration link to register your child on the School District Website or your child's school's web page.

Extended Day Program Sites:

Beachland, Citrus, Dodgertown, Fellsmere, Glendale, Indian River Academy, Liberty Magnet, Osceola Magnet, Pelican Island, Rosewood Magnet, Sebastian, Treasure Coast, and Vero Beach Elementary schools.

The Extended Day program is a self-funded program ran through the School District of Indian River County.

All staff are school board employees and as such, each has been fingerprinted, drug-tested and meets all requirements of the School Board employment, including a background screening and clearance.

Purpose: To decrease the number of latch key children in Indian River County. The program is designed to enrich children's lives educationally, socially, emotionally, and physically in a safe and familiar setting. The program is open on regular school days and summer camps are available at selected sites.

General Information:

Before school hours are 7am- 8:20 am.

After school hours are dismissal until 6pm.

1:20 average staff to student ratio

A nutritious Snack provided during the afternoon.

A variety of enrichment activities including arts and crafts, computer, music, games, homework assistance, and sports are offered in the afternoons at each site.

Extended Day Program Procedures and Expectations

Payments **MUST** be prepaid by Monday of the week that your child is attending. If payment is **NOT** received by Monday afternoon, you will be charged a \$10 late payment fee. If no payment is made your child will **NOT** be allowed to return on Tuesday until payment is paid in full.

Medical, emergency contact and special needs information are required at the time of registration. Please note that staff are **NOT** allowed to administer any type of prescription or over-the-counter medications. Students must be toilet trained and able to participate in an average of 1 adult to 20 student ratios to participate in the Extended Day program. Our program does **NOT** offer one on one supervision, 504 or IEP services/ accommodations.

For your child/children to attend our program we must have an online registration and the registration fee **MUST** be paid per child prior to the start date. **NO EXCEPTIONS!**

There will be a \$35 nonrefundable fee applied to your account for any returned checks, ACH, and credit card non-sufficient items. Failure to comply with this policy will result in suspension of services.

Parent Acknowledgement

We understand that the School District of Indian River County Extended Day Program parent handbook contains essential information for parents, guardians, and students. We understand that all children will be held accountable for their behavior and that failure to abide by the guidelines for the student behavior can result in the discipline outlines in this handbook. We are aware that the SDIRC Extended Day Program reserves the right at any time to amend or add to the policies, regulations and guidelines contained or referred to in the handbook.

Please make sure that phone numbers and emergency contacts are kept updated and current. Students will only be released to people listed on the authorized pick-up list. Parents/Guardians must ensure that there is always an adult that can be contacted in the event of an emergency that involves your child. Parent/Guardians need to develop an emergency plan and teach it to their child. It is important to notify the site coordinator of any changes in your child's physical, social, or emotional well-being.

Extended Day Program is paid per week, not per day.

Should you need an emergency day your child must be registered, and the registration fee must be paid prior to them attending. There is no part time or partial week charge. Afternoons are 1 emergency day for \$10 or the week 2-5 days for \$40. Mornings are 1 emergency morning for \$5 or the week 2-5 mornings for \$20.

Discipline Policy- The Extended Day Program adheres to the same discipline policy that the school board has approved in the Student Code of Conduct for the School District of Indian RiverCounty. It can be found on the SDIRC webpage: www.indianriverschools.org

Time out may be used for inappropriate behavior. Our program does not tolerate any inappropriate behavior such as: Being disrespectful or rude to staff, running away from staff or premises, bullying, name calling, fighting, verbal abuse, sexual offenses, spitting, stealing, destruction of property and the making of pretending or actual use of a weapon of any kind. The Extended Day Program reserves the right to determine what inappropriate behavior consists of. You will be notified if there is a problem with your child's behavior. Please review this policy with your child.

Consequences:

1 st offense	Parent will receive written notice
2 nd offense	Parent will receive written notice
3 rd offense	Student will be suspended from the program, parent notified
4 th offense or Serious offense	Termination from the program, parent notified

It is understood that if a student jeopardizes the safety of other students or the program, the child will be dismissed immediately. The Extended Day Program reserves the right to terminate or suspend a child at any time if staff believes a severe problem exists.

Drop- off and Pick -up Policy- To assure that your child is safe and supervised while in the Extended Day Program the following procedures will be enforced.

- Parent /Guardian MUST sign/out via the ProCare app or pin #
- It is the parent's responsibility to communicate with their child's teacher on when they are to attend our program.
- Students must check in with our program at the time of dismissal from the classroom.
- Only those individuals who are listed on the authorized pick/drop off list will be permitted to do so. All designated persons on the list must know their pin number and have a picture ID available upon request.

Late Pick- UP: Failure to pick up a child by the designated closing time will result in a \$10 per child per every 15-minute fee. If a parent/guardian does not pick up their child in a reasonable time, local law enforcement personnel may be called. 3 late pickups will result in termination from the program.

Custody Concerns- If there are any custody concerns/changes that may affect the Extended Day Program, a copy of the most ~~and~~ Final Judgement MUST be provided to the program and kept on file at the site. We can only abide by what the final judgement states, we will not honor any verbal requests. If a situation arises, we will call immediately.

Emergency School Closings- In the event of an emergency school closing we will follow the School District of Indian River County procedures. Our program will NOT be in operation during emergency school closings or any time that school is closed.

Holidays- The Extended Day Program will not be in operation during school holidays and closings.

Medications- The Extended Day Program staff are NOT allowed to administer any type of RX or OTC medication. Self- Administered Inhalers and Epi-pens administered by students must have written Physician and Parental authorization forms completed on file at the site before bringing to the program. Students are responsible for keeping the inhalers or epi- pens in a safe place away from other students.

Snacks: Please report any food allergies or special dietary needs to your site coordinator. Nutritious snacks are provided daily each afternoon.

Cellphones/Electronic Devices: Students are NOT permitted to bring or use cellphones and/or electronic devices during extended day hours of operation. Should a cellphone or electronic device be brought to the program it will be confiscated and an adult will have to pick it up from the site coordinator at the end of the day. The Extended Day program is not responsible for the loss or damage to any cellphone or electronic device. Absolutely NO photos or videos may be taken of other students. Items from home are prohibited- toys, cards, games, etc.