

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

EXTENDED DAY PROGRAM



PARENT HANDBOOK

WELCOME!

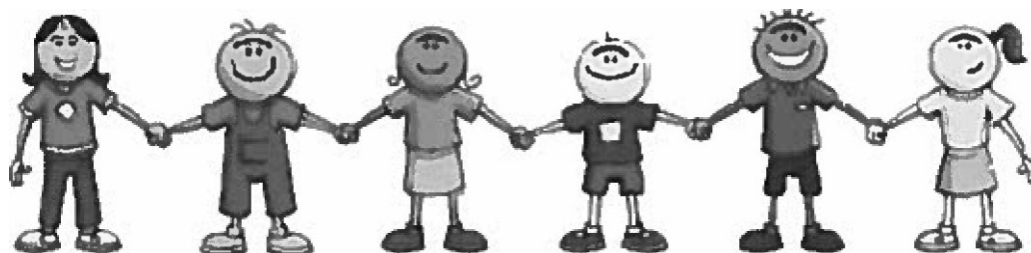
The Indian River County School District (SDIRC) Extended Day Program is pleased to provide public school children, in grades Kindergarten thru Fifth Grade, before and after school care at their school of enrollment. The SDIRC Extended day program is offered at all SDIRC Elementary schools. Registration forms may be picked up and turned in at your child's school. The SDIRC Extended Day program is totally supported by the tuition of the enrolled students. All payments must be made on a weekly basis for the child to continue in the program.

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.

Staff: All staff are School Board employees and as such, each has been fingerprinted, drug tested and meets all requirements of School Board employment, including having undergone a criminal background check. Consult the Extended Day Program Coordinator at your school for further information concerning procedures.

Purpose: To decrease the number of latch key children, the Extended Day Program provides services for parents who need support. 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 also available at selected sites.

Activities: Before school hours begin at 7:00 a.m. and students may have breakfast at school if you wish to do so. Afternoon program hours are at the close of the school day until 6:00 p.m. and there is an average 1:20 staff/child ratio. A wide variety of enrichment activities including arts and crafts, computers, music, games, homework assistance, and sports are offered in the afternoons at each site. Nutritious snacks are also provided each afternoon.



Registration Procedures

Registration forms may be picked up and turned in at your child's school. Registration forms must be completed prior to a child's attendance.

Medical, emergency contact, and special needs information are required. Please note that Extended Day Program staff are not allowed to administer any type of medication. Students must be toilet trained and able to participate in an average 1 adult to 20 student ratios to participate in the SDIRC Extended Day Program. There is not any one-on-one supervision.

To enroll your child/children in the SDIRC Extended Day program you must complete the following forms for each child:

- ❖ Extended bay Registration Form
- + Parent Contract Form
- ❖ Parent Acknowledgement Form
- ❖ Program Policies Form

Late Payment - If you DO NOT pay on Monday or the first day your child attends, you will be charged a \$10.00 late penalty fee per child per week to continue in the program. If payment isn't made your child may not attend until account is paid.

Returned checks policy - Returned checks must be handled with Envision. Please call them at 877-290-5460 for all NSF checks. Failure to comply with this policy will result in suspension of services.



Change of Information/Dismissal Emergency Procedures

Emergency phone numbers and contacts names must be kept current. Students will only be released to the persons listed in writing on your child's registration forms. Parents/Guardians must ensure that there is always an adult that can be contacted in the event of an emergency that involves your child. Parents/Guardians need to develop an emergency plan and teach it to their child. It is also important to notify the site manager of any changes in your child's physical, social or emotional well-being. Any changes to the pick-up list must be made in writing prior to the daily pick-up.

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

Change of Schedule - Please notify your child's classroom teacher and Extended Day School Coordinator of any change in your child's after school schedule.

Drop-In Children - Drop-In children will not be accepted. The complete registration packet must be completed prior to your child's attendance in the Extended Day Program.

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 River County. It can be found on the SDIRC webpage: www.indianriverschools.org

Time out may be used for inappropriate behavior. We will not tolerate any bad behavior such as: Being Disrespectful to Staff, Running Away from Staff, Bullying, Name Calling, Fighting, Verbal Abuse, Sexual offenses, Spitting, Stealing, Destruction of Property, making weapons or pretending to use weapons, or actual use of weapons of any kind and any type of threats to other students and/or adults. 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	Student will conference with teacher and site coordinator; Behavior Form Write-up and parent is notified
2 nd offense	Student will receive 2 nd Behavior Form- parent notified
3 rd offense	Student will be suspended from the program, 3 rd Behavior Form- 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, adults or the program the child will be dismissed immediately. The Extended Day program reserves the right to suspend or terminate a child at any time if staff believes a serious 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 in their child with time noted for morning arrival.
- Students must report and complete check in with School Coordinator as soon as dismissed from classroom.
- Parent/Guardian must sign out their child with a full signature and time of dismissal in afternoon.
- Only those individuals who are authorized in writing by the Parent/Guardian are permitted to pick up students. All designated persons picking up a child should have picture ID available upon request.

Late Pick-up: Failure to pick up a child by the designated closing time of 6:00 p.m. will result in a \$10 per each 15 minutes rate for each child and if necessary, local law enforcement personnel may be called.

Emergency School Closings - In the event of an emergency school closing Extended Day students will proceed with their classmates as directed by authorities. Extended Day programs will not be in operation during emergency school closings.

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

Medications - Extended Day Program staff are not allowed to administer any type of medication. Self-Administered Inhalers and Epi-Pens administered by students must have written Physician and Parental authorization paperwork completed before bringing it to the Extended Day Program. Self-Administered Inhalers and Epi-Pens must be kept in a safe place and not shared with other students.

Snacks - A nutritious snack will be provided each afternoon for students. The Federal snack program regulations require snacks to be eaten on site. Please report any allergies or special dietary need to your Extended Day School Coordinator.

Cellphones/Electronic Devices - Students are not permitted to use a cellphone while in the Extended Day Program. If your child has a cellphone it should be in the off position and concealed out of site in a backpack/purse. Absolutely no photos may be taken of other students. Cellphones/Electronic Devices may be taken by a staff member and will be returned to an adult when the child is picked up. Repeat offenses could be grounds for dismissal. Staff will not be responsible for loss or damages to any Cellphones/Electronic.

SDIRC Extended Day Program Sites

SCHOOL	PHONE (772)
Beachland Elementary	480-2858
Citrus Elementary	978-8385
Dodgertown Elementary	564-4096
Fellsmere Elementary	564-5962
Glendale Elementary	978-8095
Indian River Academy	564-3417
Liberty Magnet	453-8536
Osceola Magnet	564-5849
Pelican Island Elementary	564-6532 480-2541
Rosewood Magnet	564-3885
Sebastian Elementary	978-8278
Treasure Coast Elementary	480-2853
Vero Beach Elementary	564-4603

