

Extended Daycare Program Parent Handbook



Grades K-5



EVERGLADES ELEMENTARY SCHOOL

WELCOME

We would like to welcome you and your family to the Extended Daycare Program. This program has been established to help meet the need of students and parents for quality, reasonably priced after school supervision for children in kindergarten through fifth grades.

The primary goal of the program is to provide a safe, healthy, and well supervised environment for children. Children will engage in activities that will benefit them physically, academically, and socially.

We appreciate you allowing us to work with your most precious asset – Your Child!

SCHOOL CONTACT NUMBERS

North Elementary 462-5100
South Elementary 462-5087
Everglades Elementary 462-5108

GENERAL GUIDELINES

- The program will be staffed on a 20:1 ratio of children to staff members.
- Program hours will be 2:45 p.m. until 5:45 p.m.
- The program will only operate on days school is in session.
- The program is open to children in regular attendance at an Okeechobee public school in kindergarten through 5th grades.
- North Elementary School, South Elementary School, and Everglades Elementary School will serve as program sites.
- Shuttle buses will be available to transport Extended Daycare Program students from Seminole Elementary to North Elementary and from Central Elementary to South Elementary after school.
- Students must attend the daycare site designated for their school.
- Parents must provide after-program transportation.
- Children will benefit from homework assistance, enrichment activities, and supervised recreational activities.

ENROLLMENT

Enrollment will be conducted during the pre-school open house at each school site. Any enrollment after open house may be done through the director of the program or the office of the school. Enrollment forms are located at the back of this handbook. Make sure that all attached forms for registration are filled out completely listing all emergency phone numbers and contacts. Having all documentation and signatures in place on all program forms will prevent delayed registration and services may begin the first day of school.

INSURANCE

All children enrolled in the program will be required to have health insurance, school insurance, or some other form of accident insurance. Proof of insurance will need to be provided before a child will be accepted. A copy of the insurance card or policy will be kept on file at the program site. If you are applying for school insurance, please make sure to keep a copy of the application or a copy of the cancelled check for proof. If any information changes throughout the year it is the responsibility of the parent/guardian to inform the program staff so corrections can be made.

ARRIVAL

After school, children who attend the program will be escorted to the cafeteria by appropriate school staff. Extended Daycare children must remain in designated program areas supervised by program personnel.

DEPARTURE

Children will only be released to the individuals listed on the release form (page 8). No child will be allowed to leave the program without being signed out with acknowledgment from a program staff member. Approved individuals picking up children from daycare must sign/initial beside the child's name under the appropriate date to allow for safety monitoring. All individuals picking up children must present picture identification until recognized by staff.

INJURIES

In case of a slight injury during the program, a staff member will administer first aid. Parents will be notified of a serious injury immediately and necessary steps will be taken to obtain medical aid. Program staff will fill out an accident report form. Please make sure you sign the accident report form when you pick up your child.

SICKNESS

Children who are ill may not attend the program. The following criteria will help you determine what is meant by sick:

- Fever over 100.5 degrees
- Excessive cough and/or nasal discharge
- Vomiting
- Diarrhea
- Unidentified rash
- Pink eye or eye discharge

The following guidelines will help determine when a child can return after an illness:

- The child's temperature has been below 100.5 degrees for 24 hours without medication.
- The child has been on antibiotics or other medication(s) for 24 hours.
- It has been 24 hours since the last episode of vomiting and or diarrhea and thick nasal discharge and /or coughing have abated.
- The rash has subsided or has been confirmed as non-contagious by a physician's note.
- Pink eye or eye discharge is completely gone.

If your child becomes ill while at the program, you will be called to take your child home. The director or a designated representative will determine if a child should remain in the program. A child who appears contagious will be isolated from the rest of the group and placed under the supervision of a caregiver until the parent arrives.

Outside recreation is a curriculum component of the Extended Daycare Program, every child attending the program will be expected to go outside and participate in activities when appropriate.

MEDICATION

Every effort should be made to avoid having to dispense medication during Extended Daycare Program hours. In the event a physician should require administering medication during program hours, the following procedures must be followed:

- Prescription medication will be administered according to the School Board policy.
- Students who need to take prescription medication must have the appropriate authorization form signed by the parent before the medication can be brought to the program.
- The medication and authorization form will be maintained by the Program Leader.
- The medication must be brought to school by the parent in the original container.
- If a student needs to take prescription medication during program hours, it will be administered by the program leader.
- Non-prescription medicines such as pain relievers, cold tablets, cough syrups, etc. should be given at home.

Information on ways to administer most prescription medications outside of school hours is available from your doctor or pharmacist and should be requested.

DISCIPLINE

Discipline will be administered through positive reinforcement, the use of "Time Out," and parent notification. We do not use corporal punishment. If the program staff has behavioral concerns with your child, you will be notified. If the problem continues, a conference will be arranged between the parents and director of the program. Repeated or chronic behavior problems may result in termination of services. The safety of your child while in our care is very important to us.

FEE POLICY

Okeechobee County School District will accept checks, money orders, cashier checks or cash. Please make checks payable to: ***Okeechobee County Schools.***

Students Per Family Fee Per Week

One Child	\$25.00
Two Children	\$45.00
Three Children	\$67.00
Four Children	\$90.00

- The minimum weekly charge for one student is \$25 regardless on the number of days in attendance for that week.
- A discount of 10% is given to families with two or more children.
- A late pick-up fee of \$4.00 is charged for each 15-minute period after 5:45 p.m.
- If payment is not received by Friday of each week, a \$10 late fee will be assessed.
- A \$25.00 penalty is charged for returned checks.

TAX INFORMATION

Just as a reminder, parents must retain receipts for income tax purposes. The Okeechobee County School Board will not issue additional copies of receipts during tax season. You will need the following information for your tax preparer:

**Federal I.D. # 59-6000767
Okeechobee County School Board
North, South, or Everglades Elementary School
700 SW 2nd Ave
Okeechobee, Florida 34974**

**Okeechobee County School Board
Extended Daycare Program**

Application Form

Name: _____ Nickname: _____

DOB: ___/___/___ Grade: _____ Teacher: _____

Residence Address: _____

City State Zip

Mailing: _____

City State Zip

Home Phone: _____ Cell Number: _____

Person to contact in case of Emergency: (please list at least two contacts)

Name: _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Parent/Guardian Information

Mother's Name: _____ Phone _____

Place of Employment: _____ Phone _____

Father's Name _____ Phone _____

Place of Employment _____ Phone _____

Does the child live with both parents? Yes No

If no, who has legal custody? _____

Are there any other siblings in this program? Yes No

If yes, please list _____

Any problems we should be aware of? Yes No

If yes, please explain: _____

Parent/Guardian Signature: _____ **Date:** _____

**Okeechobee County School Board
Extended Daycare Program**

Emergency Medical Authorization

Student's Name: _____ DOB: ___/___/___ SSN# _____

Parent/Guardian Name: _____ Emergency Phone: _____

Physician's
Name _____ Phone _____

Insurance Carrier: _____ Policy#: _____
(Attach copy of Insurance Card)

Is this your primary carrier? Yes No

If no, please list primary: _____ Policy#: _____

Any allergies? Yes No If yes, please explain: _____

Any Medications? Yes No If yes, please explain: _____

Any other conditions we should be aware of? Yes No

If yes, please list: _____

By signing this release you are giving permission for the Extended Daycare Personnel to seek qualified medical attention in the event of an emergency if a parent/guardian cannot be contacted.

Signature of Parent/Guardian _____ **Date**

**Okeechobee County School Board
Extended Daycare Program**

Release Form

Please list the name of your child(ren) below:

Child's Name _____
Child's Name _____
Child's Name _____

I hereby authorize the release of my child(ren) to the following individuals:

_____	_____	_____
Name	Relationship	Phone
_____	_____	_____
Name	Relationship	Phone
_____	_____	_____
Name	Relationship	Phone
_____	_____	_____
Name	Relationship	Phone

- **I understand that my child(ren) will not be released to any person(s) not listed on this form.**
- **I understand that it is my responsibility to notify each person listed above that a picture I.D. is required to pick up a child.**

Signature of Parent/guardian

Date

**Okeechobee County School Board
Extended Daycare program**

Registration Agreement

Please read, sign and date contract. A copy of the signed agreement is available to you upon request.

I have read and agree to comply with policies stated in the Parent Handbook. I understand that failure to comply with these policies can result in termination of services.

I recognize that the following fee structure has been approved by the School Board for 2007-2008.

Students Per Family Fee Per Week

One Child	\$25.00
Two Children	\$45.00
Three Children	\$67.00
Four Children	\$90.00

- The minimum weekly charge for one student is \$25 regardless on the number of days in attendance for that week.
- A discount of 10% is given to families with two or more children.
- A late pick-up fee of \$4.00 is charged for each 15-minute period after 5:45 p.m.
- If payment is not received by Friday of each week, a \$10 late fee will be assessed.
- A \$25.00 penalty is charged for returned checks.

I have read and understand the discipline practices used at the center.
I agree and acknowledge that all the information furnished by me to the childcare program is true and accurate to the best of my knowledge:

Child's Name: _____

**Parent/Guardian
Signature:** _____ **Date:** _____