



Baker County Public Schools Support Services



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PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 06/21/21
MIN BK# 39 MIN BK PAGE# _____

DATE: June 9, 2021
TO: SHERRIE RAULERSON, SUPERINTENDENT
FROM: TERI AMBROSE
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES *MTA*
RE: EXTENDED DAY ENRICHMENT PROGRAM POLICY AND PROCEDURES
MANUAL

Please request Board approval of the attached Policies and Procedures Manual for the Extended Day Enrichment Program for school year 2021 - 2022. This manual was developed with the help of the EDEP personnel from each school. It provides a set of universal policies, procedures, and forms, for use in all of the EDEP programs.

If you have any questions, please let me know. Thank you for your assistance in this matter.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McNarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Amanda Hodges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION



**Extended Day
Enrichment
Program
(E.D.E.P.)**

**2021 – 2022
Policies and Procedures
Manual**

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Goals

1. The program is designed to provide a safe and familiar setting for all enrolled students.
2. The program shall meet the needs of children by creating an environment that offers a base of warmth and security.
3. The program shall meet the needs of parents by offering a safe, accessible, and affordable program that is school based.
4. The program shall serve children enrolled in kindergarten through fifth grade whose parents are working, attending school, or simply desire an enriching experience for their child.
5. The program will encourage children to share their perceptions about the world, express themselves creatively, develop problem solving skills, develop a positive self-concept, and to enjoy social interaction and fun.

Policies and Procedures

Days and Times of Operation

The Extended Day Enrichment Program shall operate **only on days school is in session** for students. The program consists of two sessions: a morning session before school begins and an afternoon session after the school day ends. Currently the morning session operates from 6:30 a.m. until the time school starts. The afternoon session begins immediately at the end of the regular school day and continues until 6:00 p.m. In addition, the program will be available on early-out days from the end of the school day until 6:00 p.m.

Eligibility

To be eligible for enrollment in the Extended Day Enrichment Program, a child must be enrolled as a student in the school offering the program.

Registration Procedure

All children participating in the Baker County School District's Extended Day Enrichment Program will need to be officially registered by parents/guardians at the school where they are enrolled. They will need to complete a registration form for each child. This form will provide necessary information about each child and will include the following: students' general information, parents'/guardians' contact information, departure procedures, and health status.

There is a non-refundable \$25.00 yearly registration fee for each student enrolled in the Extended Day Enrichment Program. The registration fee must be paid at time of registration.

Daily Attendance and Payment Record

Daily attendance will be kept and recorded on the Arrival and Departure sheet. No credit or refund will be given for absences.

Enrollment & Session Fees

Parents may enroll their children in the morning session, the afternoon session, or both.

The Baker County School District will offer the Extended Day Enrichment Program at the following schools:

Baker County Pre-K/Kindergarten Center (904) 259-0395

Maclelly Elementary School (904) 259-4992

Westside Elementary School (904) 259-2452

J. Franklyn Keller Intermediate School (904) 259-2315

Session Fees are to be **prepaid on a bi-weekly basis**. Fees will be paid each Friday before the start of each two-week session. Collection of the fees are handled in accordance with established School Board policies and regulations and deposited in the School District's general fund. The program must be self-sufficient, with all expenses incurred by the operation of the program paid from fees generated by the program. The program will be discontinued in schools where it is not self-sufficient.

Baker County School District's permanent full-time or permanent part-time employees are eligible to receive a reduced rate (see Payment Schedule 2) per dependent child (employee must be a parent or legal guardian) that is enrolled in the Extended Day Enrichment Program. **(Substitute teachers are not eligible for this reduced rate, unless they are in a long term substitute position.)**

In addition, families that are listed on the District Certification List are eligible to receive a reduced rate (see Payment Schedule 2) per dependent child that is enrolled in the Extended Day Enrichment Program.

For families with multiple children registered in the Extended Day Enrichment Program **at the same school**, there will be a \$10.00 sibling discount per session. **This only applies if the siblings are at the same school. There will not be a sibling discount for students at different schools.**

If the Superintendent deems it necessary to close schools due to extenuating circumstances for 5 or more continuous days, the Baker County School District will adjust the E.D.E.P. payment schedules.

Late Payment Fee

Payments are due the **Friday** before the start of each two-week session. A \$10.00 late fee will be charged if payment is **more** than two school days late. **However, fees have been prorated for non-student days and holidays.**

Returned Checks

Every effort will be made to collect money for returned checks. The amount of the returned check plus the handling fee should be collected as soon as possible.

Receipts

Parents must be issued a receipt each time payment is made for an Extended Day Enrichment Program session. All receipts should include: 1- Date received; 2- Received from; 3- Child/children's name(s) and session number for AM, PM, AM/PM or drop-in dates; 4- Amount; 5- Indicated how paid: cash or check (record the check number). Official Baker County School District receipt books are to be used. Receipt books are to be used as follows: 1 - White copy – parent/guardian; 2 - Yellow copy –stays in receipt book; 3 - Pink copy delivered to County office with deposit; 4 - in case of "void", **all copies should stay in the receipt book.**

Report of Monies Collected

A Report of Monies collected form must be turned in each time you turn in money to the District Finance Office along with the pink copies from the receipt book. Include the receipt numbers and the amount, the collection period, purpose (which will be the Extended Day Enrichment Program), the date, and the Supervisor's signature. All monies collected will need to be turned in to the District Finance Office within five (5) working days of receipt.

Arrival and Departure

Transportation to and from the Extended Day Enrichment Program is the responsibility of the parent. Programs will operate as follows: the morning session will begin at 6:30 a.m. and last until the time school starts and the afternoon session will begin immediately at the end of the regular school day and continues until 6:00 p.m. Extended Day Enrichment Program is only available on days when school is in session. Children must not be dropped off before 6:30 a.m. Children will not be allowed to leave with **ANYONE** except parent and/or person designated by the parents on the Registration Form. The Registration Form for E.D.E.P. and the Yellow Card for school should be the same in regards to who is designated to pick up. **Verbal authorizations cannot be accepted by the supervisor/assistant from the student or parent/guardian.**

***ALL STUDENTS MUST BE PICKED-UP NO LATER THAN 6:00 P.M. STUDENTS MUST NOT ARRIVE BEFORE 6:30 A.M. PARENTS MUST ENTER THE BUILDING DAILY TO SIGN STUDENTS IN TO THE A.M. SESSION AND OUT OF THE P.M. SESSION. A SIBLING IS NOT ALLOWED TO SIGN STUDENTS IN AND OUT UNLESS THE SIBLING IS 16 YEARS OF AGE OR OLDER AND LISTED ON THE STUDENTS' REGISTRATION FORM/YELLOW CARD.**

Late Departure Violation

Our policy is that upon the first infraction the parent/guardian will be notified. For each violation occurring thereafter, a penalty will be assessed of \$1.00 per minute after 6:00 p.m. **IF THREE VIOLATIONS OCCUR WITHIN A NINE-WEEK PERIOD, YOUR CHILD WILL BE REMOVED FROM THE PROGRAM.**

Early Arrival

The Extended Day Enrichment Program begins at 6:30 a.m. Children are not to be dropped off before 6:30 a.m.

Parental Sign In/Sign Out Procedure

Parents/guardians must enter the Extended Day Enrichment Program site and sign their children in and out of the program daily. The Arrival and Departure sheet should be placed in an accessible area for parents to sign. A sibling is not allowed to sign students in and out unless the sibling is 16 years of age or older and listed on the students' Registration Card/Yellow Card.

Withdrawal

Regulations for withdrawal of children from the Extended Day Enrichment Program:

1. The supervisor should be notified within three (3) days of anticipated withdrawal.
2. No refunds will be given to participants upon withdrawal from the Extended Day Enrichment Program without Administrative approval.

Discipline

Positive reinforcement principles will be used in dealing with children. If problems persist and affect the safety and educational enrichment of the other children in the program, the Extended Day Enrichment Program reserves the right to suspend and/or expel a child from the program.

Input from parents concerning problems at home that may affect a child's behavior is welcomed. Parents are encouraged to discuss matters that affect the enrichment atmosphere of the program.

Citizenship warnings for disciplinary reasons will be given to children as follows:

First Warning – Must be signed and returned before the student can return to the Extended Day Enrichment Program.

Second Warning – Must be signed and returned. Parent must meet with the Extended Day Enrichment Program Supervisor within a twenty-four hour period. This meeting must be documented. Failure to do so will result in removal of the child from the program.

Third Warning – Must be signed and returned. Parents will be notified of their child's one week suspension from the program. Payment must still be made during this time to hold the student's place in the program.

Fourth Warning – Child will **not** be allowed to return to the Extended Day Enrichment Program. All monies collected will be non-refundable.

Additional allowable reasons for expulsion from the Extended Day Enrichment Program:

1. Suspension or expulsion can result without discipline warning if behavior or incident warrants.
2. Repeated tardiness for pick-up.
3. Program fees continually delinquent.

Illness

For children who become ill while attending the Extended Day Enrichment Program, parents/guardians will be contacted to pick the child up. **Under no circumstances will the child be permitted to go home alone.**

Dispensing of Medicine

No medication will be dispensed during the Extended Day Enrichment Program.

Emergency Policy

Always treat anything that involves a child's welfare with serious consideration. Never assume it's nothing. Any incident that requires treatment must be documented on an official School Board Student Accident Report. This report must be complete and turned in to the school office within twenty-four (24) hours.

Authorization for Emergency Care

The following procedures should be posted and followed:

1. Provide minimum necessary first aid and rescue.
2. Establish who is in charge.
3. Call 911.
4. Establish supervision and control for involved participants.
5. Identify treatment locations and send to appropriate centers.
6. Call parents and Superintendent.
7. Call Principal.
8. Refer media to Superintendent.
9. Complete Student Accident Report and turn in within 24 hours.

Program/School Relationship

It is the responsibility of the Supervisor to work with the Principal and other school personnel to ensure their support of the Extended Day Enrichment Program. Careful attention must be given to establishing a positive on-going relationship with everyone from the Principal to the custodians. The Extended Day Enrichment Program is designed to positively affect the entire school and its staff.

Extended Day Enrichment Program Rules

1. Respect for other persons and property must be displayed.
2. **Program leaders must be obeyed and treated with proper respect.** You may leave **your** group only after asking your program leader.
3. Children must report for roll call without delay and must remain with their program leaders at all times.
4. All injuries, no matter how small, are to be reported to the Supervisor immediately.
5. Good sportsmanship and fair play should be practiced at all times.
6. Foul, abusive, or obscene language will not be accepted.
7. Horseplay, fighting, throwing objects, or hitting other students or program leaders will result in immediate disciplinary action. Always walk in cafeteria or buildings.
8. Tampering with other students' or program leaders' belongings will not be tolerated. Children are responsible for their own belongings, and may **not** play with toys from home during enrichment.
9. Dangerous items of any kind should not be brought to school.
10. Chewing gum will not be allowed.

Schedule of Activities

Weekly Activities

A Weekly Planning Sheet is used to identify planned activities and approximate time. The planning and coordination of activities is the responsibility of the Supervisor. Activities will be individualized per school.

Program Activities

The program will vary from school to school according to the interests of the children and the talents of the staff.

All programs should include the following components:

1. Enrichment activities; such as, computers, art, music, etc...
2. Homework tutorial time, this time will vary from school to school.
3. Organized games and activities.
4. Quiet time.
5. Recreational opportunities.
6. Arts and crafts.
7. Guest speakers.
8. Snack time.

Activity Materials and Supplies

Materials and supplies that are needed for activities should be requested by the Supervisor and approved by the principal. Your budget for supplies is \$10.00 per child per year.

Breakfast and Afternoon Snacks

Children enrolled at the Baker County Pre-K/Kindergarten Center, Macclenny Elementary School, Westside Elementary School, and J. Franklyn Keller Intermediate School may participate in the breakfast program, which begins at 8:30 a.m. in the cafeteria.

Children enrolled in the Afternoon Extended Day Enrichment Program will be served a snack each day. Snacks will be provided by the Nutrition Service Department.

Parent/Guardian/Student Contract

Must return this page, signed by parent/guardian.

- I fully understand and agree to abide by the policies and procedures and rules (as listed in this manual) as set forth by the Baker County School District for the Extended Day Enrichment Programs.
- I understand all terms and conditions of the fees and payments associated with the Extended Day Enrichment Program. I also understand that neglect to make proper, timely payments will result in the dismissal of my student from the Program.
- I understand that the Extended Day Enrichment Program staff will not administer any medication to my student.
- I understand that I, the parent/guardian, must enter the building to sign my child into and out of the Extended Day Enrichment Program DAILY.

Student's Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Print Name: _____

**BAKER COUNTY SCHOOL DISTRICT
EXTENDED DAY ENRICHMENT PROGRAM (E.D.E.P.)
CITIZENSHIP WARNING
2021 – 2022**



Date: _____

To the parents/guardians of _____,
Student's Name

Today your student broke one of our Extended Day Enrichment Program rules.

The offense was _____

This is your student's...

- First Warning
- Second Warning
- Third Warning
- Fourth Warning

Our discipline policy states when a student breaks a rule for the first time a parent or guardian will need to sign this form and have the student return the form before we will re-admit him/her. The second warning will require a signature on this form and a parent or guardian will need to meet with the Extended Day Enrichment Program's Supervisor as outlined in the Policies and Procedures Manual. The third warning will require a signature on this form and it will result in a one week suspension from the Program. The fourth warning will require a signature on this form and will result in expulsion from the Extended Day Enrichment Program. Please discuss this with your child. Thank you for your cooperation.

Extended Day Enrichment Program Supervisor

Student's Name: _____

Parent/Guardian Signature: _____

Date: _____



**BAKER COUNTY SCHOOL DISTRICT
EXTENDED DAY ENRICHMENT PROGRAM (E.D.E.P.)
REGISTRATION FORM**

2021 – 2022

SCHOOL: _____

Student Name: _____ Date of Birth: _____

Nickname: _____ Social Security No: _____ Sex: _____
(*Pre-K/K Only*)

Grade: _____ Teacher: _____

Student's Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____

Mother's Name: _____ Cell Phone: _____
Work Phone: _____

Father's Name: _____ Cell Phone: _____
Work Phone: _____

Parent/Guardian E-Mail: _____

Who has legal custody? _____ Relationship to Child: _____

AM Session: _____ AM/PM Session: _____ Applicable Payment Schedule: _____
PM Session: _____ Drop-in ONLY: _____ If 2, School Board Employee: _____

THERE IS A \$25.00 NON-REFUNDABLE REGISTRATION FEE.

PERSONS AUTHORIZED TO REMOVE CHILD FROM PROGRAM

Name of persons permitted to pick up student from the Extended Day Program (include yourself):

Name: _____ Relation: _____ Phone No.: _____

Name: _____ Relation: _____ Phone No.: _____

Name: _____ Relation: _____ Phone No.: _____

Name: _____ Relation: _____ Phone No.: _____

Name: _____ Relation: _____ Phone No.: _____

Name: _____ Relation: _____ Phone No.: _____

Please note, you will need to present a Driver's License or government issued photo I.D. for pickup.

PERSONS TO CONTACT IN CASE OF AN EMERGENCY IF I CANNOT BE REACHED

Name: _____ Address: _____ Phone No.: _____
Name: _____ Address: _____ Phone No.: _____

The following information enables us to better protect your student's health and safety:

Does your student have any physical, emotional, mental disabilities? Yes _____ No _____

If yes, please explain: _____

Does your child have medical problems of which we need to be aware? Yes _____ No _____

If yes, please explain: _____

Is your student currently taking any medications? Yes _____ No _____

If yes, please list medications: _____

List of Allergies: _____

Family Physician: _____ Phone: _____

I hereby consent for my student to participate in the Extended Day Enrichment Program and agree to release and discharge the Baker County School District, its officers, agents, and employees, exercising reasonable care within their scope of employment, from all liability claims, damages, suits, judgments, and settlements involving personal injury and property damage resulting from or arising in connection with the Extended Day Enrichment Program.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Print Name: _____

AUTHORIZATION FOR EMERGENCY CARE

In case of an accident or serious illness, and the school is unable to contact me, I hereby authorize the school to contact the physician indicated and to follow his/her instructions. If it is impossible to contact this physician, the school may take whatever arrangements necessary to provide care and treatment for my student.

Student's Name: _____

Parent/Guardian Signature: _____ Date: _____

CONSENT AND RELEASE TO PHOTOGRAPH STUDENTS

- I **DO** consent to the photographing/videotaping of my student while he/she is involved in any Extended Day Enrichment Program and/or activities during the present school year.

- I **DO NOT** consent to the photographing/videotaping of my student while he/she is involved in any Extended Day Enrichment Program and/or activities during the present school year.

It is understood that the school or school district will not duplicate photographs/videos for the use or benefit of any individual student or parent. It is also understood that failure to return this permission form to the school will constitute parent/guardian consent for the purposes described above.

Student's Name: _____

Parent/Guardian Signature: _____

Date: _____