

Three Oaks Elementary After School Program



Program Guidelines Parent Handbook 2017-2018

Directors: Mike Blue, Roberta Slepian, Brittany Alexander,
Jennifer Rodriguez, and Trish Dever

Phone: 267-0583 or 267-8020

Hours:

School Days:

Dismissal to 6:00 p.m.

Care for Full Days:

7:00 a.m. to 6:00 p.m.

Summer Rec:

7:00 a.m. to 6:00 p.m.

Drop off and Pick-up:

On days where there is full day daycare, including summer, students need to be accompanied by an adult into the designated drop off location. A photo-id is required for pick-up to release a child. Only people listed on the registration form will be permitted to pick-up the child.

Late Pick-up Policy:

Students who are picked up after 6:05p.m. will be charged a late fee of \$2.00 per minute. Late fee needs to be paid at the time of pick up that day or by the end of the week it occurs. Three late pick-up times will result in dismissal from the program. If the director is not able to make contact with the custodial parent after 30 minutes late, proper authorities will be notified.

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Registration:

\$25.00 per child due at the time registration documents are turned in

Registration for After School Program will be from 3:00 p.m. to 6:00 p.m., August 7th-9th in the Cafeteria

Fees:

School Days:

\$12.00 per day for 1 child

\$18.00 per day for 2 children

\$24.00 per day for 3 children

Care for Full Days:

\$25.00 per day for 1 child

\$35.00 per day for 2 children

\$45.00 per day for 3 children

Summer Rec:

\$100.00 per child per week

****No Daily Rate for Summer**

Important Dates to Remember:

Full Day Care

Thursday, September 21 – Rosh Hashanah

Monday, October 16 – Professional Duty Day

Wednesday, November 22 – Day before Thanksgiving

Monday, January 8 – Hurricane Make-Up Day

Monday, January 15 – Dr. Martin Luther King, Jr. Day

Monday, February 19 – Presidents' Day

Tuesday, February 20 – Teacher Inservice Day

Friday, April 30 – Good Friday

Monday, May 2 – Easter Monday

Winter Holiday Break

Friday, December 22

Tuesday, December 26 – Friday, December 29

Tuesday, January 2 – Friday, January 5

Spring Break

Friday, March 16

Monday, March 19 – Friday, March 23

Summer Rec

Begins Monday, June 4

Payments:

Payment is due the first day your child attends the program each week. The Florida Constitution, Article VII, prohibits the School District of Lee County to extend credit to any individual. Due to these guidelines, we must adhere to this policy. Failure to make a payment on the first day of attendance will result in a \$20 late fee. Failure to make payment on time three times will result in your child being dismissed from the program.

When making Payments:

Payments can be made with all major credit cards, debit cards, cash or checks.

Please include child's first and last name in the check memo area. Make checks payable to Three Oaks Elementary.

Discipline Policy:

To reduce discipline problems, the program staff place 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. Children and parents should be aware of the policy below:

First Reminder: The child will be reminded of the rule broken (verbal warning)

Second Reminder: The child will be removed from the group for a 15 minute time out

Third Reminder: The child will be taken to the Program Director, and a tracking form will be started requiring a parent signature

The Program Director may take one or more of the actions below:

* The child will sit in the cafeteria

* A conference with parent and child may be requested

Parents will be notified of behavior and it may be necessary to pick up child from the program

A suspension from the program will be determined

Dismissal from the program (5 days) will occur if a child earns three offenses on a tracking form

Permanent dismissal will occur after the 4th offense via administration's decision