

**Marion Charter School
Extended Day Procedures and Policies- 2018-2019**

**Mornings 6:30-7:45a.m.
Cost- \$10.00 per week**

**Afternoons- 2:30-6:00p.m.
Cost- \$40.00 per week, inc. snack
1/2 days are an extra \$6.00**

\$50.00 per week for both mornings and afternoons

There is a non-refundable registration fee of \$15 per child.

1. At or before the start of each month, notices of fees for the upcoming month will be available in the extended day room and office. Please check the fee schedule each month so that your payments will match the required fees. Please place all payments in a sealed envelope with your child's name on it and the days you are paying for.
2. You must bring the payment to the extended day director on the first day of the week your child attends extended day. We do not issue bills for extended day. **Fees are payable in advance. No exceptions to the pay in advance policy. Being dropped off or picked up by individuals other than parents does not waive this requirement. Students who's fees are not paid by the first day of use will be sent to the office and names on the emergency list will be called to pick up the child. If the student is not picked up by the time the office closes at 3:30, the appropriate authorities will be contacted.** Non payment of your account will result in us asking you to make other child care arrangements. Marion Charter School reserves the right to turn over delinquent accounts to a collection agency and/or file suit in court for past due fees.
3. Receipts will be issued at the time you make payment. Please check your receipt carefully. Each child will have a record sheet that will show payments received. Balances can only be inquired on during the year they occur. Although we do carry forward both balances and credits from year to year, we do not hold onto the hundreds of sign in sheets. **If you do not question a charge in the year it is incurred, you will be presumed to agree to it.**
4. Checks should be made out to Marion Charter School. The check should have your child's name on it. If you have two or more children, you may pay with one check. We will divide the amount evenly among the children unless you instruct us otherwise.
5. **Parents are responsible for knowing when our early release days are.** We provide a year long calendar, weekly newsletters, our website and our outside bulletin board to help remind parents of early release days. We provide daycares with our school calendar. **When caregivers or day cares pick up late, the parent will be charged. Parents need to negotiate with their care providers for reimbursement as our contract is with you, not the care providers.**
6. For tax purposes, our tax id number is 59-3635759. **We do not issue end of the year child care totals.** It is your responsibility to retain your receipts for tax purposes.
7. Marion Charter School is an ELC provider. Parents are responsible for registering their child for our school with the ELC for subsidized child care. We do not register children for ELC. We must receive a copy of the transfer form enrolling them in our facility **before** we can accept the parent co-pay amount. Parents are also responsible for making sure all re-determinations are conducted in a timely manner. Children who's re-determination date expires will be charged full fee until we hear from the ELC. Failure to pay the required parent co-pay amount will be reported to the ELC and result in us asking you to make other child care arrangements. **Marion Charter School does not offer any reduced fee arrangements to families. Families needing financial assistance are urged to contact ELC at 352-369-2315. "Zero Balance Forms" may be requested from our office by calling 352-687-2100. A minimum of 24 hours is needed to process all requests.**
8. Children will be charged for a full week of service regardless of how long or many days they attend. **There is no credit for unused days or time. Fees are due regardless of the amount of time the program is used. Once a child is checked into the program, he or she is charged the full amount for that day.** Our car line moves quickly. Students are held in car line from 2:30-2:45. Once 2:45 arrives and there are no more cars in the driveway, any students not picked up are taken to extended day. Students are not allowed to wait in the office for parents who are running late.
9. Refusal to sign your child out does not release you from responsibility for payment. Extended day personnel will note the check out time and that the person picking up refused to sign them out.
10. We understand that emergencies come up so we have an "emergency drop in" program for extended day. Emergency drop in services may be used up to **6 times** per year. The cost is \$2.00 for AM care, \$9.00 for PM care and \$15 for the half days. This is not meant to be a regular service. **After the 6th drop in day, full price fees will be charged.** Students who regularly use the program will be charged the full weekly amount. If you think you may need to use the emergency drop in program, please fill out a registration form. **We cannot accept a child into the program, emergency or regular use, without a completed and signed registration form.**
11. Children who are not picked up on time will be charged \$1.00 per minute for each minute after 6:00p.m. Children left after 6:30p.m will be released to the custody of a law enforcement officer. Repeated late pickups (4) will result in us asking you to make other child care arrangements.
12. If a child experiences great difficulty managing his/her behavior in extended day, a written warning will be issued. As appropriate, the guidance counselor may be asked to meet with the child and parents. Children who continue to experience difficulty or create an unsafe environment for the other children by their behavior may be removed from the extended day program.

13. If a check is returned for insufficient funds, parents will need to replace the check amount, including any bank charges, with cash or a money order. All future payments will need to be by cash or money order. Children may not attend extended day until all unpaid balances are paid in full.

14. Only individuals listed on the registration form will be allowed to pick up children. For your child's safety, identification may be asked for if there is any question.

15. All children must be signed in and out of the extended day program by an adult. The signature must be legible and complete and the time noted. No exceptions. Students may not be dropped off in the morning without a parent signing them in.

16. Students who owe money for past due extended day fees from this year or prior years will have to pay the past due balance in full before funds will be applied to field trips.

17. Families who do not settle extended day balances are subject to having their child's academic records flagged for non-payment. This can interfere with their child's ability to receive high school textbooks and/or graduate until past due balances are paid.

18. Extended day provides children with indoor and outdoor activities, snack time and assistance with homework. Although we provide homework assistance, extended day personnel are not responsible for children completing their homework.

19. Snack is provided each day. We try to provide healthy snacks each day, but are not able to provide specific snacks to accommodate prescribed dietary restrictions. If your child requires a specific snack, parents are encouraged to send in snacks for their child. Snacks may be individually wrapped or shared snacks from a large package opened that day at snack. If we run out of one specific snack while serving, we may serve different snacks during the day.

20. Parents are responsible for notifying us in writing of changes to the emergency contact information form. A local phone number must be kept current as well as a list of people authorized to pick up your child with phone numbers for each person. Please put any special needs your child may have on the form.

21. Toys and personal electronic items are not permitted in extended day, unless specific, written approval is given.

22. In the event of a medical emergency, the parent or guardian will be notified immediately. Your specific instructions regarding action to be taken will be followed. If the parent or guardian cannot be reached, the Extended Day personnel will take appropriate action. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. If your child comes to the program ill, you and/or your designee will be notified to pick up the child.

23. Dismissal from the program- it is our desire to meet the needs of as many eligible children as possible; however, rules and regulations must be followed. Your child may be dismissed from the program if:

- The parent has had 3 late payments and the 4th occurs
- The parent/guardian has had 3 late pick ups and the 4th occurs
- Your child does not benefit from the program due to the staff not being able to meet your child's specialized needs
- Your child is unable to be safe and respond appropriately to the staff/child ratio
- The parent fails to cooperate with the established policies and procedures of the program

I have read and agree to the policies and procedures for extended day.

Parent signature

Date

White copy- Parent

Yellow copy- Director

Marion Charter School is an Equal Opportunity School
Marion Charter School is a Drug and Alcohol Free Environment

**Marion Charter School
Extended Day 2018-2019
Registration Form**

Child's Name _____

Grade for 2018-2019 _____

Date of Birth _____

Parent/Guardian Name _____

Address _____

Home Phone _____

Work Phone(s) Mom _____

Dad _____

Cell Phone(s) Mom _____

Dad _____

Medical conditions or other special needs:

Custody orders(must provide a copy of the official court order): ____yes ____no

In case I cannot be reached in an emergency, please contact:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

The following individuals may pick my child up:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

In the event my child is injured and requires immediate medical care, I give permission for Marion Charter School personnel to arrange for my child to be transported to an appropriate medical facility as determined by emergency personnel. I understand that I will be responsible for all charges related to my child's medical care.

I have read the Code of Conduct for Marion Charter School and understand that my child remains under that code while in extended day services.

I have read the policies and procedures form for extended day services and agree with the provisions. I understand I am responsible for updating this emergency information as needed throughout the year.

Parent signature _____ Date _____

\$15.00 Registration fee paid- ____Cash ____Check (#) ____Money order _____
Date

Equal Opportunity School
Drug and Alcohol Free Environment