

# **Academie Da Vinci Charter School**

## **Extended Learning Program (ELP)**

### **POLICIES:**

The Extended Learning Program is in place to accommodate and assist our working parents. Our goal is to have homework completed each day and provide a fun and enjoyable time for the students. We follow a daily schedule of activities to ensure your child is entertained and stays busy.

### **DEPARTURE AND ARRIVAL:**

The program opens at 7:00 a.m. and closes promptly at 6:00 p.m. It is very important that you pick up your child by closing time. There is a \$1.00 per minute late fee payable to ADV that same evening. Continued late pick up could result in dismissal from the program.

Children must be signed in with the instructor upon arrival (never before 7:00 a.m.) and a parent/guardian must sign their child out before leaving. A sign-in/ sign-out sheet with each child's name will be available.

The program ends promptly at 6:00 p.m. We understand that emergencies happen and we ask that if you will be late, please phone and inform the staff of an approximate time the child will be picked up. If we do not receive notification that you will be late, the staff will immediately phone you. If we cannot reach a parent/ guardian then we will phone the emergency contacts listed on the student registration form. If we cannot reach any contacts then the proper authorities will be notified.

### **PICK UP OTHER THAN A PARENT OR GUARDIAN:**

Your child will not be released to any unauthorized person. If an emergency occurs, please call the school at (727) 298-2778 before 2:00 p.m. and indicate who will be picking up your child. Proper identification (driver's license) is required in order for the staff to release your child.

**PLEASE NOT: WE CAN NOT MAKE ARRANGEMENTS FOR YOU WITH ANOTHER INDIVIDUAL TO PICK UP YOUR CHILD FROM THE AFTER CARE PROGRAM. THIS IS THE RESPONSIBILITY OF THE PARENT/ GUARDIAN.**

### **TUITION:**

Tuition is due on Friday for the following week. It is due and payable regardless of attendance and is not pro-rated for absences and vacations. Returned checks will incur a \$30+ charge. Tuition and late pick up fees must be paid for continued participation in the program.