



## Extended Learning Program “ELP”

### ELP STAFF Contacts

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**ELP Phone Number:** (727) 298-2778 ext #122

### POLICIES:

The ELP is offered to accommodate and assist our working parents. Our goal is to provide a quiet 30 minutes for homework each day and provide a safe and enjoyable time for the students. We follow a daily schedule of activities to ensure your child stays safe and busy.

### DEPARTURE AND ARRIVAL:

The program opens at 7:00 AM and closes promptly at 6:00PM. 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 7:00AM) and a parent/guardian must sign their child out before leaving. 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. Families that are perpetually late (after 6:00pm) picking up their child/children will meet with administration to rectify the situation.**

### 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 2:00PM 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. If your child is going home with another parent from the school, please send an email to our ELP Coordinator or call the school office a day prior. **PLEASE NOTE: 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.**

## **WEATHER WARNINGS:**

ADV follows the Pinellas County School Board's (website: <https://www.pcsb.org/domain/9117>) in making decision to close schools due to hurricane, other weather warnings and any other situation where the county feels they must be closed.

## **HOLIDAYS:**

ELP does not charge for the following weeks off of school: Thanksgiving Break, Winter Break & Spring Break. Please check the Pinellas County School Board Website for these dates. (<https://www.pcsb.org/domain/9117>)

## **HEALTH AND SAFETY:**

Parents/Guardians will be advised of minor injuries at the end of the day. A phone call home will be made if there are any minor head injuries to make sure you are aware of the detail; giving you the chance to pick-up early if you wish. In the event of an emergency, 911 will be called as well as the parents/guardians. In addition, please make sure to list all food allergies on your child's registration form.

## **ILLNESS:**

We have no facilities to care for sick children and are not permitted to administer medication. Any student who becomes ill will be isolated and the parent/guardian will be notified to take the child home. We will call a parent/guardian if your child displays symptoms of vomiting, diarrhea, a fever of 100.1 or higher and/or other signs of illness regardless if fever is present. Please be sure all phone number are correct on the student's forms.

## **SNACK TIME:**

An afternoon snack will be provided for your child. If your child has allergies, please alert our staff and send snacks from home. One serving size snack will be provided. Snacks are purchased by the school in bulk from Sam's Club such as Cheezits, Veggie Straws, etc. (sibling program does not partake in after care snack time) If you wish to send an additional snack, please send it in their lunch box. PLEASE DO NOT SEND CANDY, GUM OR SODA. Donations are always appreciated - bag of apples, oranges, bananas, grapes, vanilla wafers, etc.

## **MEDICATION:**

The administering of any medication to students by employees without specific written authorization by the parent is forbidden. We will not administer any medication unless the child has a life-threatening condition (e.g. asthma) and authorization forms are completed in the office.

## **DISCIPLINE:**

Structuring of activities, giving clear and concise directions, and positive reinforcement will encourage children to behave well. We will encourage good behavior through praise and compliments. We will discourage and redirect inappropriate behavior. All school expectations applicable to the school day apply to ELP. If a problem arises, your child will be separated from others while still in the view of the staff. Time out during recess may be given to younger students and sentences (writing for correcting) may be given to older students; both followed by a conversation with a staff member. ADV referral forms will be used if needed will be given to administration.

Physical punishment or severe discipline will never be employed. For ongoing discipline issues, parents/guardians will be informed and consulted. It is the judgment of the instructor/director that if the child presents a health or safety risk to other children in the program, that child may be terminated from the program. Continual disruptions that hinder the quality of the program will also be cause for termination. Every effort will be made by personnel to correct all disruptive behavior, but in the event, that the disruptive behavior cannot be resolved in a reasonable length of time, the director may notify parents/guardians that termination will be enforced.

# ELP PROGRAMS & PRICES

## **Registration fee (per family): \$25.00**

Your registration fee must be paid with check or money order, made out to ADV. Your plan for frequency of care must be selected at registration; Changes are allowed 2 weeks ahead of time by email or phone call to the ELP Coordinator. This is to ensure availability for your child along with changes to be made with your electronic payment account. Please select one of the following programs in your registration/student information form.

## **Option #1: Child Care for 3 – 5 Days**

Weekly tuition - **afternoons only (PM)**.....\$55/per child each week

Weekly tuition - **mornings only (AM)**..... \$35/per child each week

Weekly tuition, mornings and afternoons (**AM & PM**) .....\$75/ per child each week

## **Option #2: Child Care for 1 – 2 Days**

**Mornings only (AM)**.....\$25/per child

**Afternoons only (PM)**.....\$40/per child

**Mornings and Afternoons (AM & PM)** .....\$55/per child

**Option # 3: Sibling Program**..... \$15/covers both siblings for one week  
(1 / 2 Elementary Student(s)/1 Middle School Student)

*Mornings:* 6th/7th grade students with younger enrolled siblings may arrive by car-line in to the cafeteria at 8:20 am. Breakfast is not required. Ms. Jen will walk them over to the north building between 8:40-8:45AM.

*Afternoons:* Younger siblings of 6<sup>th</sup>-8<sup>th</sup> grade middle school enrolled students will be walked over to the north building at 3:45PM – (6<sup>th</sup>-8<sup>th</sup> grade dismissal time.) Then they will join their older sibling for supervised 6<sup>th</sup>-8<sup>th</sup> grade dismissal in front of the north building. In this manner parents, will only need to drop off and pick up once per day.

**\*Académie Da Vinci does not have any daily rates of care. Families may not calculate their own rates; the weekly tuition rates above will apply.**

## **What do you need to do to sign up for ELP?**

- 1.Registration Forms completed and turned in
- 2.One time \$25 registration fee. (Check/Money order made out to ADV)
- 3.Electronic Payment Form with a voided check stapled to the bottom
- 4.The above can be turned into Ms. Jen (ELP Coordinator) or the Front Office
- 5.Please keep pages 1-4 for your reference. Pages 5-8 need to be filled out & turned in**
- 6.You're all set!

## TUITION

The \$25 Registration Fee should be paid by Check or Money Order accompanying your Registration Packet; made out to Académie Da Vinci (ADV). Please place your child's name on the memo line. Both the packet and fee must be returned to ensure your child's spot in ELP

This year we are using electronic payment for ELP tuition. ACH payments are electronic payments that are created when the customer gives an originating institution (ADV) authorization to debit directly from the customer's checking or saving account for the purpose of bill payment. There's no service charges associated with this payment option. The payments will be set up on a Weekly Recurring basis. Per the ELP Registration Agreement, 2 weeks' notice must be given to change your tuition selection.

If a payment fails to clear, you'll have 7 days to resubmit the payment (plus the \$30 applicable bank surcharge) in the form of a Money Order or Cashier's Check. If payment not resubmitted within 7days, you'll lose your spot in ELP. Paying automatically (recurring weekly) with Credit Card is also an option. This option incurs a \$5.00 convenience fee per payment.

Recurring Credit Card transactions are also available. If you need this option, please ask our ELP Coordinator for this form. The school prefers electronic payment to be set up through your bank, since it is free of a surcharge. The "Recurring eCheck Transactions" is the form to set up your electronic payment account. Once returned, the school will set up your account for you. Please contact Joanne Warner if you have any questions throughout the year about your account.

# ELP REGISTRATION FORM

SCHOOL YEAR 2018 – 2019  
BEFORE & AFTER SCHOOL PROGRAM

## STUDENT INFORMATION:

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Program(s) Selected: \_\_\_\_\_

Birth Date (MM/DD/YYYY): \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

## PARENT/GUARDIAN CONTACT INFORMATION:

Parent/Guardian Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## EMERGENCY ALTERNATIVES AND AUTHORIZED PICKUPS:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## EMERGENCY INFORMATION:

**Primary Care Physician:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Dentist:** \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Hospital Phone: \_\_\_\_\_

## MEDICAL INFORMATION:

Medication(s): \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Significant Medical Information: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recurring eCheck Transactions

I authorize Académie Da Vinci Charter School to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below.

### *Terms of Billing*

Start on Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

And weekly, thereafter through May 29, 2019 for the amount of \$ \_\_\_\_\_

### *Bank Information*

Bank Routing Number (9digit) \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Bank Account Type: (Checking/Savings/Business Checking) \_\_\_\_\_

This payment authorization is to remain in full force and effect until I, \_\_\_\_\_  
Notify Academie Da Vinci Charter School "ADV" of its cancellation by sending written notice  
in such time and in such manner to allow both ADV and receiving financial institution a  
reasonable opportunity to act on it.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Customer Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Child's Name in ELP

**ATTACH A VOIDED CHECK**  
(PLEASE STAPLE HERE)

## Details of ELP

**Morning ELP will open at 7:00AM:** Child/children must be signed in by a parent/guardian.  
OUR STAFF IS NOT ALLOWED TO SIGN IN STUDENTS

**ELP will close promptly at 6:00PM:** A late fee of \$1.00 per minute (per child) after 6:00PM will apply and must be paid to continue participation in the program. If you know you will be late, please phone the school and let the staff know your approximate arrival time.

### Each day is structured in the following manner:

#### **South Building (PM: Grades K-3<sup>rd</sup>)**

7:00AM – 8:10AM	(AM Care) Free-time and Breakfast
3:00PM -3:30PM	Free time, crafts & snack (PM: K-3 <sup>rd</sup> grade)
4:00PM - 4:30PM	Homework (30 minutes of quiet time daily, except for Fridays. Parents remain responsible to check students back packs and all homework.)
4:30PM-5:00PM	Outside
5:00PM-6:00PM	Free Time-Pick Up

#### **North Building (PM: Grades 4th-MS)**

3:10PM-4:00PM	Free Time, school tablets & snack
4:00PM-4:30PM	Homework (30 minutes of quiet time daily, except for Fridays. This amount of time is NOT sufficient for most students to complete all homework & projects. Please check with your students for completion.)
4:30PM-5:00PM	Black Top-Outside
5:00PM-6:00PM	Group walks over to the South Cafeteria, free time-pick up

-On Fridays homework time is not scheduled and a movie may be played usually starting at 5:00PM.  
**STUDENTS MUST BE SIGNED OUT BY PARENT/GUARDIAN.** Students will not be released to older siblings or anyone else, unless they are listed on the students' forms and present a valid driver's license.

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Jennifer Wessel, ELP Coordinator

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Michele Morgan, Principal

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Parent/Guardian Student (s)

**PHILOSOPHY**

ADV ELP uses a consistent, positive approach in working with our students. Positive measures include smiles, compliments, and structured times. In managing behaviors, we use reminders, redirection, diversion and separation, always promoting self-discipline. We provide a safe environment for children where they are able to socialize and work cooperatively with their peers. We offer indoor and outside time, arts and crafts, free play, videos, story time, and homework support.

**RULES AND EXPECTATIONS OF ELP**

1. Follow the directions given the first time and listen
2. Be respectful of others, yourself and the property
3. Remain with an adult unless going to restroom or getting water
4. Ask permission to use bathroom or get water, sign in and out
5. Be responsible for your own belongings and respect the property that belongs to others, including the school
6. Inside the building, walk
7. Inside the building use talking voices
8. Use appropriate language
9. Keep your hands and feet to yourself

**WHEN UNDESIRABLE BEHAVIOR OCCURS, THE FOLLOWING CONSEQUENCES ARE IN EFFECT**

1. The student will be reminded of the behavior expected. If further action is necessary:
2. Move seats if necessary and speak to student(s). If further action is necessary:
3. The student(s) will be spoken to apart from others, the problem will be documented, and the staff will speak with parents. If further action is necessary:
4. The staff will write up a formal incident report. Some behaviors of significant concern: hitting another student, swearing, refusing to follow directions, bullying; safety issues such as not following directions in a fire drill, wandering around the building or 32away from staff. A positive reward plan may be put into effect, as approved by the Principal. The Principal is consulted and reviews all incident reports and all suspensions. If further action is necessary:
5. After three incident reports, the student will be suspended for one day. If further action is necessary:
6. After 3 one-day suspensions in one year or 2 suspensions within two months, the parents will be given one week to find alternate after school care, and the child will be removed from the program.

**We have read and talked about these rules.**

Child's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_