

# OSCEOLA ELEMENTARY SCHOOL

## 2025-2026 Extended Day Program

**Registration Fee: is due at the time of enrollment. August payment is due on or before Monday, August 11<sup>th</sup>.**

**Registration fee After School-\$80.00 per child; Before School, Wed. Only \$55.00 per child.**

Child's Name: \_\_\_\_\_  
(Last) (First)

Male  Female **Date of birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Grade** \_\_\_\_\_ **25-26 school yr**

**Program Needed:**

- After School daily until 6:00 p.m.
- Before School daily 7:00-8:00 a.m.
- Combined Before & After Care
- Wednesday only until 6:00 p.m.

### Parent's Information *(This information MUST be filled out completely)*

**Persons permitted to remove child:** **Mother:**  Yes  No **Father:**  Yes  No  
 (If "No" to above, legal custody documentation must be on file in the front office to legally enforce.)

|                              | Guardian Name & Information | Guardian Name & Information |
|------------------------------|-----------------------------|-----------------------------|
| <b>Name of parents</b>       |                             |                             |
| <b>Home Street Address</b>   |                             |                             |
| <b>City, State, Zip Code</b> |                             |                             |
| <b>Home Phone Number</b>     |                             |                             |
| <b>E-mail Address</b>        |                             |                             |
| <b>Name of Employer</b>      |                             |                             |
| <b>Work Phone Number</b>     |                             |                             |
| <b>Cell Phone Number</b>     |                             |                             |

**Child Pick-up in case of Emergency:** Osceola Elementary Extended Day Program is hereby authorized to release my child to the following individuals (please provide at least one name other than those listed above). These individuals may also be contacted in the event of illness or accident. They must present identification in order to remove the child from the After School Program.

| Name | Relationship | Home Phone # | Work Phone # | Cell Phone # |
|------|--------------|--------------|--------------|--------------|
|      |              | ( )          | ( )          | ( )          |
|      |              | ( )          | ( )          | ( )          |
|      |              | ( )          | ( )          | ( )          |
|      |              | ( )          | ( )          | ( )          |
|      |              | ( )          | ( )          | ( )          |

I understand that the registration fee must be paid prior to my child attending the Osceola Extended Day Program, and that this fee is non-refundable. I also understand that Osceola Extended Day reserves the right to remove any child from the program after the third late pick-up. Thank you Heather O'Mara Extended Day Coordinator [Heather.Omara@stjohns.k12.fl.us](mailto:Heather.Omara@stjohns.k12.fl.us) (904) 547-3789

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Instructions or Medical Concerns:**

\_\_\_\_\_

**Student Medical Information** (all information provided will be kept confidential)

List any medical conditions or allergies:

\_\_\_\_\_

List any medications taken by child on a regular basis:

\_\_\_\_\_

**If allergy requires an Epi-Pen – one *MUST* be provided to the Extended Day Program**

Will this medication have to be given during Ext ended Day Care hours?  Yes  No

If yes, please complete a medication permission form.

Child's Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Authorization for Emergency Care:**

In case of accident or serious illness and Osceola Extended Day Program is unable to reach me, I hereby authorize them to contact the physician indicated and to follow his instruction. If it is impossible to contact the physician, Osceola Extended Day Program may make whatever arrangements necessary to provide care and treatment for my child. Osceola Ext. Day Program and the School District are not financially responsible for the emergency care and/or transportation for said child.

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

**General Release of Liability (Excluding Negligence on the part of the Osceola Ext. Day Program)**

The undersigned hereby releases and forever discharges Osceola Ext. Day Program, and the St. Johns County School Board, their officers, servants, agents and employees from all claims and demands, rights and causes of action of any kind the undersigned now has, or hereafter may have, on account of, or in any way arising from, personal injuries known or unknown to the undersigned at the present time and property damage resulting or that results from any occurrence which may happen during the time spend in the Osceola Extended Day Program.

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

**Permission to help a Teacher:**

Occasionally a teacher will ask for a student to assist them after school. Extended Day would have to release its care of that child to the teacher while he/she is helping, until they report back to the program. If you would like your child to be able to assist a teacher should the opportunity arise, please sign below.

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

**Permission to watch PG rated movies:**

I give my child permission to watch PG rated movies for the 2025-2026 school year.

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

## **BEHAVIOR:**

Our children are well versed in Character Counts principles and know the difference between right and wrong. However, when problems do occur, we have rules and consequences that will be enforced. We feel strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. Being able to work with the support of our parents will minimize the likelihood of having to repeat the process. Students must be able to follow the rules of the program in accordance with a staff to student ratio of 1 to 25.

**PLEASE READ OVER THESE POLICIES WITH YOUR CHILD!** Know that we will make you aware of minor issues prevent potentially larger problems before they occur. You will note on your form that after a third reprimand, a child may be permanently expelled from our program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth-running program for all children attending. **It is a privilege, not a right, to attend the Extended Day Program. POSITIVE BEHAVIOR IS A MUST!!!**

## **CITIZENSHIP RULES AND WARNINGS**

1. Children are required to remain with their teachers during their designated time and/or are responsible for informing their teachers of their whereabouts by reporting in for ROLL CALL at the beginning of the Extended Day Program
2. Good sportsmanship and fair play must always be displayed.
3. Disrespect in any form and/or to anyone will not be tolerated.
4. No foul or abusive language or hand gestures.
5. No defacing or abusing of school property, materials, or equipment.
6. Children are responsible for their own belongings.
7. No fighting, hitting, kicking, or other abusive behavior towards fellow students or teachers.
8. Teachers are to be shown respect and are always to be obeyed.
9. No chewing gum or eating lollipops.
10. All injuries, conflicts or mishaps, no matter how small, must be reported to the teachers immediately.
11. No dangerous items of any type are to be brought to school.
12. All valuable items should be checked in to the office. However, the Extended Day Program will not be responsible for their care. Bring at your own risk!
13. Electronics (Game Boys, iPod touch, iPad, etc.) are not permitted.

## **INFORMAL WARNING:**

For the first official offense, a conference with the child in the Coordinator's office will occur. The child will be given time to correct his/her behavior, he/she may be given methods and/or time to prove he/she can adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior for a two-week period. A parent is not asked for a conference with an informal warning but may be notified.

## **FIRST REPRIMAND**

Parents will be notified of any formal warning offenses. The record of offense remains on file.

## **SECOND REPRIMAND:**

Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the CHILD IS SUSPENDED FROM THE EXTENDED DAY PROGRAM FOR A PERIOD OF ONE WEEK.

## **THIRD REPRIMAND:**

Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the CHILD WILL BE EXPELLED FROM THE PROGRAM, INDEFINITELY.

## **REMOVAL FROM THE EXTENDED DAY PROGRAM:**

**The Program Director has the right to withdraw your child from the program if:**

- Parent is repeatedly late picking up their child.
- Fees are not paid in advance or are continuously delinquent.
- Your child does not benefit from our program.
- Your child displays inappropriate behaviors or if an incident warrants removal.
- There is concern for the safety and/or well-being of any member of the Extended Day Program due to actions of the student in question.

**LATE PICK-UP POLICY/FEE**

Each student must be picked-up and signed out by 6:00 pm. At 6:01 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 6:00 pm. Your waiting child will feel more reassured as well. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you will be asked to make other arrangements for after-school care. Additionally, in the event you are late picking up your child, you will be charged \$5.00 for the first 5 minutes you are late, and an additional \$5 for every 5 minutes thereafter. This is a St. Johns County School District policy and is strictly enforced. Your late fee will be determined using OES clock and late fees will automatically be charged to your account. When arriving, please do NOT dispute the fee charged. This is a fee we DO NOT wish to have to collect. Any questions you may have regarding this policy should be addressed to the Extended Day Coordinator, and not to the attendant caring for your child at the time of pick up.

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