



Dawn to Dusk Program

Harns Marsh Elementary School
Dawn to Dusk
Before and After School Program
1800 Unice Ave N.
Lehigh Acres, FL 33971
(239) 694-6416 Fax (239) 694-1325

Program Information Guide

Program Fees: \$25.00 registration fee for one child \$40.00 registration fee per family

Morning \$25.00 weekly Afternoon \$50.00 weekly Morning & Afternoon \$75.00 weekly.

The goal of the Dawn to Dusk Program is to provide an alternative environment for the children of working parents.

Objective: To provide a positive educational and recreational care program that includes:

- Homework assistance
- Tutorial help
- Arts
- Crafts
- Physical activities
- Social interaction

Hours of Operation: The Dawn Program will be held each day school is in session from 7:00 a.m. to 8:30 a.m. Dusk Program will be held each day school is in session 3:10 p.m. to 6:00 p.m.

The Dawn to Dusk Program will be open each week day with the exception of the following days:

Labor Day
Rosh Hashanah
Hurricane Make-up Day
Professional Duty Day
Veteran's Day
Thanksgiving
Winter Break
Martin Luther King
President's Day
Teacher In-Service Day
Spring Break
Good Friday
Teacher In-service days

There is no Dawn to Dusk in the pm portion of the program on early dismissal days.

Parents have the responsibility to notify your child's teacher when your child will/will not attend the Dawn to Dusk program.

Enrollment: Students should be enrolled by completing an enrollment form and make payment for the upcoming week. The form is located in the front office.

Payment: Payment for the program is due on a weekly basis. This is a **pre-paid program**. Fees are due Friday a.m. /p.m. Or first thing Monday morning. A \$20.00 late fee will be charged if payment is not received by the end of business on Monday.

Insufficient Funds: All returned checks are subject to a service fee. Upon notification, the Program Director will contact the family and the following procedures must occur. The amount of the returned check, plus the service fee must be paid in cash to Harns Marsh Elementary School. Further attendance for the Dawn to Dusk Program will not be allowed until fees are paid.

Refunds: Illness (excused for absence from school) will be granted CREDIT ONLY by the program director. Credit must be used during the semester that the absence occurred.

Program Rules: The Dawn Program will begin at 7:00 a.m. sharp! Children are not to be dropped off and left unattended prior to this time.

The Dusk Program begins at dismissal (3:10 P.M.) and closes promptly at 6:00 P.M. If you are unable to pick up your child by this time, please make arrangements with persons listed on your enrollment form. Unauthorized persons will not be permitted to remove a child from the facility. A penalty of \$1.00 will be assessed for every minute a child is left after 6:00 p.m. After two late charges have occurred, the student is subject to be withdrawn from the program.

Important Note: If at 7:00 p.m. your child has not been pick up or a call has not been received from a parent, the Lee County Sheriff's Office and the Department of Children and Families will be contacted. Your child will be taken to an overnight facility. Please do not place your child or the school in this position.

Snacks: A snack will be provided to each child in the Dusk Program.

Discipline: Flagrant disobedience and destruction of school property will not be tolerated. Parents will be notified of first incidents of misbehavior. Repeated instances of misbehavior such as willful disobedience, inflicting harm to another child, stealing, or destruction of property, may result in suspension or permanent dismissal from the program.

Discipline Policy: To reduce discipline problems, the Harns Marsh Elementary School Dawn to Dusk Program places great emphasis on positive relationships between students, staff and parents. Children and parents should be aware of the following discipline policy.

VERBAL WARNING: The child will be reminded of the rules.

1st offense: The child will sit out and lose 5 -10 minutes of play.

2nd offense: The child will sit out and lose 10-20 minutes of play.

3rd offense: The child will be taken to the program director.

The program director may take one or more of the following actions:

- Isolate the child
- Write a disciplinary referral
- Call parents notifying them of behavior and the necessity to pick the child up from the program
- Suspend the child for up to 3 days if the child has received excessive referrals or if any of the following occur:
 - The child inflicts harm to another child
 - The child is guilty of stealing
 - The child destroys school or personal property of another
 - The child displays willful disobedience in the program.

Parents will be notified of any discipline problems or positive changes in student behavior. This discipline policy provides for age appropriate, constructive practices. No child will be subjected to discipline which is severe, humiliating, or frightening. Discipline is not associated with food, rest or toiletry. Spanking or any form of physical punishment is prohibited.

Medication: Any medications that your child must take during the program hours must be registered with the program director. Head lice may be a problem when dealing with the number of children in a school facility. If a case should arise, parents will be notified and the child will be isolated until pick-up. A child having lice will be permitted back into the program when the child is cleared by the school nurse or with a doctor's affirmation.

Suggestions: Sneakers are recommended for students in the Dawn to Dusk Program.

Please put your child's name on personal belongings. Toys, games, etc. are not permitted to be brought to the program.

Sincerely,

Dawn to Dusk staff