



# Extended Learning Program

**ADV Registration Packet**

**Before & After School Care**

**2023-2024 School Year**



**ELP Coordinator:**  
Ava Kazee

**Email:**  
[advelpava@gmail.com](mailto:advelpava@gmail.com)

**ELP School #:**  
(727) 298-2778 Ext. 122



**Office Manager:**  
Joanne Warner

**Email:**  
[warnerj@academiedavinci.org](mailto:warnerj@academiedavinci.org)

**Office Contact #:** (727) 298-2778  
Ext. 120

<input type="checkbox"/>	<p><b>Policies &amp; Philosophy:</b></p>	<p>ELP offers before and after school care to accommodate and assist our working parents. Our goal is to provide a safe and enjoyable time for your student(s); having free time with their friends, playing games, and going outside for recess.</p> <p>ADV's ELP program uses a consistent, positive approach in working with our students. In managing behaviors, we use reminders, redirection, diversion &amp; 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, and movies.</p> <p>Students not enrolled in aftercare and not picked up at regular school dismissal will be considered emergency care and will be charged a \$15 fee.</p>
<input type="checkbox"/>	<p><b>Arrival &amp; Departure:</b></p>	<p><u>Our Program Opens: 7am</u>      <u>Our Program Closes: 6pm</u></p> <ul style="list-style-type: none"> <li>• Children must be signed in upon arrival and signed out by a parent/guardian on the ELP Attendance clipboard.</li> <li>• It is very important that you pick up your child by closing time. There is <b>\$1.00 per minute late fee. We require this fee to be paid in <u>cash</u> at time of pickup.</b> If not, the electronic method on file will be charged. Families that are perpetually late (after 6pm) picking up their child(ren) require a meeting with administration to rectify the situation and could result in termination from the program.</li> <li>• We understand that emergencies happen. If you will be late, please phone the school or email the coordinator to inform the staff of an approximate time the child will be picked up.</li> <li>• If we have not received notification that you will be picking up late, staff will have your child call 5 minutes prior to closing time. If a parent/guardian cannot be reached, then we will start calling the names on the emergency contact/alternative pick up numbers listed. If the above contacts can not be reached, we will contact the proper authorities.</li> </ul>

<input type="checkbox"/>	<b>Different Person Picking Up:</b>	<p><b>Your child will not be released to any unauthorized person.</b></p> <ul style="list-style-type: none"> <li>• Please make sure all authorized family or friend are on your "emergency alternatives &amp; authorized pick-ups" list on Page 6.</li> <li>• If an emergency occurs, please call the school at (727) 298-2778 before 3:00pm and indicate who will be picking up your child. An email or handwritten note to Ms. Missy is also acceptable.</li> <li>• <b>Proper identification (driver's license) is required to release your child.</b></li> <li>• If your child is going home with another parent from the school, please send an email to our ELP Coordinator or call the school ahead of time. <b>We cannot make these arrangements for you.</b></li> </ul>
<input type="checkbox"/>	<b>Weather Warnings:</b>	<ul style="list-style-type: none"> <li>• ADV follows the Pinellas County School Board's website in making decisions to close schools due to hurricane, other weather warnings and any other situation where the county feels they must be closed.</li> <li>• Pinellas County School Board Website: <a href="https://www.pcsb.org/domain/9117">https://www.pcsb.org/domain/9117</a></li> </ul>
<input type="checkbox"/>	<b>Holidays:</b>	<p>ELP does not charge for the following weeks off of school: <i>Thanksgiving Break, Winter Break &amp; Spring Break</i>. <b>These dates are available on the PCSB Website.</b></p>
<input type="checkbox"/>	<b>Health, Illness &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• <b>Injury:</b> Parents/Guardians will be verbally advised of minor injuries by an ELP staff member at pick-up. A phone call home will be made if there are any minor head injuries to make sure you are aware of the details; giving you the option to pick-up early if you wish.</li> <li>• <b>Allergies:</b> Please list all known allergies on your child's registration form, <u>especially food</u>.</li> <li>• <b>Emergency Situations:</b> In the event of an emergency 911 will be called as well as the parents/guardians.</li> <li>• <b>Illness:</b> We have no facility to care for sick children and are not permitted to administer any medications. Any student that becomes ill will be isolated and the parents/guardian will be notified to pick up your child. We will call if the child displays symptoms of vomiting, diarrhea, a fever of 100.1 or higher and/or other signs of illness regardless if fever is present.</li> </ul>
<input type="checkbox"/>	<b>Medication:</b>	<p>The administering of any medications to students by employees without specific written authorization by the parent is forbidden. We will NOT administer any medications unless the child has a life-threatening condition (e.g. EpiPen) and authorization forms are completed in the office. Please ask Ms. Missy for these forms.</p>
<input type="checkbox"/>	<b>Morning Breakfast:</b>	<p>Breakfast is available every morning (free of charge) for all students. Breakfast includes a main breakfast item such as; cereal, muffin, cereal bar, etc. along with milk, orange juice and a side item such as raisins, breakfast cookies, cheese stick, etc. ELP serves morning care breakfast at 7:45am until they are dismissed to their class at 8:15. Breakfast for the school opens up to all students starting at 8:15am.</p>
<input type="checkbox"/>	<b>Afternoon Snack Time:</b>	<ul style="list-style-type: none"> <li>• An afternoon snack will be provided for all aftercare students. If your child has food allergies, please alert the staff &amp; send snacks from home.</li> <li>• One serving size snack will be provided. Snacks are purchased by the school in bulk such as Cheez-ITS, Veggies Straws, Goldfish, etc. If you wish to send additional snacks with your child, please send it in their lunch box. <b>PLEASE DO NOT SEND CANDY, GUM, OR SODA.</b></li> </ul>
<input type="checkbox"/>	<b>Rules &amp; Expectation of ELP:</b>	<p>All rules and regulations that apply during the ADV School day applies to our program.</p> <ol style="list-style-type: none"> <li>1. Follow the directions given the first time</li> <li>2. Be respectful of others and ADV property</li> <li>3. Remain with an ELP leader, unless you have permission to go to the restroom or water fountain</li> <li>4. Be responsible for your own belongings</li> <li>5. Always walk while inside</li> <li>6. Use a Level 1 voice when inside</li> <li>7. Use appropriate language</li> <li>8. Keep your hands &amp; feet to yourself</li> <li>9. Students are allowed (1-2 toys) with them to ELP (no electronics &amp; school appropriate). Toys are the student's responsibility</li> </ol>

<input type="checkbox"/>	<b>Discipline:</b>	<p>Having structured activities, giving clear directions and positive reinforcement will encourage children to behave well. We will encourage good behavior with praise and compliments. We will discourage and redirect inappropriate behavior.</p> <p><u>All school expectations applicable to the school day apply to ELP.</u></p> <p>If a problem arises, your child will be reminded once. The second time separating them from the group to think about their actions. Depending on the behavior students can lose privileges. Staff will follow ADV guidelines if misbehavior continues. Speaking with parents and write ups will be implemented if needed.</p>
	<b>What needs to be done to sign up for ELP?</b>	<ol style="list-style-type: none"> <li>1. <b>Registration Form completed</b> (pg. 6)</li> <li>2. <b>\$35 Non-Refundable Registration Fee</b>- PER FAMILY (Check or Money Order made out to ADV)</li> <li>3. <b>Electronic Payment Form</b> (pg. 7) with voided check or bank statement attached.</li> <li>4. The above can be turned in to ADV's Front Desk -Over the summer you are welcome to mail your forms to the school (Attn: ELP).</li> </ol> <p><b>*Please note we fill spots on a first come, first serve basis. Your spot is <u>not</u> guaranteed until you receive confirmation from our ELP Coordinator*</b></p> <ol style="list-style-type: none"> <li>5. Please keep <b>Pages 1-5</b> for your own reference <b>Pages 6 &amp; 7</b> need to be filled out and turned in!</li> </ol> <p><b>You are all set!</b></p>

# ELP PROGRAMS & PRICES

<input type="checkbox"/>	<b>Registration Fee \$35</b> (per family)	<p>Your registration fee must be paid by check or money order, made out to ADV. Your program selections of care must be selected at registration. If changes arise, please notify Ms. Ava (ELP Coordinator) by email, one week prior to the change being effective. This is to ensure availability for your child along with changing the electronic payment amount.</p>
<input type="checkbox"/>	<b>Program Option #1</b>	<p><b><u>Child Care 3-5 Days a Week (Full Time)</u></b></p> <p>A.) <b>Mornings Only (AM)</b>.....\$35/per child each week</p> <p>B.) <b>Afternoons Only (PM)</b>.....\$65/per child each week</p> <p>C.) <b>Mornings &amp; Afternoons (AM &amp; PM)</b>.....\$85/per child each week</p>
<input type="checkbox"/>	<b>Program Option #2</b>	<p><b><u>Child Care 1-2 Days a Week (Part Time)</u></b></p> <p>A.) <b>Morning Only (AM)</b>.....\$25/per child each week</p> <p>B.) <b>Afternoons Only (PM)</b>.....\$40/per child each week</p> <p>C.) <b>Mornings &amp; Afternoons (AM + PM)</b> .....\$55/per child each week</p>
<input type="checkbox"/>	<b>Discount</b>	<p>We are now offering a <b>10% discount</b> to families with <b>more than one child</b> enrolled in Programs #1 or #2.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>- 2 children enrolled in Program #1, C would cost \$153 (\$170-10%= \$153/wk)</li> <li>- 3 children enrolled in Program #2, A would cost \$67.50 (\$75-10%= \$67.50/wk)</li> </ul>
<input type="checkbox"/>	<b>Program Option #3</b>	<p><b><u>Sibling Program</u></b></p> <p><b>\$20 Dollars per week</b> (covers 2 siblings) -Each additional is \$10 a week.</p> <p><b>Example 1:</b> Families with 1 middle schooler + 1 elementary student would be <b>\$20 a week.</b> <b>Example 2:</b> Families with 1 middle schooler &amp; 2 elementary students would be <b>\$30 a week.</b></p> <p><b>Mornings:</b> Middle school students with younger enrolled siblings may arrive by car-line and go to the south cafeteria starting at 8:15am. Breakfast will be available &amp; is free. ELP staff will walk them over to the north building at 8:45am for school.</p> <p><b>Afternoons:</b> Elementary siblings of middle school students will be in the elementary art room until walked over to the north building at 3:45pm. They will join their older sibling in the middle school lobby upon dismissal.</p>

## Tuition for ELP

We ask that the one non-refundable \$35 Registration Fee per family is paid by check or money order accompanying your Registration Packet; payable to Academie Da Vinci (ADV). Please place your child's name on the memo line. Both the packet and fee will secure your child's spot in ELP.

Electronic Payments (Echecks) are used for ELP Tuition. There is no service charge associated with this payment option. Payments will be set up on a Weekly Recurring basis, occurring every Wednesday. Per the ELP Registration Agreement, 1 weeks notice must be given to change your tuition program selection. Clients are billed weekly regardless of attendance in the program.

Recurring Credit Card transactions are also available. This option incurs a \$5.00 convenience fee per payment. If you need this option, please ask our ELP Coordinator for this form.

## Daily Schedule

### Morning Care

7:00am - 8:15am	Free Time and Breakfast (Elementary ELP is sent to class 8:15am)
8:15am - 8:30am	Sibling Care middle school students may arrive
8:30am - 8:45am	Free Time and Breakfast continues for Middle School ELP (taken to north building at 8:45)

### After Care

3:00pm - 3:30pm	Students have the choice between Free Time inside or Recess outside
3:30pm – 3:45pm	Free Time inside (Sibling Care goes to the Middle School Building for Dismissal at 3:45)
3:45pm – 4:15pm	Movie and Snack Time
4:15pm – 5:15pm	Choice between Free Time/Movie (art projects on Fridays) or Recess
5:15pm – 6:00pm	Free Time inside and Movie until pickup

# ELP Registration Form

2023-2024 School Year  
Before & After School Care Program  
Student Form:

Student (s) Name: \_\_\_\_\_

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

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

Program Selected: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION:

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

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

Email: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

## AUTHORIZED PICKUPS:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell: \_\_\_\_\_

## EMEGENCY & MEDICAL INFORMATION:

Preferred Hospital/Pediatritition/P.Phone \_\_\_\_\_

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

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

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

## Recurring ECheck Transactions

I authorize ADV to initiate an electronic debit against my bank account.

### Terms of Billing

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

And weekly there after through the last day of school in Spring 2024, for the amount of \$\_\_\_\_\_. (The weekly tuition price of your selected program.)

### Bank Information

**Bank Routing Number** (9digits) \_\_\_\_\_

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

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

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

**\*I further authorize ADV to electronically debit any late fee incurred. (\$1.00 for every minute)**

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

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

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

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

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

\_\_\_\_\_  
Parent Email

**ATTACH A VOIDED CHECK**

**Or**

**ATTACH BANK STATEMENT**

Needed to confirm the account numbers & name match the account.

This step is vital to set up your account.