

## **Mascotte Other School Time**

### **Parent Information**

**2020-2021**

#### **WELCOME**

We welcome your family to the Mascotte Other School Time (M.O.S.T.) program.

M.O.S.T. is a fee-supported program operated by Mascotte Charter School.

The program is under the supervision of Mascotte Charter School Board, the school principal, and the M.O.S.T. Coordinator. The Parent Information Brochure outlines what you can expect from the Mascotte Other School Time program and explains its guidelines. We hope it is helpful and welcome your suggestions for future brochures.

#### **MISSION STATEMENT**

To provide all school-age children with a safe and secure environment with quality, well-supervised enrichment programs that coordinate with and complement the student's regular school day and to reinforce the school mission statement to develop a growth mindset in our students that inspires them to Learn, Grow, and Achieve.

#### **PROGRAM GOALS**

- To provide well-supervised extended day programs that facilitate personal and life skills development for students
- To provide a program that coordinates with and complements the student's regular school day
- To meet the needs of students and their families by providing assistance with homework
- To maximize the use of public resources by utilizing school facilities beyond the regular school day
- To strengthen the relationship between school and community

#### **ELIGIBILITY**

The M.O.S.T. program does not discriminate in its enrollment policy on the basis of race, color, sex, religion, handicap or national origin. Every effort is made to provide meaningful access and an equal opportunity for participation to qualified students with disabilities.

Students in grades Pre-K (who are at least four years of age) through the fifth grade are eligible to attend the M.O.S.T. program.

## **REGISTRATION**

- Registration is available at Mascotte Charter School's website: <http://mse.lake.k12.fl.us> under Programs.
- Online registration form must be completed for each student entering the M.O.S.T. program.
- A local emergency contact must be provided on the registration form.
- An annual, non-refundable registration fee of \$30 will be charged in addition to the first week's tuition at the time of enrollment. We only accept online payments through PayPal.

## **HOLIDAY SCHEDULE AND EMERGENCY CLOSINGS**

A sign-up sheet will be provided for days when full-day care will be available. M.O.S.T. will open only if 40 students minimum are signed up for full days. Please sign up early for those days so that adequate staff can be scheduled. If the school closes early for inclement weather or any other emergency, the M.O.S.T. program will also close.

## **ATTENDANCE & HOURS**

Parents/guardians may utilize the program on a weekly basis. Before school, hours are from 6:00 a.m. until the school day begins, and after school, hours are from the time school ends until 6:00 p.m. Summer hours 7:00 am to 5:30 pm. It is imperative that parents/guardians discuss with the student the importance of going to the program daily.

The student's classroom teacher must be notified that the student attends the M.O.S.T. program at the end of the school day. Any changes must be in writing and given to the teacher and M.O.S.T. staff.

## **RATES**

Before & After School: \$65/Wk

Before School Session: \$30/Wk

After School Session: \$45/Wk

(Includes weeks with single day holiday)

Daily fee: \$25 plus registration fee.

Summer Camp: \$100 per week per child. A one-time camp fee of \$20 must be paid with the first week of camp at the time of registration for summer camp. Students not registered during the school year for M.O.S.T. need to pay the non-refundable registration fee of \$30.

## **PAYMENT POLICIES**

Based on Article VII Section 10 of the Florida State Constitution, Mascotte Charter Board, Florida (MSC) is prohibited from extending credit; therefore, fees must be paid in advance. It is recommended to always keep a week of credit on your account, understand that we cannot provide service if the account does not have a week of credit by midnight Monday (Sunday 11:59pm)

All fees are due before the week of services. If payment is not received by the due date, you will need to make other child care arrangements for the following week.

- Online - Up to 11:59pm Sunday night

Failure to pay on time will result in additional charges of \$5 per each day of late payment.

Credit or Debit

PayPal is currently our online payment system of choice. Instructions to make payments will be sent to parents once the online registration is completed.

## **PICK UP POLICIES AND LATE PICK-UP FEES**

Students may not be dropped off at the M.O.S.T. program before 6:00 a.m. and must be picked any time before 6:00 p.m. (summer closing time is 5:30pm)

Students may be dismissed from the program if they are dropped off early or picked up late from M.O.S.T. more than three times per school year or summer camp.

Students in the M.O.S.T. program must be signed in/out by an authorized person who is listed on the registration form. An authorized person is someone who is at least 18 years of age and a valid state issued photo identification. Any persons not known by the M.O.S.T. staff will be required to provide government picture identification (e.g., driver's license, etc.)

Notice of temporary or permanent changes to the list of persons authorized to pick up a student must be experiencing custody issues.

M.O.S.T. Dismissal time is between 3:30 and 6:00pm. A \$1 late fee per minute will be charged per each student picked up after 6:00pm. A \$5 late fee per minute will be charged per each student picked up after 6:15pm. (Summer hours 7am to 5:30pm)

Late fees must be paid in full prior to the student returning to the M.O.S.T. program.

Parent/guardian is expected to contact the M.O.S.T. program if he/she will be late and make necessary arrangements for the child to be picked up before dismissal time; however late fees will still be applied. Students who remain in M.O.S.T. program 30 minutes after closing, will be released into the custody of the appropriate law enforcement officials. In addition, habitual tardiness (max. three times) of picking up a student after closing time; will cause the student to be removed from the program.

## **NOTIFICATION OF CHANGES**

It is extremely important that the M.O.S.T. Coordinator be notified immediately of any changes in home address, contact numbers or list of adults authorized to pick a student up from the M.O.S.T. program.

Changes at home should also be communicated so that staff will be prepared to deal with any changes in behavior.

## **DISCIPLINE POLICIES**

All official School Board policies relating to discipline will be followed. These policies are provided to students upon registration at each school in the Code of Student Conduct.

The M.O.S.T. program reserves the right to refuse service for the following reasons:

- A student has received three Discipline Notices
- A student exhibits behavior such as creating an extreme disruption, running away, fighting, stealing or committing violence
- A parent/guardian or student fails to follow School Board policies, Mascotte Charter School policies or M.O.S.T. program procedures or rules;
  - A parent/guardian who fails to pick up a student after being notified due to illness or discipline
  - A parent/guardian or student is physically or verbally abusive to staff
  - A parent/guardian fails to pay fees as scheduled
  - A parent/guardian fails to provide updated information and records
  - A parent/guardian fails to adhere to M.O.S.T. opening and closing times
- The M.O.S.T. Coordinator or School principal at their discretion, believe that continued service is not in the best interest of the student and/or the M.O.S.T. program.

If a parent/guardian cannot be reached, an effort will be made to notify the emergency contact person that none of the above can be reached. In the event the emergency warrants medical attention or is life threatening, **M.O.S.T. staff will call 911 or take other necessary steps.**

## **HEALTH AND SAFETY POLICIES**

Parents/guardians will be notified and required to pick up a student who becomes ill. If a parent/guardian cannot be reached, an emergency contact person will be called for the purpose of picking up the student.

In the event of serious illness, injury or other medical emergency, an effort will be made to contact parent/guardian for instructions. If a parent/guardian cannot be reached an effort will be made to notify the emergency contact person. If none of the above can be reached.in the event the emergency warrants medical attention or is life-threatening, M.O.S.T. staff will call 911 or take other necessary steps.

## **SNACKS/LUNCHES**

Nutritional snacks are served in the afternoons and are included in the fees. Students must bring a sack lunch on teacher workdays and holidays if we are open.

Summer meals schedules are determined prior to the start of Summer Camp.

## **COMMUNICATION**

It is very difficult for M.O.S.T. personnel to give a parent/guardian undivided attention during operating hours. Therefore, any parent/guardian wishing to speak with M.O.S.T. staff needs to communicate via email, or ClassDojo, provide a phone number and topic to be discussed. During the next scheduled planning period, the M.O.S.T. Coordinator will contact the parent/guardian. Main method of communication will be through ClassDojo.

## **PERSONAL ITEMS**

Books, games, and puzzles are provided by the M.O.S.T. program. We ask students that abstain from bringing toys or games from home.

All personal belongings (including jackets, lunch boxes, etc.) should be labeled with the student's name. Electronic equipment is not permitted. Cell phones must be turned off and kept out of sight according to the Lake County School District Code of Student Conduct and Mascotte Charter Student Handbook

## **SUMMER CAMP**

The M.O.S.T. program offers a full-time Summer Camp from 7:00 a.m. to 5:30 p.m. daily. Students new to M.O.S.T. will be charged the M.O.S.T. registration fee for Summer Camp. To ensure that the M.O.S.T. Program is prepared with the proper number of staff, snacks and supplies, parent/guardian will be required to indicate on the registration form what weeks the student will attend Summer Camp.

A weekly fee is charged regardless of how many days the student attends. If plans change, the parent/guardian must notify the M.O.S.T. Coordinator in writing of the change at least seven days in advance of the scheduled week. Otherwise, full charges for the week will apply.

## **INCOME TAX INFORMATION**

It is the parent /guardian's responsibility to retain receipts for IRS purposes. However, M.O.S.T. Coordinator will generate a summary of payments statements within 10 days when requested by the parent/guardian through email. Summary of payments will be provided electronically; no information will be communicated verbally.

## **M.O.S.T. STAFF**

All persons working in the M.O.S.T. program possess and maintain CPR/First Aid certification. In addition, M.O.S.T. Coordinator has completed coursework in the child-care field and Director Credential by Department of the Children and Families. M.O.S.T. staff are Lake County Schools or Mascotte Charter School employees under the supervision of M.O.S.T. Coordinator and the School Principal.

## **Disclosure Statement:**

We reserve the right to change any policy, fee or procedures if deemed necessary.

M.O.S.T. Contact Information

Phone: (352) 429-2294 Ext. 5826 or

(352) 429-4213

Fax: (352)429-4836

E-mail: [suarezharrisone@lake.k12.fl.us](mailto:suarezharrisone@lake.k12.fl.us)

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