

Mascotte Other School Time

Parent Information

2021-2022

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 and enrolled at Mascotte Charter School through the fifth grade are eligible to attend the M.O.S.T. program.

REGISTRATION

- Registration are available at Mascotte Charter School’s website: 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

If the school closes early for inclement weather or any other emergency, the M.O.S.T. program will also close.

Closed:

September 3, 2021	Teacher Work Day
September 6, 2021	Labor Day
October 8, 2021	Teacher Work Day
November 11, 2021	Veterans Day
November 22 - 26, 2021	Thanksgiving Week
December 17, 2021	Teacher Work Day
December 20 - 31, 2021	Winter Break
January 3, 2022	Winter Break
January 17, 2022	Martin Luther King, Jr. Birthday
February 21, 2022	Presidents’ Day
March 11, 2022	Teacher Work Day
March 14 - 18, 2022	Spring Break

ATTENDANCE & HOURS

Parents/guardians may utilize the program on a weekly basis. Before school hours are from 6:30 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

Annual Registration Fee

\$ 30.00 (per child)

Before & After School

\$ 65.00 (per child, per session)

Before School Session

\$ 30.00 (per child, per session)

After School Session

\$ 45.00 (per child, per session)

Daily Fee Session

\$ 25.00 (per child, per session}

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.

All fees are weekly whether the child attends full time or part time. Credit cannot be given for absences. If a child is absent for a full week, no charge will be made for that week.

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 Payments Only. You can register with PayPal through their website: www.paypal.com More details available under the Rates & Payments tab on our webpage: <https://mse.lake.k12.fl.us/programs/most>

PICK UP POLICIES AND LATE PICK-UP FEES

Students may not be dropped off at the M.O.S.T. program before 6:30 a.m. (summer opening 7:00 am) 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.

An authorized person is someone who is at least 18 years of age and a valid government 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 experienced during custodial 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.

PARENT/GUARDIAN PICKUP PROCEDURE

Our school uses the DASHPASS App for student pickup during dismissal. It is designed to make it safer and easier to pick up your child from school. The app is designed to notify our staff when you have arrived. Once DashPass notifies us that you have arrived, our staff will dismiss your child to the pick-up area. Please visit our website for details: <https://mse.lake.k12.fl.us/information/drop-off-and-pick-up-procedures>. Additionally to DashPass, PK students must be picked up at the front office door.

COMMUNICATION WITH FAMILIES

Our School Administration, Teachers and M.O.S.T. communicates with families through the CLASSDOJO App. If you have not already, please create a ClassDojo Parent Account. Once your account has been created, a M.O.S.T. staff member will send you an "invite" to join the M.O.S.T. group. Please visit our website for more information: <https://mse.lake.k12.fl.us/information/be-connected>

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 Mascotte Charter School Board policies relating to discipline will be followed. These policies are provided to students upon registration at the beginning of each school year in the Lake County Schools Code of Student Conduct and Mascotte Student Handbook.

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.

All children are expected to follow the Lake County Schools Code of Student Conduct and Mascotte Charter School Handbook before, during and after school. Parents/guardian are expected to review the Code of Conduct at home. If any incident involving discipline arises, parent/guardian will be informed and asked to sign a "Disciplinary Notice" which serves as documentation that this matter has been brought to parent/GUARDIAN attention by the MOST Site Coordinator or staff. MOST expects parents to support a Disciplinary Notice by addressing the matter at home. IF THE CHILD RECEIVES THREE DISCIPLINARY NOTICES IN ONE SCHOOL YEAR, THE CHILD WILL BE REMOVED FROM THE PROGRAM.

HEALTH AND SAFETY POLICIES

Parent/guardian 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 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.

STUDENTS WITH DISABILITIES –REASONABLE ACCOMMODATIONS

The MOST program, when requested by the parent/guardian, will make every effort to provide reasonable accommodations.

The MOST program is not required to make accommodations or provide aids or services that would result in a fundamental altering of the MOST program or impose an undue burden on the MOST program. The MOST program reserves the right to decline enrollment to or dismiss a student from the program if a student poses a direct threat to himself or herself, or to the safety, health, or welfare of the other students or staff in the program.

SNACKS/LUNCHES

Nutritional snacks are served in the afternoons and are included in the fees.

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 are 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, 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's/guardian's responsibility to retain receipts for IRS purposes.

However, M.O.S.T. Coordinator will generate 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

Equal opportunity in education and employment