

# Flower Mound School's Extended-Day Care Program

## PAYMENT PROCEDURES

Payments for Extended-Day Care will be due in advance of receiving services. Payments are due at the beginning of each month as per the payment schedule. **The weekly rate will be due even if your child does not attend every session.**

**Payment for August is due at Enrollment. Children will not be "enrolled" until the August payment has been made.**

Payments are to be made to Flower Mound School. Receipts will be given for all payments. Extra charges for late pick-up of children will be added to the first monthly payment following the accrual of the extra charges.

**Due to the high demand for Extended Day services, there will be NO Drop-ins. Service will only be available to enrolled children.**

Failure to pay on time will require the enrolled child/family to pay in advance by SEMESTER to continue in the program.



Flower Mound School  
\*North Central Accredited  
\*Military Child Education  
Coalition Member  
\*Oklahoma A+ School

2805 SE Flower Mound Road  
Lawton, Oklahoma 73501  
Phone: 580-353-4088  
Fax: 580-353-5742  
www.flowermound.k12.ok.us  
Billing Questions:  
vlongacre@flowermound.k12.ok.us

## PROGRAM COSTS

(Amount per week is per child and does not vary based on the number of service days per week.)

A.M. Only \$30 per week for the first child & \$25 per week for each additional child in the same family

P.M. Only \$30 per week for the first child & \$25 per week for each additional child in the same family

A.M. & P.M. \$40 per week for the first child & \$30 per week for each additional child in the same family

**\*\*See Mrs. Longacre to make arrangements for part-time services.**

### Charges for time after 6 p.m.

Parents or Parents' designees are expected to pick up children prior to 6 p.m. Additional fees must be charged after 6 p.m. to offset additional program expenses. A fee of \$25 will be charged after 6:01.

**THE SHERIFF'S DEPARTMENT  
WILL BE CALLED AT 6:31 P.M.**

**TO COME PICK UP ANY  
CHILDREN LEFT AT THAT  
TIME.**

Extended-Day Care  
Program



**Extended-Day Care Program  
Staff are Paraprofessionals and  
Certified Teachers from Flower  
Mound School.**

**Program Director:  
Mr. Trent  
Assistant Director:  
Mrs. Longacre**

### TELEPHONE

\*The School Offices close at 4 p.m. Incoming calls may be answered by Mrs. Longacre or will be forwarded to our answering machine after 4 p.m.

\*Extended-Day Care Staff has full access to make out-going calls in case of emergency.

\*The staff on duty monitoring children have been instructed not to answer the telephone, not the school phone or cell

phones. Their priority is to monitor children in their care.



## WELCOME

Flower Mound School welcomes you to our Extended-Day Care Program. This program was developed in response to requests from parents of Flower Mound School's students.

We expect our families will continue to experience the planned program benefits of a safe, affordable child care service before and after the regular school day.

Our hope is that the Extended-Day Care Program continues to benefit both our parents and our students.

Flower Mound School's  
Board of Education

## POLICIES

1. Upon signing up for a program (A.M. & P.M., A.M. Only, or P.M. only), and for as long as a child is enrolled in the Extended-Day Care Program, parents are responsible for the scheduled payment even if their child does not attend every day. **Parents must provide written notice for their child to be dropped from the program.**

2. Parents will not be allowed to enroll a child in the Extended-Day Care Program for the current year until all delinquent fees from the previous year (if any) are paid in full.

3. Payments are due as specified on the payment schedule. **Failure to pay on time will require the enrolled child/family to pay in advance by SEMESTER to continue in the program.**

4. Fees for the Extended-Day Care Program are included in this brochure. A payment schedule will be provided to the parent/guardian at the time the child(ren) enrolls in the program.

**Therefore, monthly statements will not be provided.**

5. **There will be no Drop-In Extended-Day Services. (See #6)**

6. The Comanche County Sheriff's Department will be called in the event children are left at school after pre-arranged hours: **at 6:31 p.m. for children enrolled in the Extended-Day Care program, and at 3:31 p.m. for children not enrolled in Extended-Day Care.**

7. The Extended-Day Care Program will only be open on school days beginning Monday, August 14, 2017. Any day students do not attend school, the Extended-Day Care Program will be closed. The program is also closed the last day of the school year. **Hours of Operation are 6:55 to 7:30 a.m. & 3:40 - 6:00 p.m. (No children will be admitted after 7:30 a.m.)**

8. An after-school snack will be provided at no additional cost. Snack menus will be posted in advance.

9. Staff members employed to plan and supervise age-appropriate, quality activities during the morning and afternoon sessions have passed a criminal

history background check and are either certified Paraprofessionals or certified teachers. Planned activities may include arts and crafts, movies, games, fine & gross motor activities and computers. Children will play outside daily unless the weather prohibits.

10. Smoking is prohibited 24/7 in this facility and on the school grounds.

11. Information about the Extended-Day Care Program is available by contacting the school at 580-353-4088. Billing questions should be directed to Mrs. Longacre.

12. A parent who has a compliment, concern, or complaint should contact Mrs. Longacre, Assistant Director, immediately. If a satisfactory response is not received, the parent should contact Mr. Trent, program director.

13. The Extended Day Care Program is accepting donations of underwear, shorts, and pants, sizes 4-8, for girls and boys. Please leave donations at the school office. Thank you in advance for your generosity.