



**Denton Magnet School of Technology
Extended Day Guidelines
School Year 2022 – 2023**

Our extended day program is offered as a service to the parents of our Admirals who require care beyond school hours. Be mindful of the guidelines that govern services provided.

1. **ENROLLMENT:** The program is available to our students in 6th – 8th grade who are currently enrolled at DMST and registered in the Extended Day Program - with fees in good standing.
2. **REGISTRATION FORMS:** A completed registration form is required for each student(s) attending our Extended Day Program. This form allows Extended Day Program personnel to act in the best interest of the student(s). Please notify the staff of changes to this form as they occur.
3. **PAYMENT:** Fees are due by the 5th of each month. Failure to pay by the 5th will result in dismissal from the program immediately. Please make arrangements to have student(s) picked up on the 6th at regular school dismissal hours – or call the school to make arrangements for payment. *The FEE is a monthly fee; regardless of the number of days your student(s) attends or how many days that school is in session.*
4. **DAYS OF OPERATION:** The Extended Day Program operates on the **MCPSS Calendar**. Alternative arrangements will need to be made for: **teacher workdays, holidays, and early dismissals.**
5. **INCLEMENT WEATHER AND EMERGENCY DELAYS:** If school is cancelled, Extended Day Program will be cancelled as well.
6. **DISCIPLINE:** The Extended Day Program is a part of DMST, which is a part of MCPSS; therefore, we follow the same rules, policies and codes of conduct as outlined and we fully support them. **The Extended Day Program is a privilege, not a right, extended to our enrolled families.**
7. **SNACKS:** A light snack and drink will be provided.
8. **HOURS OF OPERATION:** 3:00 pm until 6:00 pm.
9. **POLICY FOR LATE PICK UP:** **At 6:15 pm a late fee of \$35.00 will be required.** Staff will notify the principal and Mobile County Police Department at this time.
10. **PAYMENT TYPES:** We accept checks, cash, money orders and debit cards/credit cards (nominal fee applies). We do not accept American Express. In the event of insufficient funds we will **ONLY** accept cash from that point forward.
11. **NO REFUNDS:** Refunds will not be issued if student(s) is unable to attend due to behavior issues/suspensions.
12. **FEES:** **Registration: 30.00 First Student: 165.00 Second Student: 140.00**

I have read and understand above guidelines for my child to attend the DMST Extended Day Program.

Signature: _____

Date: _____