



The Galileo School for Gifted Learning - Skyway Campus

Morning Hours: 7:00am - 8:15am

Afternoon Hours: 3:20pm - 6:00pm (Wednesday 2:20pm - 6:00pm)

Phone Number: 407-638-9696

Email: dragonwatch.skyway@galileogiftedschool.org

Welcome to the Galileo Dragon Watch Extended Day Program. This handbook will help you to understand our extended day program, goals, and policies. Here at Galileo, we know that by working as a community, we will be able to provide your child with an extended day program that is safe, fun, and full of enrichment activities to help your little dragon grow.

For general information please contact Galileo School at:
407-638-9696, or visit our website at www.galileogiftedschool.org

Dragon Watch Hours

Morning Care: Monday-Friday 7:00am-8:15am

Monday, Tuesday, Thursday, and Friday Aftercare: 3:20-6:00pm

Wednesday Aftercare: 2:20pm-6:00pm

Mission Statement

The Galileo School for Gifted Learning provides innovative, research-based education in a nurturing environment for gifted and talented students and those who want to learn in a gifted learning environment that will challenge and motivate them to pursue their passionate interests in service to others.

Dragon Watch Goals

At Dragon Watch we want to work with you and your child in order to provide your child with a fun, engaging enrichment experience. We want to assist parents by providing affordable after school care along with providing a program that will help to enhance your child's knowledge and love for learning. At Dragon Watch we strive to offer the best extended day program possible.

Dragon Watch Enrollment

- “ Dragon Watch enrollment forms must be completed and signed by parent/guardian.
 - “ Forms will only be accepted in person (No faxing or emailing). All students must have a completed registration form on file prior to the first date of attendance.
 - “ There is an annual \$50 registration fee per child or \$100 registration fee per family (2+children)
- ** In order to secure your spot, your registration fee must be paid prior to the first date of attendance ****

Dragon Watch Rates

Dragon Watch Service	Times per week	Fee
Daily Rate per child - per day	Max of 2 days per week	\$20.00
Mornings Only - 1 child	3 or more mornings per week	\$35.00
Mornings Only - Siblings	3 or more mornings per week	\$30.00
Afternoon Only - 1 child	3 or more afternoons per week	\$70.00
Afternoon Only - Siblings	3 or more afternoons per week	\$60.00
Weekly Care - 1 child	3 or more times in a week (on separate days)	\$80.00
Weekly Care - Sibling	3 or more times in a week (on separate days)	\$70.00

Payment Policy

- “ Payments are due every Friday for the current week of attendance.
- “ \$5 late fee will be charged to the account if payment is not received by Monday after the week of use.
- “ Failure to clear account balances in a timely manner will result in removal from the program.
- “ Acceptable forms of payment include: check and www.schoolpay.com
- “ Payments can be made on a “per family” basis. Account balances will be cleared as needed by accounting personnel.
- “ Please write your child(ren)’s name on the memo section of all checks.
- “ Please do not send cash in with your child. Dragon Watch is not responsible for lost/misplaced payments.

Attendance Procedure

- “ Dragon Watch service is available every school day.
 - “ Children must be signed in and out daily.
 - “ Do not drop your child off outside the school.
- “ Dragon Watch may offer care on teacher in-service days, school holidays, or other non-school days at an additional cost.
- “ If a child is not picked up from Dragon Watch by 6:00p.m. every effort will be made in order to contact the parent/guardian or alternative authorized pick-up. However, if no one can be reached by 6:30 p.m. law enforcement and administration will be notified.
- “ Parents/guardians are responsible for correctly/updating information about their child and/or themselves.
- “ Please be sure to share updates about addresses, emails, phone numbers, medical needs, and emergency contacts.
- “ *You are required to sign your child in and out of Dragon Watch daily.* Students are not allowed to be dropped off and walk in alone, or sign themselves out in the afternoon and walk out. All Dragon Watch students must be signed in and out, daily. This is to help maintain a secure and safe environment for all students attending Dragon Watch.

Late Pick-Up Charges

- “ Dragon Watch closes daily at 6:00pm. In the event that you arrive after 6:00pm you will be charged a \$25.00 late fee plus \$1.00 per minute past 6:00pm.
 - “ If you ride with a carpool, each family will be charged the \$25.00 fee plus \$1.00 per minute.
- Multiple late-pick ups may result in increased tuition rates or removal from the program

Always Be A D.R.A.G.O.N

Do the right thing

Respect others

Always keep your hands and feet to yourself

Get help from an adult when needed

Offer help to others

No hurtful words or actions

Discipline Procedures

At Dragon Watch we work to provide a positive environment for every child. We provide positive reinforcement in order to help children understand helpful behaviors. We follow our D.R.A.G.O.N rules and expect all children to follow these rules to act in a respectful and safe manner. In the case that a child is having a difficult time with behavior the following protocols will be used:

Initial Consultation: Parents will be contacted by the Dragon Watch Coordinator in order to discuss current behaviors the child is exhibiting. Dragon Watch and parents will work together in order to continue to reinforce positive behaviors.

Second Consultation: Parents will be contacted by the Dragon Watch Coordinator and a specific plan for child will be created and implemented in order to assist the child with positive behaviors. A plan will be agreed upon with parents and signed by parents.

Third Consultation: Parents will be contacted by the Dragon Watch Coordinator and child could be provided with suspension of one day to one week. If disruptive behaviors continue the Dragon Watch Coordinator has the option to suspend the child from the extended day program permanently.

Additionally, if the behavior exhibited by the child is of a severe nature, the Dragon Watch program may immediately suspend the child. Dragon Watch Staff will work closely with the parents and children in order to provide a safe and nurturing environment for all.

Frequently Asked Questions

Q: If my child is a part of an after school club or organization and attends Dragon Watch, will the Dragon Watch staff ensure my child attends the club/organization meeting?

A: It is foremost the responsibility of the parent to verify their child knows where to be on what day. If your child attends Dragon Watch, forgetting to go to his/her event, the Dragon Watch staff will not be held responsible for your child's attendance at the club or event.

Q: If I forget to pay for Dragon Watch service in a timely manner, will I be fined a late charge?

A: Yes. The Dragon Watch Handbook states that all payments must be made every Friday for the current week of use and that a \$5 late fee will be incurred for late payments made after the following Monday of use.

Q: I find that I'm frequently late picking up my child. Will I lose the option of using Dragon Watch aftercare?

A: The cap on late pick-up has been altered allowing for no more than 4 late pick-ups per month. The late fee will remain at \$25.00 plus \$1.00 per minute late. Should it become apparent that the late pick-up policy is being abused, disenrollment of your child will be taken into consideration.

Q: I find it difficult to remember to pay on time. Can I pay multiple weeks in advance?

A: Yes. Galileo School gladly accepts advanced payments for the Dragon Watch service

Q: Will outdoor play happen during Dragon Watch?

A: Yes. A minimum of 30 minutes of outdoor play is provided each day, wether permitting. Please note, depending on which group your student is in, if you pick up early, it could be prior to their outdoor time. **If your child has a medical condition that would impact his/her ability to be outdoors or engaged in physical activity please contact the Dragon Watch Coordinator.**

Q: Will my student get a snack in Dragon Watch?

A: Yes. All students in attendance during our afternoon session are offered a snack. Parents should pack an extra healthy snack for students who stay late. *** For students with food allergies, please reach out to the Dragon Watch coordinator to discuss snack options.