

BURLESON Extended Day Handbook

This handbook is designed to inform you of the policies and procedures of our Extended Day Program. Please read it carefully. Make note of recent changes to the program, **highlighted in yellow.** If you have any questions, please do not hesitate to email the program director Crystal Long.
crystal.long@hartselletigers.org
School Office – 256-773-2411

Burleson Extended Day Program

PHILOSOPHY

The purpose of our Extended Day Program is to provide supervised activities in a safe and enriching environment. Extended Day is designed to address the child's social, physical, and intellectual needs. Though the program is structured, it allows children the opportunity to participate in a variety of enjoyable and enriching activities. A typical day may include:

- Roll call, restroom, wash hands, snacks
- Supervised homework time
- Recreation activities, chromebooks, games, etc.

ENROLLMENT

Students in Pre K through 4th grade are eligible to enroll in Extended Day. A registration form must be completed for all students attending the program.

Registration will be on a first come, first served basis. If there is no space in the program, your child will be placed on a waiting list.

Notification of any changes in student information such as phone numbers, addresses, guardianship, and medical information **must** be made in writing to the Extended Day Director. Changes **will not** be made based on a verbal message by a child.

CALENDAR OF OPERATION

Extended Day will operate on the Hartselle City Schools calendar. The program will **begin at 2:45 PM**, when the bus bell rings.

Children are to be picked up no later than 5:30 PM.

A late fee of \$5.00 will be charged after 5:30 PM.

The program will start on the first full day of school and end on the last full day of school.

TUITION

Registration Fee	\$30.00 Per Family
	Fee Per Month Per Child
Early Morning Drop Off Program	\$60.00
Afterschool Full Time (4-5 Days)	\$180.00
Part Time (Up to 3 Days)	\$115.00
Partial Day (Pick Up Before 4:00)	\$90.00
10 Day Program	\$120.00
Late Pick Up – Extended Day	\$5.00
Tuition Late Fee	\$20.00

Invoice Available Date **1st of Every Month**
Invoice Due Date **10th of Every Month**

Invoices and payments are administered in MySchoolBucks.

A change form must be completed and submitted to the bookkeeper in order to change a student's original enrollment status.

No refunds or credits will be made for days missed due to illness, vacations, **or inclement weather.**

WITHDRAWING FROM THE PROGRAM

A two-week written notice, signed by the parent(s) or guardian(s) is required for withdrawal from the program. **All fees are due prior to withdrawal.** Children re-enrolling in the program will not be admitted until any and all delinquent fees have been paid.

ATTENDANCE

Please remember that FEB has to buy supplies and pay staff for your child even in the event of your child being absent. For this reason, **absences due to illness, extra-curricular activities, appointments, vacations, or inclement weather will not be credited and will be nonrefundable.**

PICK-UP PROCEDURES

A child may not leave school premises until he/she has been signed out by an authorized parent/guardian on the registration form. Identification may be required to check a child out. You **must** come into the building to sign out your child.

This regulation is mandatory for safety reasons.

Pick up taking place between 3:00 - 4:00 will be done in the front office.

Pick up taking place between 4:00 - 5:30 will be done at the gym.

In an emergency, a parent will be contacted for authorization. Parents should provide a note to or call the Extended Day Director if pick-up procedures for their child changes. Children will not be released to other adults without a written note or a phone conversation between the parents and the Director. In the event of an emergency/late pick-up, parents are to contact the Director/Staff.

After 5:30 pm a late fee of \$5.00 will be charged. Repeated late pick-ups will result in your child being dropped from the program.

HEALTH AND SAFETY

If a child becomes ill or injured while at school, he/she will be isolated and parents will be notified of the situation as soon as possible. If a child becomes seriously ill a parent or guardian will be asked to pick up the child immediately

If a parent or guardian cannot be directly contacted, attempts will be made to contact them through the emergency contacts listed on the registration form. If a parent/guardian cannot be reached, one of the emergency contacts may be asked to pick up the child.

Accident procedures followed by the staff will depend on the severity of the injury. In the case of a minor injury (such as cuts, scratches, etc.) simple first aid will be applied immediately and the parent/guardian will be notified at the time of pick-up. For more severe injuries, parents/guardians will be called immediately.

Emergency phone numbers must be current to ensure immediate notification. Information concerning allergies or health restrictions must be on file, along with a physician's name and telephone number.

All information concerning the child's personal and medical information should be kept updated and current.

SEVERE WEATHER

The Extended Day Program will use the same guidelines for severe weather followed during the school day. If school is dismissed early due to severe weather parents will be notified, and arrangements should be made to pick up children as soon as possible.

Children not picked up early when severe weather threatens will stay at school in a designated safe area with the staff until pickup can be arranged. Designated areas that provide the most protection will be used in a severe weather warning.

HOMEWORK

Our goal is to **assist students** with their understanding of homework instructions and **encourage them** to complete their assignments. We do not offer individual tutoring during this time.

Homework time is a mandatory quiet time for reading, study, and basic concentration. Children will be provided with a quiet, supervised setting in which to do homework. All students are expected to be honorable. **No teacher will search student belongings to determine whether a student has a homework assignment.** Children are responsible for bringing all books, materials, and assignments to the homework area, without returning to their classroom. **Parents are responsible for reviewing their child's work at home and making sure the work is complete, accurate, and meets the expectations of their child's abilities.**

Staff members are not responsible for checking with the teacher about assignments or supplying paper, pencils, books, etc. **If students do not complete assignments during the homework hour, they will need to complete them at home.** If a student does not have homework, they will read quietly during this time.

DISCIPLINE

Children are subject to the same rules and regulations that apply to the regular day which includes abiding by all the provisions of the Hartselle City Schools Code of Conduct. When a student exhibits disruptive behavior such as willful disobedience, disrespect, abusive language, or a combative disposition, the parents are notified and the behavior documented. The child will receive time out from activities.

Upon the second infraction, a conference will be arranged with the parent(s) and the director. The child will receive time out from activities. If circumstances warrant, parents may be called to pick-up their child. A three-day suspension may be imposed. Additional offenses may result in dismissal from the program. A child dismissed from the program will not be eligible for re-enrollment in the program until the following school year. If at any time a child's behavior endangers the safety of himself or others, the child may be dismissed from the program immediately and indefinitely.

SNACKS

A snack will be served each afternoon.

Please notify the Director if your child has a food allergy or a dietary restriction.

INCOME TAX FOR CHILD CARE CREDIT

Monthly receipts can be printed from MySchool Bucks and need to be kept for income tax reporting. Account statements for tax purposes are available upon request. Please speak with the director.

CONFLICT RESOLUTION

At any time, a parent may request a meeting with the director to discuss a matter of particular concern.

Burleson Extended Day Program

- I have received the policies of the Burleson Extended Day Program as outlined in this handbook.
- I give permission for my child to be photographed when participating in Extended Day activities.

Student's Name _____

Homeroom Teacher _____

Signature of Parent/Guardian _____

Signature of Student _____

Date _____

Additional Children Enrolled in the Program:

Student Name	Teacher Name

Please return this page to the Extended Day Director.