

Crestline Extended Day Program



Program Information

2022-2023

***Updated 8/1/22**

Hartselle City Schools

Student Calendar

2022-2023

August 8	First Day for Students w/last name A-K/Extended Day Program Begins
August 9	First Day for Students w/last name L-Z/Extended Day Program Begins
August 8-12	Early Dismissal for Kindergarten Students (No Extended Day Available for Pre-K and Kindergarten Students)
September 5	Labor Day - School Closed
October 10-11	Fall Break - School Closed
November 10	Virtual Day - No Extended Day Program
November 11	Veterans Day- School Closed
November 21-25	Thanksgiving Break- School Closed
December 16	End of 1st Semester- Early Dismissal Day (No Extended Day Program)
December 19-January 3	Christmas Break- School Closed
January 4	Students Return (Extended Day Program Resumes)
January 16	Martin Luther King Jr. Day- School Closed
January 17	Virtual Day - No Extended Day Program
February 20	Winter Break- School Closed
March 27 - 31	Spring Break- School Closed
April 7	Weather Day- School Closed
May 24	Last Day of CAST Program
May 25	Last Day for Students- Early Dismissal (No Extended Day Program)
May 29	Memorial Day - School closed

Crestline's Extended Day Program

2022-2023

This handbook is designed to inform you of the policies and procedures of Crestline's after school program. Please read it carefully. If you have any questions, do not hesitate to contact the program directors,

Greg Percy (gregory.percy@hartselletigers.org)
& Amy Crow (amy.crow@hartselletigers.org).

Our Extended Day phone number is **256-773-9967**.
Prior to 3:15 PM, this number will ring into the school office.
After 3:15 PM, the number goes directly to Extended Day.

Purpose

Crestline's Extended Day Program provides supervised care in a safe and constructive environment from the end of the school day until 5:30 PM, after regular school hours. The program is designed to address the child's social, physical, and intellectual needs. Although it is structured, children are still allowed the opportunity to participate in a variety of enjoyable and enriching activities.

Hours of Operation

The Extended Day Program is available Monday through Friday, from **2:45 PM** until **5:30 PM** on regular school attendance days. We follow the Hartselle City Schools calendar.

The program will begin on

Monday, August 8, for First - Fourth grade students with last name A-K

Tuesday, August 9, for First - Fourth grade students with last name L-Z

Monday, August 15, for 4 Year old Pre-K and Kindergarten students.

The program will end on Wednesday, May 24, 2023.

The Extended Day Program is not available on the following early dismissal and virtual days:

November 10, December 16, January 17, and May 25.

The program will not be available on any days school is not regularly in session. Students who have been absent during the regular school day may not check in for the Extended Day Program.

Enrollment Requirements

Children enrolled at Crestline Elementary (Pre-K through 4th grade) are eligible to enroll. Parents are asked to complete the Extended Day Program registration form on MySchoolBucks.com. All information must be completed and turned in to the Extended Day Program at least **ONE FULL DAY** before the child can attend. You will be given an Extended Day handbook and asked to complete, sign and return the Program Agreement Form.

Available Spaces per grade level for the 2022-2023 School Year:

Pre-K 12
Kindergarten - 15
First Grade 15
Second Grade - 15
Third Grade - 15
Fourth Grade - 15

Extended Day Program Fee & Tuition Rates for 2022-2023

Full Time Student (5 days per week)	\$180.00 per month/per child
Part Time Student (up to 3 days per week) <i>Any part time student who attends more than 3 days in any given week will immediately be moved to full time, and will pay full time rates from that day forward. Part time slots are subject to availability.</i>	\$115.00 per month/per child
Partial Day Students (Picked up by 4:00 PM)	\$90.00 per month/per student
Pre-paid Student (10 day Pre-payment plan) <i>Parents may prepay for 10 days to be used anytime during the school year. Unused days at the end of the year will not be refunded nor carried over for the following year. Parents must notify the Extended Day Program director in advance when their child will be attending.</i>	\$120.00 per student
Late Pick Up from Extended Day	\$5.00 per every 5 minutes late
Tuition Late Fee	\$20.00 for tuition not received by the 10th of each month
Registration Fee	\$30.00 per student

Drop-in students are not accepted.

You will be invoiced on or around the 25th of each month with payments due no later than the 10th of the following month. Tuition payments may be paid conveniently online through My School Bucks (myschoolbucks.com). Students enrolling after the first day of any month will be charged a full tuition payment. A late fee of \$20 will be charged if the tuition payment has not been received by the 10th of each month. A child will be dismissed from the program after two weeks of nonpayment of fees.

Please contact Sheryl Sharp in the office for more information.

NO REFUNDS OR CREDITS WILL BE GIVEN DUE TO DAYS MISSED FOR ILLNESS, HOLIDAYS, VACATIONS, OR INCLEMENT WEATHER. Your child has a reserved space in the program, tuition is due whether or not your child attends. NO REFUNDS WILL BE GIVEN IF YOU CHOSE THE 10-DAY PREPAID PLAN.

Late Pickup Charges

The Extended Day Program closes promptly at 5:30 PM. A late charge of \$5.00 per child is due after 5:30 PM with an additional \$5.00 charge for each five minutes after 5:40 PM. Notification by the parent of a late pickup will not exempt a late pickup charge. If continuing efforts to contact a parent is unsuccessful after 30 minutes, the police will be notified.

Late payment fees will be billed to the parent at the end of each month and must be paid with their regular payment by the 1st school day of the month. **The third late pickup may result in suspension from the Extended Day Program.**

Extended Day Program Tuition and Late Charge Dates

Payment Due	Late Charge Added if payment received after		Payment Due	Late Charge Added if payment received after
August 8	August 18		January 4	January 10
September 1	September 10		February 1	February 10
October 1	October 10		March 1	March 10
November 1	November 10		April 3	April 10
December 1	December 10		May 1	May 10

Withdrawal from the Extended Day Program

Notice to withdraw from the Extended Day Program must be received by the Extended Day Program director at least one week prior to the beginning of the next month. Please write a note directly to the Extended Day Director or email him/her with the following information: child’s name, parent’s name, and the last day of attendance. Classroom teachers are not responsible to notify the Extended Day Director. All communication with the Extended Day Program should be done through email or written word.

Children re-enrolling in the program will not be admitted until any and all delinquent fees from the previous enrollment are paid in full. A \$25.00 registration fee will be required upon re- enrollment.

Income Tax Child Care Credit

You can access your child's payment record by visiting your account in MySchoolBucks. If you need the school tax ID#, contact the school office @ 256-773-9967

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. In an emergency, a parent will be contacted for authorization. Parents should provide a note or contact the Extended Day Program Director if pick-up procedures for their child changes. Children will not be released by the Extended Day Program to other adults without a written note or a phone conversation between the parents and the Extended Day Program Director. No one under 16 will be allowed to pick up a child from the Extended Day Program.

In the event of an emergency/late pick-up, parents are to contact the Extended Day Program Director/ Staff. A late charge of \$5.00 per child is due after 5:30 PM with an additional \$5.00 charge for each five minutes after 5:40 PM. Notification by parents of late pickup will not exempt a late pickup charge. Late fees for Partial Day students are \$5.00 per child after 4:00 PM with an additional \$5.00 charge for each five minutes after 4:05 PM.

Once students report to the program they may not leave the Extended Day Program program until they have been signed-out by an authorized person on their pick-up list. Once students check out of the Extended Day Program, they may not return that day.

Activities

The Extended Day Program Director will work to provide an enjoyable and developmentally appropriate program of activities. Daily activities include indoor and outdoor games, arts & crafts, board games, and more. A structured time for completion of homework is provided for all students.

Sample Daily Schedule (Times approximate)

- 3:00-3:15 Roll Call/Snacks
- 3:15-4:00 Homework/silent reading and/or other age appropriate educational activities
- 4:00-5:15 Physical activity (in gym or outside), arts & crafts, computer lab, games, etc.
- 5:15-5:30 Clean up, remaining students picked up

Snacks

A snack will be served each afternoon. Please notify the Extended Day Program Director if your child has a food allergy or a dietary restriction.

Behavior & Discipline

We seek to maintain an atmosphere of mutual respect among students, parents and staff. Every child should feel safe and secure. We have implemented rules, procedures, and a daily routine to protect them and help them to become more responsible students. After school hours, children are still required to follow 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. Students may be suspended and/or dismissed from the program once they have received **three strikes** for the following behaviors:

- Hitting
- Kicking
- Biting
- Not following Extended Day rules
- Defiant behavior, and any other behavior deemed inappropriate by the program coordinator and/or principal.

Fees will not be refunded for students who are suspended and/or dismissed from the program.

1st Discipline Referral - Warning: parents called

2nd Discipline Referral - Parents called; parent meeting

3rd Discipline Referral - Parents called; 3 day program suspension

4th Discipline Referral - Parents called; 5 day program suspension

5th Discipline Referral - Parents called; semester program suspension

6th Discipline Referral - Parents called; suspended from the program

Health and Safety

Extended Day follows Hartselle City Schools Health Guidelines. For more information, please refer to the HCS Code of Conduct. If an injury occurs during the Extended Day Program, the parent will be notified 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.** Children must wear shoes and appropriate clothing as specified by the Hartselle City Schools Code of Conduct dress code.

Medications

Medications (including Tylenol) may be administered ONLY when approved medication form with required signatures has been received by the Extended Day Program Director or his/her designee. Medication forms are available in the school office or online. Medications must be brought to the school office or the Extended Day Program Director in a properly labeled container. *Student medications in the school health room are not accessible during the Extended Day program.*

- The authority to administer prescription medication to a student must come from the physician as well as the parent/legal guardian. A signed authorization is required before any prescription medication can be given during the Extended Day program. If the medication order is changed (e.g. dosage change) during the school year, an additional consent form is required. No prescription medication can be given without parent and physician authorization and a pharmacy label.

- All medications (prescription and over-the-counter) must be in the original pharmacy container or manufacturer's labeled container with specific instructions as to when or why such medications may be necessary.

- A physician's authorization will be required for any non-prescription medication to be given for more than ten calendar days. Any medication remaining with the Extended Day Program over two weeks past the 10-day period, without a physician's signature, will be discarded.

- Any medication given must be recorded on a medication administration record, which includes date, time, and signature of the person giving the medication.

Games/Toys/Cell Phones

Students are not permitted to bring school toys or other entertainment items which are potentially dangerous or damaging to students, staff, or school property. Electronic devices (cell phones, iPads, kindles, etc.) may be used during the Extended Day program at the discretion of the Extended Day program director and Extended Day teachers.

The Extended Day program assumes **no responsibility** for lost, stolen, or broken items that a child may bring from home.

Severe Weather/Emergency Closings

In the event that during the regular school day Hartselle City Schools would dismiss early due to inclement weather, there will not be Extended Day that day.

Crestline's Extended Day Program Agreement Form

OUR PROMISE TO YOU...

- To provide an experienced, helpful, and conscientious staff
- To do our best to furnish a safe, caring, and entertaining environment
- To offer enjoyable recreational and educational activities
- To work hard to make your child's experience a positive one
- To show courtesy and respect to you and your child

YOUR PROMISE TO US...

- Read the Handbook and follow all Extended Day Program policies and procedures (and make sure your child also understands and follows them)
- Pick up your child on time every day
- Pay your tuition on time
- Provide written notice of withdrawal one week
- Be courteous and respectful to our staff

AGREEMENT - Please read the agreement and initial each box.

_____ I hereby acknowledge that I have read the Extended Day Program Handbook and agree to comply with all policies, procedures, rules and requirements therein including: payments, attendance, withdrawal and discipline procedures.

_____ Withdrawal from Extended Day - Notice to withdraw from the Extended Day Program must be received by the Extended Day Program director at least one week prior to the beginning of the next month. Please write a note directly to the Extended Day Director or email her with the following information: child's name, parent's name, and the last day of attendance. Classroom teachers are not responsible to notify the Extended Day Director. All communication with the Extended Day Program should be done through email or included in the Extended Day Program Payment Envelope.

_____ I understand this program is for students requiring After School daycare and I am responsible for the tuition payments whether or not my child attends. No refunds or credits will be made for days missed due to illness, holidays, vacations or inclement weather. Should I neglect to make payments in a timely manner, I waive all rights to exemption under the laws of the State of Alabama and agree to pay all costs of collection including attorney fees.

_____ I release the Hartselle City Schools and the Extended Day Program and its agents and employees from damages or injuries arising out of, resulting from, caused by, occurring during, or in any way connected with the Extended Day Program. I will assume liability for any accidents and injuries

that occur during the Extended Day Program time. The Extended Day Program personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical, paramedic services, and ambulance service.

_____ I understand that contracts are renewed annually at which time I will receive a copy of any changes made concerning this Extended Day Program Handbook. Should changes be made to the policies and procedures throughout the current year, I will be notified in writing.

_____ A late fee of \$20 will be charged if tuition payment has not been received by the 10th business day of the month. A child will be dismissed from the program after two weeks of nonpayment of fees.

Part-Time Agreement

Initials: _____ Part-time students may attend up to 3 days per week. Part-time payments are based on attendance during the 20 weeks per semester, regardless of the number of or specific days of the week the student actually attends.

Initials: _____ If, at any time, a part time student attends more than 3 days a week in any given week, he/she will immediately be enrolled as a full time student, and will pay full tuition from that date forward.

Initials: _____ Days my child will attend: (circle up to three)

Monday Tuesday Wednesday Thursday Friday

Parent's Name (please print): _____

Parent's Signature & Date: _____