



# Madison Elementary School

## Expanded Day

17 College Street  
Madison, AL 35758  
256-772-9255

**PURPOSE/STRUCTURE** – The Expanded Day Program is designed to meet the needs of Madison's working parents and their children. It specifically provides a safe, enriching climate in which children can remain for a limited time at the end of a regular school day until picked up by their parents. The Expanded Day Program is designed to address the child's social, physical, and intellectual needs. The program is structured but allows children the freedom to choose from and to participate in a variety of enjoyable activities. A typical day might include:

- |           |  |
|-----------|--|
| 2:40-3:10 | Roll call, restroom, wash hands, water, snacks   |
| 3:15-4:00 | Supervised homework time and reading for grades 3-5;<br>Rotation time for K-2, unless homework time is needed  |
| 4:00-5:30 | A variety of planned Rotations including puzzles, board games, learning activities, story time, peer reading, organized sports, free play, and more. |
| 5:30-6:00 | Clean-up/Parent pick-up from the school's main entrance by 6:00 p.m.   |

**ADMISSION REQUIREMENTS**- Children enrolled at Madison Elementary School in Kindergarten through sixth grade are accepted on a full-time or regular part-time basis (i.e. every Tuesday, Thursday, and Friday), a minimum enrollment of **three days per week** is required to be considered regular part-time.

A \$50.00 non-refundable registration/activity fee is required for each child. **DROP-IN SERVICE IS AVAILABLE. CHILDREN RE-ENROLLING IN THE PROGRAM WILL NOT BE ADMITTED UNTIL ANY AND ALL DELINQUENT FEES FROM THE PREVIOUS ENROLLMENT ARE PAID IN FULL.**

**HOURS OF OPERATION** – Children are received at 2:40 p.m. and should be picked up no later than 6:00 p.m. Failure to adhere to this pick-up time may result in termination of services.

**PICK-UP PROCEDURES**- Your child may not leave school premises until he/she has been signed out by a responsible adult authorized on the registration form. In an emergency, a parent will be contacted for authorization. Parents should provide a note, e-mail, or call to the Expanded Day Director if pick-up procedures for their child changes. Children will not be released by Expanded Day to other adults without a written note, e-mail or a phone conversation between the parent and the Expanded Day Director, even if the other adult is on the approved pickup list.

**IN THE EVENT OF AN EMERGENCY/LATE PICK-UP, PARENTS ARE TO CONTACT THE EXPANDED DAY DIRECTOR/STAFF. AFTER 6:00 p.m., A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED.**

**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. 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. Children must wear shoes and appropriate clothing to the Expanded Day Program.

**SNACKS-** A snack will be served each afternoon. Please notify the Expanded Day Director if your child has a food allergy or a dietary restriction.

**HOMEWORK** – Children will be provided a quiet, supervised setting in a teacher's classroom or the lunchroom, in which to do homework. Children are responsible for bringing all books, materials, and assignments to the homework area. The Expanded Day staff is not responsible for checking with the classroom teacher about assignments nor supplying paper, pencils, books, etc. It is the responsibility of parents to check the child's homework. When homework is completed, the students will have quiet reading time to help practice literacy skills and build their knowledge.

**TUITION-** Full Time

\$60.00 per week for one child

\$50.00 per week for each additional child in the family

\$50.00 Registration fee for each child

Regular Part Time

\$13.00 per day for one child

\$11.00 per day for each additional child in the family

*Children must be enrolled for a minimum of three days per week and a maximum of four days per week.*

\$50.00 Registration fee for each child

Drop-In

\$15.00 per child, as available

Payable upon pick up of the child on the date of the service

\$50.00 registration fee is waived

Registration paperwork is required before a child can attend the Expanded Day program. A change of transportation note must be sent to the child's teacher each morning the student will drop-in at Expanded Day. **STUDENTS ARE NOT PERMITTED TO ATTEND THE MES EXPANDED DAY PROGRAM UNTIL YOU HAVE RECEIVED A FOLLOW-UP FROM THE DIRECTOR, MRS. NATALIE SMOAK, AFTER YOU RETURN THE REGISTRATION.**

**TUITION IS DUE ON TUESDAY** of each week. A late fee of \$5.00 per family will be charged if payment is late. **A child will be dismissed from the program after two weeks of nonpayment of fees.** A registration fee will be imposed each time a child registers or re-registers in the program. Make all checks payable to Madison Elementary School.

**Checks must include the following information for the person writing/signing the check:**

- **Name of student(s)**
- **Driver's license number**
- **Current physical address**
- **Work and home phone numbers**

All returned checks will be turned over to Check REDI for collection. **Cash payment will be required for all fees following a returned check.** Parents should have correct change when making cash payments. A receipt for payment will be provided to you. **ALL FEES ARE**

**PAYABLE AS SCHEDULED REGARDLESS OF ATTENDANCE. Exemptions for payment will be given only for death of an immediate family member or a child's illness resulting in more than five days of consecutive absences from school and a doctor's note is provided.**

**RECEIPTS** – Each child will be given a statement every week for payments made or when balance is paid in full. Statements will be available at the sign out desk to be picked up by the parent. Please ask for your statement if you do not receive it and keep the statements for payment verification. **During the months of December and May, full statements with the school tax number will be given to all parents for your tax records. Please keep these as additional copies may not be available at a later time.**

**WITHDRAWING FROM THE PROGRAM**- A two-week notice, written and signed by the parent(s) or guardian(s), is required for withdrawal from the program. ALL FEES ARE DUE PRIOR TO WITHDRAWAL. IF NOT PAID, THE CHILD(REN) WILL NOT BE RE-ADMITTED UNTIL ALL DELINQUENT FEES ARE PAID IN FULL. A \$50.00 registration fee will be required upon re-enrollment.

**SCHEDULE** - Expanded Day Program will follow the schedule of the school. If schools are closed due to holidays, inclement weather, or other reasons, the Expanded Day Program will not offer services and no fees will be charged for days the program is closed.

**DISCIPLINE** – The disciplining of children will be consistent and fair. Limits and expectations will be explained to the children. When a child exhibits disruptive behavior such as fighting, abusive language, disrespect, or disobedience, a discipline form will be given to the parent. Upon the second infraction, if circumstances warrant, the parent may be called to pick-up the child. 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.

**SEVERE WEATHER**- Expanded Day Program will use the same guidelines for severe weather followed during the school day. **If school is dismissed early due to severe weather, Expanded Day parents should pick-up their children from the school at the announced dismissal/closing time.**

Fire and severe weather drills will be practiced each month by the Expanded Day staff and children.

I have read and understand all the policies governing the Expanded Day Program and will abide by them.

I have verified that the information on the registration form is correct.

I have provided a copy of my medical insurance or have made provisions for coverage.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

**Madison Elementary School  
Expanded Day Registration  
2018-2019**

1 <sup>st</sup> Child's Name (Last, First)	Teacher's Name	Grade	
2 <sup>nd</sup> Child's Name (Last, First)	Teacher's Name	Grade	
3 <sup>rd</sup> Child's Name (Last, First)	Teacher's Name	Grade	
Full Time <input type="checkbox"/>	Part Time (3 day minimum) <input type="checkbox"/>	Mon. ____ Tues. ____ Wed. ____ Thurs. ____ Fri. ____	
		Drop-in <input type="checkbox"/>	
<b>Mother's Name</b>	Home #	Cell #	
Place of Employment	Work #	Email	
Driver's License Number			
<b>Father's Name</b>	Home #	Cell #	
Place of Employment	Work #	Email	
Driver's License Number			
<b>Physical Address of Parent making Payment</b>			
<b>Name of Person(s) Authorized to Regularly Pick-Up Child</b>			
1.	4.		
2.	5.		
3.	6.		
<b>Persons we may contact if parents cannot be reached during an emergency:</b>			
Name	Home #	Cell #	Yes/No for Check Out
Name	Home #	Cell #	Yes/No for Check Out
<b>Special needs or important information about your child:</b>			
In the event of an emergency requiring immediate medical attention, the staff of Expanded Day Program has the authorization to secure the necessary medical treatment.			
Physician's Name _____ Phone # _____			

I have read and understand all of the policies governing the Expanded Day Program and will abide by them.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**A \$50.00 NON-REFUNDABLE REGISTRATION FEE (per child) MUST ACCOMPANY THIS APPLICATION.**

(Registration fee is waived for students utilizing the drop-in service.)

FOR OFFICE USE ONLY:

Registration date: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Payment Method: Cash \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_