

Mill Creek Elementary School
2018 – 2019 Pre-K Extended Day Program
(256) 774-4690

PURPOSE/STRUCTURE: The Pre-K Extended Day Program is designed to meet a special need of Mill Creek’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 Extended Day Program is designed to address the child’s social, physical, and developmental 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:

2:15 - 2:45 Roll, restroom, fine motor time
2:45 – 3:45 Supervised Play on pre-k playground or gym
3:45 – 4:15 Wash hands, water, snack, restroom
4:15 – 5:00 Centers (structured play)
5:00 – 5:30 Closing Circle
5:30 – 5:45 Pack up, restroom
5:45 – 6:00 Parent pick-up from pre-k gym/door by 6:00pm

ADMISSION REQUIREMENTS: Children enrolled in the Early Beginnings Pre-K Program are accepted on a full-time or part-time basis (i.e., Tuesday, Thursday, and Friday). **Students must be 4 years old or turning 4 years old by September 1 to be in the extended day program.** A minimum enrollment of **three days per week** is required. A **\$50.00** non-refundable registration/activity fee is required for each child.

HOURS OF OPERATION: Children are received at 2:15 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: A child may not leave school premises until a responsible adult authorized on the registration form has signed him out. In an emergency, a parent will be contacted for authorization. Parents should provide a note to or call/email the Extended Day Director if pick-up procedures for their child change. Children will not be released by Extended Day to other adults without a written note or a phone conversation between the parents and the Extended Day Director, even if the other adult is on the approved pick-up list.

IN THE EVEN OF AN EMERGENCY/LATE PICK-UP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR/STAFF. ((256) 783 7006 after 3:00 p.m.)

PLEASE ALLOW TIME FOR TRAFFIC, TRAIN, ETC. FOR YOUR CHILD’S PICK-UP. AFTER 6:00 P.M. A LATE FEE OF \$1.00 PER MINUTE CHILD WILL BE CHARGED, even if a phone call has been received. Thank you for your cooperation.

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 insure 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 Extended Day Program.

DISCIPLINE: The disciplining of children will be consistent and fair. Limits and rules 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.

SCHEDULE: The Pre-K Extended Day Program will begin on Tuesday, August 14th and will follow the schedule of the school. If schools are closed due to holidays, inclement weather, or other reasons, the Extended Day Program will not offer services and **no fees will be charged for days the program is closed.**

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

TUITION:

Full Time	\$60.00 per week for one child
	\$50.00 per week for each additional child in the family
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.

Tuition is due by 6:00 p.m. each Monday. A late fee of \$5.00 per family will be added to your account on Tuesday if payment is not received by that time. A child will be dismissed from the program after two weeks of nonpayment of fees. A \$50.00 non-refundable registration fee will be imposed each time a child registers or re-registers in the program. If you are withdrawing your child from the program, a 2 week notice is required or full payment for those two weeks must be paid. Thank you.

Make all checks payable to Mill Creek Elementary School.

The person writing the check must include:

- **name of student(s)**
- **driver's license number and current address**
- **current address**
- **work and home phone numbers**

All returned checks will be turned over to Check Care for collection. Cash payment will be required for all fees following a returned check. A receipt will be given at the time of payment. Parents should notify the school office no later than the following day if a receipt is not given at the time of payment. Parents should have correct change when making cash payments. All fees are payable as scheduled regardless of attendance. Exemptions for payment will be given only

for death of an immediate family member or the child's illness resulting in more than five days absence from school.

RECEIPTS: Each child will be given a statement every week for payments made or when balance is paid in full. Statements may be given to the child to put in the bookbag or left 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. In December and May, full statements with the school tax # will be given to all payments 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. If a child is removed prior to the 2 week notice, the fees for the 2 week period are to be paid. **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 non-refundable registration fee will be required upon re-enrollment.

SEVERE WEATHER: The Pre-K 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, Extended Day parents will be notified and arrangements should be made to pick up children as soon as possible. Extended Day children not picked up early when severe weather threatens will stay at school in a designated safe area with the Extended Day staff and a school administrator until pick-up can be arranged. Designated areas that provide the most protection will be used in a severe weather warning. Weather conditions will be monitored on weather alert radios in the school office and in the Extended Day area. If a warning is issued, all students and Extended Day staff members will move immediately to the designated safe area. Fire and severe weather drills will be practiced each month by the Extended Day staff and children.

**Mill Creek Elementary School
Pre-K Extended Day Registration**

Registration Type:

_____ Full Time (5 days weekly) _____ Part Time (3 days weekly, must specify which days)

#1 CHILD'S NAME _____ Teacher _____

#2 CHILD'S NAME _____ Teacher _____

ADDRESS _____

MOTHER'S NAME _____ HOME # _____

PLACE OF EMPLOYMENT _____ WORK # _____

CELL PHONE # _____ EMAIL _____

FATHER'S NAME _____ HOME # _____

PLACE OF EMPLOYMENT _____ WORK # _____

CELL PHONE # _____ EMAIL _____

NAME OF PERSON(S) WITH PERMISSION TO PICK UP THE CHILD:

PERSONS WE MAY CONTACT IF PARENTS CANNOT BE REACHED DURING AN EMERGENCY:

(please note if person is allowed to check out your child.)

NAME	HOME PHONE	CELL PHONE	YES/NO FOR CHECK OUT
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Special needs, allergies, or information about your child:

******* DRIVERS LICENSE NUMBER (required) _____**

IN THE EVENT OF AN EMERGENCY REQUIRING IMMEDIATE MEDICAL ATTENTION, THE STAFF OF THE EXTENDED DAY PROGRAM HAS AUTHORIZATION TO SECURE THE NECESSARY MEDICAL TREATMENT.

PHYSICIAN'S NAME _____ PHONE _____

I HAVE READ AND UNDERSTAND ALL THE POLICIES GOVERNING THE PRE-K EXTENDED DAY PROGRAM AND WILL ABIDE BY THEM.

SIGNATURE OF PARENT OR GUARDIAN

DATE