

RAINBOW ELEMENTARY SCHOOL

2015 - 2016 EXTENDED DAY PROGRAM

Contact Number: 256-824-8106

PURPOSE/STRUCTURE - The Extended Day Program is designed to meet a special need of Rainbow's working parents and their children. It specifically provides a safe, enriching climate where children can remain for a limited time at the end of a regular school day until pickup by their parents. The Extended 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 includes:

2:40 - 3:10	Roll call, snacks, playground time
3:10 - 4:00	Homework time under supervision of certified teacher
4:00 - 6:00	Planned activities including board games, arts and crafts, computer and gym times

ADMISSION REQUIREMENTS - Children enrolled at Rainbow in PreK through sixth grade are accepted on a full-time, part-time or occasional drop-in.

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

Drop-In Service is available on an as needed basis. The Registration Fee is waived for this. Front office and teacher must be notified in writing (with contact and pick-up information) - email is acceptable form of communication.

HOURS OF OPERATION- Children are received at 2:40 P.M. (Pre-K students are received at their dismissal time) and should be picked up **no later than 6:00 P.M.** Failure to adhere to this pickup time may result in termination of services.

PICK-UP PROCEDURES- A child may not leave school premises until he/she has been signed out by person authorized on the registration form. In an emergency, a parent will be contacted for authorization. Parents should provide a note if pickup procedures for their child changes. Children will not be released by Extended Day to other adults without a written note. Identification is required by all persons upon pick-up

IN THE EVENT OF AN EMERGENCY/LATE PICKUP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR/STAFF.

PLEASE ALLOW TIME FOR TRAFFIC, TRAINS, ETC. FOR YOUR CHILD'S PICK-UP. AFTER 6:00 P.M., A LATE FEE OF \$5.00 PER EACH 15 MINUTES WILL BE CHARGED, EVEN IF A PHONE CALL HAS BEEN RECEIVED.

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. No corporal punishment will be administered at any time. When a child exhibits disruptive behavior such as fighting, abusive language, disrespect, or disobedience, it will be noted and the parent(s) notified. Upon the second infraction, if circumstances warrant, the parent may be called to pick up the child. A conference will be arranged with the parent(s), the Extended Day director and staff members, and a school administrator. 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.

HOMEWORK- Children in grades two through six will be provided a quiet, supervised setting in which to do homework. Children are responsible for bringing all books, materials, and assignments to the homework area. The Extended Day staff is not responsible for checking with the teacher about assignments nor supplying paper, pencils, books, etc. It is

the responsibility of parents to check their child's homework. Children without homework or who finish early will read for the remainder of the homework time. It is the student's responsibility to bring a book daily.

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 (5 days a week) - \$12.00 per day for one child
\$10.00 per day for each additional child in the family

Regular Part Time (1-4 days a week) - \$13.00 per day for one child
\$11.00 per day for each additional child in the family

Drop-In - \$15.00 per day per child (one day a week or occasional drop-in)

Tuition is due on Tuesday of each week. **A child will be dismissed from the program after two weeks of nonpayment of fees.**

Make all checks payable to Rainbow Elementary School. **The person writing the check must include:**

- o **Name of student(s)**
- o **Driver's license number**
- o **Current address**
- o **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. Receipts will be given at the beginning of each month. 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 three days absence from school, with doctor's excuse.

RECEIPTS - Each family will be given a statement every week. These statements will be available at the front desk when you sign out your child. In December and May full statements will be available for your tax records. **Please keep these for your records.**

WITHDRAWING 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. **If you must withdraw from the program with the intent to re-enroll, your account can be put on inactive status. Please arrange with administration.**

SCHEDULE - The Extended Day Program 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.

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, 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 pickup 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.

PRE-K Only - Early Morning Drop-Off - Pre-K parents who wish to drop off students before school may do so between 7:10 and 7:25. Parents must park and escort students into lobby and sign them in. After 7:25, all parents must enter the Pre-K carline. The charge for this service will be \$1 per day. Please indicate on the next page if you plan to use this service on a regular basis. If it is only an occasional basis, please let Ms. Bush or your child's teacher know.

**Rainbow Elementary School
Extended Day Registration**

1st CHILD'S NAME _____ TEACHER _____
 Last First
2nd CHILD'S NAME _____ TEACHER _____
 Last First
3rd CHILD'S NAME _____ TEACHER _____
 Last First

_____ EARLY CARE – PRE-K ONLY (1--5 days per week) Check days student will attend – MON _____ TUES _____ WED _____ THUR _____ FRI _____

_____ FULL TIME (5 days a week)

_____ REGULAR PART TIME (1-4 days per week) Check days student will attend – MON _____ TUES _____ WED _____ THUR _____ FRI _____

_____ DROP-IN ONLY (Teacher and Front Office must be notified in writing with contact and pick-up information – email is acceptable form of communication.)

MOTHER _____ HOME NO. _____

EMAIL ADDRESS (Print legibly) _____ WORK NO. _____

CELL PHONE NO. _____

FATHER _____ HOME NO. _____

EMAIL ADDRESS (Print legibly) _____ WORK NO. _____

CELL PHONE NO. _____

NAME OF PERSON(S) WHO WILL REGULARLY PICK UP CHILD:

NAME/RELATIONSHIP

NAME/RELATIONSHIP

NAME/RELATIONSHIP

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

NAME _____ HOME PHONE _____ WORK PHONE _____

NAME _____ HOME PHONE _____ WORK PHONE _____

Special Needs or information about your child:

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 NO. _____

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

SIGNATURE OF PARENT/GUARDIAN

DATE

A \$50.00 NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS APPLICATION.

FOR OFFICE USE ONLY:

Registration date: _____ Amount Received: _____ Payment Method: Cash _____ Check # _____

Received by: _____ Date: _____