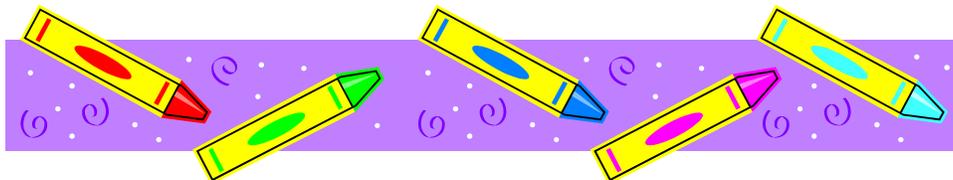


**EXTENDED
DAY**

**HANDBOOK
2017-2018**

Parent's Copy

**Limestone County
Schools**



LIMESTONE COUNTY SCHOOLS
EXTENDED DAY PROGRAM
MISSION STATEMENT

THE GOAL OF THE EXTENDED DAY PROGRAM IS TO PROVIDE SAFE, AFFORDABLE, HIGH QUALITY PART-TIME AND FULL-TIME CARE TO SCHOOL-AGE CHILDREN WHOSE PARENTS ARE NOT AVAILABLE OR ARE UNABLE TO FIND ADEQUATE SUPERVISION DURING THE HOURS AFTER SCHOOL.

THE EXTENDED DAY PROGRAM WILL PROMOTE:

1. A safe and secure environment in which children will feel comfortable and be protected away from home.
2. A structured, developmentally appropriate choice-oriented recreation and educational program in which children are encouraged to actively participate and be productive and creative.
3. A healthy relationship with both peers and adults.
4. A positive self-concept and feelings of worth.
5. Interaction with school personnel, community agencies, and parents to promote the positive growth of each child.

Limestone County Schools Extended Day Program

WHAT IS EXTENDED DAY?

After-school care for children whose parents work or have chosen to give their children the extra advantage of homework assistance, tutoring, enrichment, fun arts and crafts, structured playtime and recreation. In every situation, the staff desires to provide pleasant surroundings for every child.

HOW IS EXTENDED DAY SUPPORTED FINANCIALLY?

The parents pay a registration fee and pay a weekly fee according to the child's attendance. Extended Day services **MUST BE SELF-SUPPORTING!** Wages and benefits for staff/administration, snacks, supplies, and equipment must be paid for from fees and donations from participants. Limestone County Schools is happy to provide extended-day services for our children and parents, as long as the budget is sufficiently maintained.

EXTENDED DAY FEE SCHEDULE

Registration Fee	\$15.00 per year per child NON-REFUNDABLE
Daily Fee	\$7.00 first child \$6.00 each additional child
Weekly Fee	\$30.00 first child \$25.00 each additional child

Payments must be made in advance. Timely pick-up is important. Failure to pick up child on time will result in an additional \$5.00 fee per offense.

WHAT ARE GROUNDS FOR TERMINATION?

Extended Day may terminate services for non-payment of fees, consistent failure to pick up child on time, or continued disruptive behavior from the child. Parents are to give at least one week's notice prior to terminating arrangements with EDP.

WHO CAN JOIN EXTENDED DAY?

Any student in grades K-6 enrolled in a participating school may attend the Extended Day Program at that school.

WHAT WILL MY CHILD DO IN EXTENDED DAY?

Extended Day daily activities include a snack, arts and crafts, play time, homework help, and/or computer lab.

WHAT ABOUT REGISTRATION?

A registration form will be completed for all students at the beginning of each school year. Fee payments, receipt numbers, and periods for which payments are received will be recorded on a ledger card by the teacher/director. When the registration fee is paid, a receipt must be issued. A receipt will be issued each time money is paid.

WHEN DOES EXTENDED DAY MEET?

Extended Day operates Monday – Friday from school dismissal time until a time set by the administration on the regularly scheduled full days of school. The school does not operate on holidays, half days, snow days, or in any event of early dismissal.

HOW IS ARRIVAL HANDLED AND ATTENDANCE TAKEN AT EXTENDED DAY?

Children should report directly to the designated meeting place after being dismissed from his/her regular classroom on days he/she is registered to attend Extended Day. It is important that parents remind their children of this daily, especially if enrollment is part-time. Attendance will be taken at this time and a snack served. If for some reason your child will be absent on his/her scheduled day of attendance, please call and inform the school.

HOW ARE DEPARTURES AND SIGNING OUT OF CHILDREN HANDLED?

You may pick your child up from Extended Day anytime during the Extended Day program hours. You or the authorized designee should sign your child out daily with the Site Coordinator.

HOW ARE MEDICAL PROBLEMS AND ILLNESSES HANDLED?

Students who are sick prior to entering Extended Day will not be admitted. Parents will be called and requested to make other arrangements for care. If your child becomes ill or is injured, we will notify you immediately. If you cannot be reached, we will contact the person you have designated on your enrollment form in the event of an emergency. We will also seek prompt and appropriate medical treatment as needed.

WHAT IS THE DISCIPLINE POLICY?

The disciplining of children shall be consistent and fair. The specific discipline at each school will be followed. All rules will be explained to the students the first week of operation. Limits and rules shall be understandable to the ones to whom they apply. In the event of disruptive behavior, the child will be given a warning (reminder) and an appropriate interval of time for improvement. Positive reinforcement will be utilized in order to help facilitate appropriate behavior.

Parents will be informed of problems the child may have in the program, asking for assistance. A conference will be held with the teacher, parent, child, and, if needed, the coordinator to determine action needed. If the

disruptive behavior continues, the parent will be given a written notice of pending termination one week prior to dismissal from the program. If during that week efforts by the teacher and parent have failed to change the child's behavior, a final written notice will be given to the parent. Termination will be as of that date. In every situation, the staff desires to provide pleasant surroundings for every child in our care.

If at anytime a child's behavior endangers the safety of himself or others, the child may be dismissed from the program immediately.

WHAT ARE THE GROUNDS OF TERMINATION?

Extended Day may terminate services for non-payment of fees or continued disruptive behavior from the child. Parents will be given one week's notice prior to terminating arrangements with the EDP.

WHAT ABOUT SAFETY?

All official School Board procedures relating to safety and emergencies will be followed, and it will be the responsibility of the coordinator to advise staff of School Board policies relating to safety and emergency procedures. This includes, but need not be limited to, instruction on handling emergencies, supervision at all times, evacuation procedures (fire drills), special procedures, severe weather procedures, and discipline procedures.

DAILY OPERATION

1. Activity Plan

Site coordinators are responsible for the development and scheduling of the daily activities plan. The site coordinator will work with the staff to develop the daily plan prior to implementation. This plan will be followed daily.

2. Staff Schedule

A staff schedule will be used to identify the hours of coverage of program activities and direct supervision of participants by after-school program staff. This schedule will be updated as necessary. Staff will be flexible and willing to move to another site on a temporary or permanent basis.

3. Attendance Procedures

The roll book will be used by the staff to record daily attendance using the legend provided below.

X = Present

A = Absent

E = Date Entered

W = Date Withdrawn

R = Date Re-entered

4. All records and reports will be completed and submitted to the principal in a timely manner.

STUDENT WELFARE

All teachers and administrators are required by state law when called upon to render aid or assistance to any child or when such child is known or suspected to be a victim of child abuse or neglect.

The Board requires that all teachers report cases of suspected child abuse or neglect to their respective principals. The principal will immediately provide oral notice of such neglect or abuse to the Department of Human Resources. The oral report is to be followed by a written report. The principal will provide a written report of the case to the Superintendent.

The written report shall state, if known, the name of the child, his whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of his injuries, any evidence of previous injuries to said child, any other information which might establish the cause of such injury or injuries, and the identity of the person responsible for the same.

Any person making a report of suspected child abuse pursuant to Alabama law or participating in a judicial proceeding resulting therefrom shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any person who shall knowingly fail to report a case of child abuse or neglect as required by Alabama law shall be guilty of a misdemeanor.

Order of Action:

1. Note any observable injuries (bruises, cuts, etc.).
2. A photograph record may be made. Be sure a witness is present.
3. Inform the Site Coordinator, who will notify the school principal.
4. After the oral report is made, a written report to the principal will follow.
5. The principal will give notice of any other action needed.

EVALUATION OF THE EXTENDED DAY PROGRAM

Surveys will be completed each semester. A summary will be written of surveys and submitted to the Central Office each semester. A report will be completed at the end of each school year and submitted to the Central

Office. All other records and documentation will be kept and maintained at the local school.

GUIDELINES FOR SCHOOL-AGE CHILDREN

1. Allow children to help set the rules or limits for the group.
2. Keep number of rules at a minimum.
3. Communicate to children in a positive, clear manner.
4. Stress do's and reasons for them, rather than a lot of don'ts.
5. Use encouragement and comments of honest pride.
6. Be happy and positive.
7. Provide activities that suit the child's interests and abilities.
8. Alternate quiet and active activities.
9. Change to another activity or different techniques when children become bored and restless.
10. Provide a variety of activities from which to choose.
11. Give a choice only if, in fact, there is a choice.
12. Evaluate and eliminate conflict areas in the environment.
13. Talk individually with a child about problems; NEVER single the child out in front of a group or use him as an example.
14. Be firm but kind and fair.
15. Allow individual children to help you decide their own logical consequence for undesirable behavior.
16. Praise and/or disapprove the act, not the child.
17. Plan and be prepared before the children arrive.
18. Be flexible.

An important part of a child's development is the adoption of a set of rules, values and principles of conduct influenced by positive social relationships with family members and others who are significant in his life. We have a responsibility to set good examples conveying concern and values by what we say and do.

School-age children are developing a conscience and are developing a concern for others. They are going from a self-centered state to a process of caring for and being considerate of others. A conscious concern for others, feelings of empathy, and a sense of justice contribute to each child's development. Children learn these values and moral standards of adults with whom they live and work. We have a lasting influence and effect on each child's development.



Extended Day Forms



**EXTENDED DAY PROGRAM
LIMESTONE COUNTY SCHOOLS
OFFICIAL REGISTRATION FORM**

DATE: _____

CHILD'S NAME _____ BIRTHDATE _____ AGE _____

ADDRESS _____ PHONE _____

CIRCLE THE DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND: M T W TH F
SCHOOL _____ TEACHER _____ GRADE _____

MOTHER'S NAME _____
FATHER'S NAME _____

MOTHER'S PLACE OF WORK _____
FATHER'S PLACE OF WORK _____

MEDICAL INFORMATION, ALLERGIES OR OTHER PROBLEMS:

NAME, RELATIONSHIP TO CHILD, AND PHONE NO. OF PERSON TO BE NOTIFIED IF PARENTS CANNOT BE REACHED:

1. _____ PHONE _____
2. _____ PHONE _____

IS CHILD COVERED BY INSURANCE? () YES () NO

DOCTOR'S NAME _____ PHONE _____

NAMES, RELATIONSHIP AND PHONE OF PERSONS AUTHORIZED TO PICK UP CHILD OTHER THAN PARENTS:

1. _____ PHONE _____
2. _____ PHONE _____
3. _____ PHONE _____

BROTHERS AND SISTERS - NAME AND AGE:

(CHECKS PAYABLE TO: THE LOCAL SCHOOL)

SIGNATURE(S) OF PARENT(S):

MOTHER _____ FATHER _____

DATE _____ RECEIPT NUMBER _____

REGISTRATION FEE PAID _____

AMOUNT CHECK NO. CASH

PARENT CONTRACT

I have received the Extended Day Handbook and understand the methods of operation including:

1. Payment process
2. Enrollment and staffing
3. Activities
4. Arrivals and departures
5. Medical emergency and illness
6. Miscellaneous emergencies and evacuations
7. Discipline

SIGN AND RETURN TO SITE COORDINATOR

Parent Signature

Date

Name of Child