

Columbia Elementary School
Extended Day Program
667 Balch Road
Madison, Alabama 35758
(256) 430-2751 ext. 182

PURPOSE/STRUCTURE - The Extended Day Program is designed to meet a special need of Columbia'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 picked 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. Hours of operation are 2:40-6:00. A typical day includes:

2:40 – 3:00 Roll call, restroom, wash hands, water, snacks
3:00 – 4:30 Variety of planned activities which includes homework time if needed.
4:30 – 6:00 Supervised play

ADMISSION REQUIREMENTS- Children enrolled at Columbia in kindergarten through fifth 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.

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 weekly. 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. All tuition/fees paid in full by the end of each semester in order for attendance to continue.

Make all checks payable to Columbia Elementary School. **Checks must include the driver's license number, current address, and work and home phone numbers of the person writing/signing the check.** All returned checks will be turned over to Check Care 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 placed in your child's folder. **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 consecutive absences from school and a doctor's note is provided

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.**

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.

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 Extended Day Director if pickup procedures for their child changes. Children will not be released by Extended Day to other adults without a written note, e-mail or a phone conversation between the parent and the Extended Day Director, unless the other adult is on the approved pickup list.

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.

HOMEWORK- Children in grades kindergarten through fifth 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 when Extended Day begins. They are not allowed to return to the classroom after their classroom teacher's dismissal. 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. If parents do not wish for their child to complete or work on homework at school, a note should be sent to the Extended Day Director.

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.

SCHEDULE - 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- 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 pickup 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 areas. Fire and severe weather drills will be practiced each month by the Extended Day staff and children.

IN THE EVENT OF AN EMERGENCY/LATE PICKUP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR /STAFF. AFTER 6:00 P.M., A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED.

DISCIPLINE

It is the goal of Columbia Elementary School's Extended Day Program to provide students with a safe, enjoyable, and productive after school experience. In order to maintain a positive environment, proper discipline must be maintained.

Students in Extended Day will be disciplined for the following infractions:

- 1) being defiant to a staff member or teacher
- 2) causing bodily harm to another child, staff member or teacher
- 3) use of inappropriate language
- 4) any other behavior listed in the school system code of conduct handbook.

Consequences for violations of the rules are as follows:

First offense: The student will be written up and disciplined as staff deems necessary. The offense will be discussed with the parents and they will sign the discipline form.

Second offense: The student will be written up and sent to the extended day director or the teacher in charge. If possible, an administrator will speak with the student. The parent will be called and will sign the discipline form.

Third offense: The student will be written up and sent to the Extended Day Director or teacher in charge. The director/teacher will contact the parents to remove the student from the premises. The director will contact an administrator and the student will be dismissed from Extended Day. The director and administration will determine when or if the student may return.

Thank you for helping us to maintain a safe and positive after school environment for our students.

Jamie Hill
Principal
Columbia Elementary

Donna Smith
Extended Day Director
Columbia Elementary
dhsmith@madisoncity.k12.al.us

Columbia Elementary Extended Day Information Registration Form

Student(s) Name: _____
Date(s) of Birth: _____
Grade(s) Entering: _____ Teacher(s): _____
Address: _____

Mother's Name: _____
Address: _____
Cell Phone No: _____
Home Phone No: _____
Place of Employment: _____
Work Phone No: _____

Father's Name: _____
Address: _____
Cell Phone No: _____
Home Phone No: _____
Place of Employment: _____
Work Phone No: _____

Name of Insurance Company and Policy number

The Madison City School System has my permission to seek any medical treatment necessary for my child during a school-sponsored field trip.

Pick-up List - Persons who may check the child out without a note or phone call from the parents. In case of an emergency and neither parent can be reached we will call in the order of the names listed:

Name/Relationship	Phone Number

ANY CHANGES TO THE PICK-UP/EMERGENCY LIST MUST BE MADE BY THE PARENT (ex: if a contact is no longer allowed to pick up your child please notify extended day immediately)

IF YOUR CHILD IS ALLERGIC TO ANYTHING OR HAS A MEDICAL CONDITION WE SHOULD BE AWARE OF, LIST BELOW AND INFORM THE DIRECTOR.

Things to Initial and/or Sign

_____. Label any personal items (electronic devices, Games, Books, Toys, Etc.) that your child/children bring from home. Extended day is not responsible for any lost, stolen or damaged items.

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

_____. I have written down my insurance information.

_____. I have turned in any medication and the appropriate forms.

_____. I have paid the \$50.00 enrollment fee.

_____. I have read and understand the above discipline plan for the Extended Day Program at Columbia Elementary School

_____. I have read and understand all the policies governing the extended day program and will abide by them.

Parent Signature: _____

Date: _____

Jamie Hill
Principal
Columbia Elementary

Donna Smith
Extended Day Director
Columbia Elementary