

**HORIZON ELEMENTARY SCHOOL
2016-2017 EXPANDED DAY PROGRAM
Contact Number: 256-464-3614**

Purpose/Structure- The Expanded Day Program is designed to meet a special need of Horizon's parents and their children. It specifically provides a safe, enriching climate in which children may receive supervised care after school for a designated time. The program is designed to address the child's social, physical, and intellectual growth. Although it is structured, the program allows the children the freedom to choose and to participate in a variety of enjoyable activities. A typical day includes:

2:40 - 3:00	Roll call, snacks, playground time
3:00 - 4:00	Homework time under supervision of certified teacher
4:00 - 6:00	Planned Activities including Computer time, chess, STEM and gym times

ADMISSION REQUIREMENTS - Children enrolled at Horizon Elementary in grades K - 6 are accepted on a full-time or regular part-time basis (i.e., every Tuesday, Wednesday & Thursday). All students must be enrolled a minimum of three days per week and the days must be set. **DROP-In Service is available on an as needed basis. The registration Fee is waived for this. This must be arranged in advance through the Front Office, the child's teacher and the Expanded Day Director.**

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 PREVIOUS ENROLLMENT ARE PAID IN FULL.**

HOURS OF OPERATION - Children are received at Expanded Day 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 - **Students are checked out of Expanded Day through the middle doors.** A 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 or call the Expanded Day Director if pickup procedures for the child changes. Identification is required by all persons upon pickup.

PLEASE ALLOW EXTRA TIME FOR TRAFFIC, TRAINS, ETC FOR YOUR CHILD'S PICK-UP. 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 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 the parent will be called to pick them up as soon as possible. Emergency phone numbers must be current and accurate to insure immediate notification. Information concerning allergies or health restrictions must be on file, along with physician's name and telephone number. At-School insurance is included in the registration fee for each child. Children must wear shoes and appropriate clothing to the Expanded 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. When a child exhibits disruptive behavior such as fighting, abusive language, disrespect, or disobedience, it will be noted and the parent(s) will be notified. Upon the second infraction, if the circumstances warrant, the parent may be called to pick up the child. A conference will be arranged with parent(s), the Expanded Day Director and staff members, and a school administrator. A week suspension from the program may be imposed. Additional offenses may result in removal from the program. The child will not be eligible for re-enrollment in the program until the following 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.

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

ATTENDANCE - If you are registered as full time (4 days or more), ***there is a flat rate fee*** of \$60 per week. If you are registered as part time (2-3 days) ***there is a flat rate fee*** of \$12 per day. If you are registered as drop-in (1 day or less), ***there is a flat rate*** of \$15. Drop-ins include after-school activities, emergencies, etc. If you have a change in attendance for Expanded Day (ie. transportation change), please send a written note to the Office and Extended Day.

HOMWORK - Children 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 Expanded 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 AR read for the remainder of the homework time. It is the responsibility of the student to bring a book daily. Tutoring maybe requested upon the completion of homework and AR reading. Kindergarten and 1st graders will participate in planned activities.

TUITION-

Full Time -	\$60.00 per week for one child \$110.00 per week for two children (\$60 for 1 st child, \$50 for each additional child) \$160.00 per week for three or more children
Regular Part Time-	\$12.00 per day for one child \$12.00 per day for 1 st child, \$10 per day for each additional child Children must be enrolled for a minimum of three days per week.
Drop-In	\$15.00 per day per child (\$50.00 registration fee is waived for Drop-Ins) (for occasional drop-in use; i.e once a month)

TUITION IS DUE ON MONDAY of the beginning week. Please make sure your payments are accurate and up to date. In the memo of your checks, please write your child's first and last name and the week(s) paid. ***A late fee of \$5.00 per family will be charged if payment is not received by Monday or the first day of the week that the child is present.*** A child will be dismissed from the program after two weeks of non-payment of fees. A \$50.00 registration fee will be imposed each time a child registers or re-registers in the program.

Please make checks payable to Horizon Elementary School. **Include the following on the check:**

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

All returned checks will be turned over to Check Redi for collections. Cash payment will be required for all fees following a returned check. Parents should have correct change when making cash payments. Online payments are available on Horizon's school website. **All fees are payable 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 a doctor's excuse. Tuition will also be waived when students are on a school approved field trip.

RECEIPTS - A statement will be given at the end of each month. In January, full statements will be given for your tax records. Please keep these for your records.

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.**

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

SEVERE WEATHER - The Expanded Day Program will use the Madison City Schools guidelines for severe weather as are followed during a regular school day. Designated areas that provide the most protection will be used in a severe weather warning. Fire and severe weather drills will be practiced each month by the Expanded Day staff and children. If school is dismissed early due to severe weather, Expanded Day will be closed and arrangements should be made to pick up the children at the same time as school dismissal.

EXPANDED DAY REGISTRATION

1 st Child's Name (Last, First)		Teacher's Name	Grade
2 nd Child's Name (Last, First)		Teacher's Name	Grade
3 rd 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. ___		
Mother's Name		Home #	Cell #
Place of Employment		Work #	Email
Father's Name		Home #	Cell #
Place of Employment		Work #	Email
Name of Person(s) Authorized to Regularly Pick Up Child			
1.		4.	
2.		5.	
3.		6.	
Persons we may contact if parents cannot be reached during an emergency:			
Name	Home #	Cell #	Yes/No for Check Out
Name	Home #	Cell #	Yes/No for Check Out
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 the authorization to secure the necessary medical treatment.			
Physician's Name		Phone #	

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 (per child) must accompany this application.

For Office Use Only:

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

Received By: _____ Start Date: _____ Withdrawal Date: _____

Horizon Elementary: Expanded Day 2016-2017 Inclement Weather Form

Parent or Guardian: _____

Student's Name: _____ Grade: _____ Teacher: _____

Student's Name: _____ Grade: _____ Teacher: _____

Student's Name: _____ Grade: _____ Teacher: _____

Extended Day Status: **FULL TIME** **PART TIME:** Mon Tues Wed Thur Fri

In case of early dismissal for inclement weather, my child (children) will: (Circle ONE only)

ride the bus home

be a car-rider

be a walker

I understand that there will be no Extended Day services on days of early dismissal for inclement weather. I also understand that I must contact the office immediately if there is any change of early dismissal plans for my child (children).

Parent's Signature: _____

Important Facts Concerning Expanded Day

Please initial on each line.

1. Hours of Operation are from **2:40 pm – 6:00 pm.**
Pick-ups after 6pm results in a \$1.00 late fee per minute. _____

2. Tuition is due on **Monday** for the week.
Tuition not received on Monday or the student's first day of attendance will result in a \$5.00 late fee. _____

3. Dismissal from the Expanded Day program for two weeks of non-payment.
Re-Registration fee of \$50.00 will be required. _____

4. **Tuition** is due regardless of attendance with the exceptions of school field trips, inclement weather days, death in the immediate family, or a student's illness that results in three or more days absent from school with a doctor's excuse. _____

5. Change in attendance. Expanded Day and the Office must receive a **Transportation Change** notice. _____

6. **Withdrawal** from Expanded Day requires a two-week written notice and all fees paid in full. _____