

MILL CREEK ELEMENTARY SCHOOL
2017-2018 EXTENDED DAY PROGRAM
(256) 774-4690

PURPOSE/STRUCTURE – The 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 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 might include:

2:40-3:00 Roll call, restroom, wash hands, water, snacks
3:00-4:00 Supervised homework time and reading in the classrooms or lunchroom for grades 2-6. (K and 1 will begin supervised play in the gym or on the playground.)
4:30-5:45 A variety of planned activities for all grades which include supervised play
5:45-6:00 Parent pick-up from the lunchroom area/door by 6:00 p.m.

ADMISSION REQUIREMENTS – Children enrolled at Mill Creek in Kindergarten through sixth grade are accepted on a full-time or part-time basis (i.e., Tuesday, Thursday, and Friday). A minimum enrollment of **three days per week** is required.

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.**

HOURS OF OPERATION – Children are received 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 – 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 Directors 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 Directors, even if the other adult is on the approved pick-up list.

IN THE EVENT OF AN EMERGENCY/LATE PICK-UP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR/STAFF. ((256) 679 7919 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 PER 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 pickup 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 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.**

HOMEWORK – Children will be provided a quiet, supervised setting in a teacher’s classroom or the lunchroom, 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 classroom teacher about assignments nor supplying paper, pencils, books, etc. It is the responsibility of parents to check the child's homework. When homework is completed, the students will have quiet reading time to help obtain the required AR points for their classroom goals.

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.

<u>TUITION</u> -	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
	Drop-in Service	\$15.00 per day per child/ must be PRE Registered , payment is due when student is picked up.

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. Thank you.**

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. **CHILDREN 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 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.

