

**RAINBOW ELEMENTARY SCHOOL**  
**2017 - 2018 EXTENDED DAY PROGRAM**  
**Contact Number: 256-824-8106**

PURPOSE/STRUCTURE - The Extended Day Program is designed to meet the 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 (2:20 arrival for PreK)
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 basis 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. The 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. (2:20 p.m. for PreK) 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 - **Students are checked out of Extended Day through the front office.** Identification is required by all persons upon pick-up. 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 if pickup procedures for their child changes. Children will not be released by Extended Day to other adults without a written note.

**IN THE EVENT OF A LATE PICKUP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR/STAFF PRIOR TO 6:00 P.M. PLEASE ALLOW EXTRA TIME FOR TRAFFIC and WEATHER. 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 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 a school administrator. A suspension from the program 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. Students are not permitted to return to their classrooms to get homework once they have checked into Extended Day. 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) -----\$60.00 per week for one child  
-----\$50.00 per week for each additional child in the family  
(Must be enrolled for 5 days per week on a regularly scheduled basis)
  
- Regular Part Time -----\$13.00 per day for one child  
-----\$11.00 per day for each additional child in the family  
(Must be enrolled for minimum of 1-4 days per week on a regularly scheduled basis)
  
- 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 Tuesday each week. **A child will be dismissed from the program after two weeks of nonpayment of fees. A \$50.00 registration fee will be imposed each time a child registers or re-registers in the program.**

Make all checks payable to ***Rainbow Elementary School***. Include the following information on the check:

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

All returned checks are automatically 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.

**RECEIPTS** - A statement will be given weekly. These statements will be available at the front desk when you sign out your child. In December and May full statements will be given for your tax records. **PLEASE KEEP THESE FOR YOUR TAX 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.**

**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 fees will not 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. 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. *If school is dismissed early due to severe weather, Extended Day will be closed and arrangements should be made to pick up children as soon as possible.*

**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 Pre-K lobby and sign them in. After 7:25, all parents must enter through the Pre-K carline. The charge for this service will be \$1 per day. There is no registration fee for morning care - only for the afterschool program.

Rainbow Elementary School  
Extended Day Registration 2017-2018

1<sup>st</sup> CHILD'S NAME \_\_\_\_\_ TEACHER \_\_\_\_\_  
Last First

2<sup>nd</sup> CHILD'S NAME \_\_\_\_\_ TEACHER \_\_\_\_\_  
Last First

3<sup>rd</sup> CHILD'S NAME \_\_\_\_\_ TEACHER \_\_\_\_\_  
Last First

\_\_\_\_\_ EARLY CARE (Pre-K Only) MON TUES WED THUR FRI

\_\_\_\_\_ PART TIME (1-4 days per week) MON TUES WED THUR FRI

\_\_\_\_\_ FULL TIME (5 days a week)

\_\_\_\_\_ DROP-IN (Teacher and Front Office Must be notified in advance)

MOTHER'S NAME \_\_\_\_\_ HOME # \_\_\_\_\_ CELL # \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ WORK # \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ HOME # \_\_\_\_\_ CELL # \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_ WORK # \_\_\_\_\_

Email Contact (Print legibly) \_\_\_\_\_

NAME OF PERSON(S) AUTHORIZED TO REGULARLY PICK UP CHILD:

\_\_\_\_\_  
*Name/Relationship*

\_\_\_\_\_  
*Name/Relationship*

\_\_\_\_\_  
*Name/Relationship*

PERSONS WE MAY CONTACT IF PARENTS CANNOT BE REACHED DURING AN EMERGENCY:  
(Please note if person is allowed to check out your child.)

\_\_\_\_\_  
*Name Home Phone Cell Phone Yes/No for Check Out*

\_\_\_\_\_  
*Name Home Phone Cell Phone 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 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 (per child) MUST ACCOMPANY THIS APPLICATION.  
FOR OFFICE USE ONLY:

Registration date: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Payment Method: Cash \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_