

West Madison Elementary School
Expanded Day After School Program

PURPOSE

The purpose of the EXPANDED Day After School Program is to provide a safe and enriching environment in which children may receive supervised care for a designated time. The program is designed to assist children in their educational, physical and psychological growth. Our program provides activities that promote problem solving, creativity, critical thinking and teamwork. It allows the children the freedom to choose and to participate in a variety of enjoyable activities.

ADMISSION REQUIREMENTS

Children enrolled at West Madison in grades K-6 are accepted on a full-time or part-time basis (i.e., every Tuesday, Wednesday, & Thursday). All students must be enrolled a minimum of three days per week.

HOURS OF OPERATION

Children arrive at After School Care 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 PROCEDURE

Parents or an authorized individual will pick children up in the cafeteria. A child may not leave the school premises until he or she has been **SIGNED OUT** by an individual who has been authorized on the registration form. Expanded Day will not release children to other individuals without a written note or phone conversation between the parents and the director.

IN THE EVENT OF AN EMERGENCY/LATE PICK-UP, PARENTS ARE TO CONTACT THE AFTER SCHOOL CARE (256-837-1189). AFTER 6:00 P.M., A LATE FEE OF \$1.00 PER MINUTE WILL BE CHARGED.

HEALTH AND SAFETY

If a child becomes ill or injured while at after school care, he/she will be isolated and the parent will be called to pick them up as soon as possible. Emergency phone numbers **MUST BE ACCURATE** to insure immediate notification. Information concerning allergies or health restrictions must be on file, along with a physician's name and telephone number. Every child must have some form of medical insurance to attend expanded day. A copy of your medical

insurance card must be turned in with your expanded day paperwork. If you do not have medical insurance there is paperwork for insurance at the front office (All Kids).

DISCIPLINE

Disciplining of children shall 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), lead teacher, and/or the directors. A three-day suspension may be imposed. Additional offenses may result in removal from the program. The child will not be eligible for re-enrollment in the program. 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

A snack will be served each afternoon. Please notify the Expanded Day Director if your child has a food allergy or a dietary restriction.

TUITION

Registration Fee	\$50.00 per child
Full Time:	\$60.00 per week for one child
	\$50.00 per week for each additional child in the family
Part-time:	\$13.00 per day for the first child
	\$11.00 per day for each additional child in the family

TUITION IS DUE ON MONDAY OR THE FIRST DAY OF THE WEEK THAT THE CHILD IS PRESENT. 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 one non-payment of fees. Please make all checks payable to **WEST MADISON SCHOOL.** Checks must include the driver's license number, current address, and two phone numbers of the person signing the check. West Madison now uses **CHECKCARE** for all returned checks. **If more than 2 checks are returned during the year, cash payment will be required for all fees thereafter.** NO cash will be accepted without a receipt being given at the time of payment.

PARENTS ARE RESPONSIBLE FOR HAVING CORRECT CHANGE WHEN MAKING CASH PAYMENTS. ALL FEES ARE PAYABLE AS SCHEDULED REGARDLESS OF ATTENDANCE. EXEMPTIONS FROM PAYMENTS WILL BE GIVEN ONLY FOR

DEATH OF AN IMMEDIATE FAMILY MEMBER OR ILLNESS INVOLVING ONE WEEK OR MORE IN DURATION. A DOCTOR'S STATEMENT MAY BE REQUIRED. A STUDENT WILL BE EXEMPT FROM CHARGES DURING THOSE TIMES ONLY IF HE OR SHE IS ALSO ABSENT FROM THE REGULAR SCHOOL DAY.

Additional activities will be provided such as Karate and Theater for an additional cost. A monthly calendar will be provided to all EXPANDED Daycare participants in order to plan.

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/children will not be readmitted until all delinquent fees are paid in full. A \$50 registration fee will be required upon reenrollment.

SCHEDULE

The EXPANDED Daycare After School Program will follow the Madison City Schools Calendar. **If the school is closed due to holidays or inclement weather, the program will not offer services and no fee will be charged for those days.**

SEVERE WEATHER

The EXPANDED Daycare After School Program will use the same guidelines for severe weather as are followed during a regular school day. **If school is dismissed early due to severe weather, EXPANDED Daycare After School parents will need to make arrangements to pick up their children at the same time as school dismissal.**

A weather-alert radio is available. If a severe weather warning is issued during a regular day, all students and teachers will move to the designated area.

EXPANDED DAYCARE AFTER SCHOOL SCHEDULE

2:40-3:30	Homework group moves to designated area Reading, Tutoring, Snack
3:30-4:30 P.M.	STEM Activity, Sports Activity, Thematic Art Activity, Theater or Karate when offered
4:30-5:30 P.M.	A variety of planned activities, which includes supervised play (Computer Lab, Library, Cafeteria, Gym)
5:30-6:00 P.M.	Parent pick up from Lunchroom Area Door

EMERGENCY CONTACTS:

NAME
WORK PHONE

HOME PHONE

1. _____
2. _____
3. _____

MEDICAL INFORMATION (Allergies, Nosebleeds, etc.)

IN THE EVENT OF AN EMERGENCY REQUIRING IMMEDIATE MEDICAL ATTENTION, THE STAFF OF THE WEST MADISON EXPANDED DAY PROGRAM HAS AUTHORIZATION TO SECURE THE NECESSARY MEDICAL TREATMENT.

PHYSICIAN _____ PHONE _____

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I HAVE READ AND UNDERSTAND ALL THE RULES GOVERNING THE EXPANDED DAY PROGRAM AND WILL ABIDE BY THEM.

Signature of Parent/Guardian

Date

A \$50.00 NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS APPLICATION

FOR OFFICE USE ONLY:

Registration date: _____ Fee: Cash _____ Check# _____
Received by: _____ Date: _____