



St. Clair County Board of Education
Community Education Summer Program
Emily Davis, Community Education Director
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Program Purpose:

The St. Clair County Board of Education offers this program as a community service. This program is a privilege not a requirement. The program is intended to be a high quality enrichment experience, providing opportunities for growth and development of children ages 5-12. Children must have completed Kindergarten or just completed the sixth grade or just have turned 12. Extended Day allows the children to make choices during their extended day program. The opportunity to make choices gives children more responsibility and fosters self-confidence. All participating children must be able to take care of all personal needs without assistance and must be able to function appropriately in a public facility with a 15-1 child/ teacher ratio. Children participating must be potty trained.

Staff

The staff for each Extended Day Program includes a Site Director, certified teachers, adults, and student aides.

Enrollment Requirements and Fees

- Completed Registration Form
- Signed Discipline Policy
- Non- Refundable Registration Fee- \$150.00 per child. Extended Day Summer Fee - \$100.00 per week per child- must be pre-paid weekly (no daily rates)
- Late fees- \$5.00 per week per child for late payment
- \$1.00 per child for every one minute past closing time a child is picked up (must be paid at the time of pick up or they are not allowed to return to the program until all fees are paid in full).

Past Due Accounts and Returned Checks

All Accounts are due in advance on Fridays for the following week. If the account is paid on a monthly basis, then payment is due on the first business day of the month. A \$5.00 per week per child late fee will be assessed for late payments. Delinquent accounts may be submitted to the courts for collection. Parents will be contacted by appropriate personnel if a check is returned from the bank. The Board of Education has a subcontractor that will contact you and make further arrangements with you about payment. You may be asked to make all future payments with cash, money order or cashiers checks by the site director. If an account becomes more than two weeks late, the child will not be allowed to stay in the extended day summer program.

* Student is allowed one week of vacation. Parent is responsible for paying for all other weeks

Inappropriate Behavior

All students are expected to respond positively to program rules and teachers directions in order to provide a safe and enjoyable environment for "our" children.

1. The teacher will discuss the child's inappropriate behavior with the child, stating clearly the behavior that is expected. The child may be required to take a "time out" for a period of time.
2. If the child fails to respond positively to this statement of expected behavior and "time out" we will contact the parent describing the behavior required.
3. When the child returns the next day the parent will have talked to their child and enlisted the child's help in solving the problem.

If inappropriate behavior continues in spite of our interventions, we will again state clearly to the child the behavior expected and place the child in "time out". If inappropriate behavior continues, we will report to the parent that the child has not been willing to correct his/her behavior, and therefore, he/she will be suspended from the program for the following day. In order for the child to return to the program after the day's suspension the parent must talk to the child about the behavior necessary to remain in the program. Further inappropriate behavior of any kind will result in the child's dismissal from the program. We reserve the right to remove a child from the program for inappropriate behavior at any time without prior notice.

Injury, Damage or Destruction

A child who inflicts (or attempts to inflict) injury to themselves, another child and/or a teacher will be suspended from the program for at least one day. When they return they must apologize to the injured party and promise better behavior. A child who willfully damages or destroys (or attempts to damage or destroy) materials, equipment or property will be suspended from the program for a least one day. When they return they must apologize and pay for the property that needs to be repaired or replaced. A second similar problem of injury, damage or destruction within a two-month period of time will result in dismissal from the program.

Health and Medical Information

For the protection of all children in the program, no child will be admitted to the program while he/she has a temperature. We need your help in keeping contagious diseases, such as colds and flu, out of the program. Children in attendance should be well enough to participate in all activities, including gym and outdoor play. When a child is sick, attempts will be made to contact designated individuals (as listed on registration form) to come and check them out. Parents must furnish medicine and follow the procedures for the staff to administer medication. For prescription medicines: Parents must first fill out the medicine form on the www.sccboe.org website, the container must have the original label listing the student's name, the doctor's name, the name of the medicine, the issue date, the dosage, and how the medicine is to be given and stored. For non-prescription medicines: the medicine must be in its original container, which gives directions for safe use, the expiration date, a list of active ingredients, the name and address of the manufacturer and labeled with the student's name. In addition, the parent/guardian must complete a form that is available in the office. Teachers cannot fill out medicine forms or label medicine for you. Minor cuts and scratches will be treated by washing with soap and water only.

Check out Procedures

- Children must be signed out daily and only by those listed on the Registration Form
- Children may leave for regularly scheduled activities provided there is written permission from legal parent/guardian
- Parents should monitor school closing during inclement weather. Children should be signed out immediately during these extreme times for the safety and welfare of all involved.

Student (s) Name: _____

Sign, Detach and Return Along with your Registration Form

- I have read and understand the rules and regulations for the St. Clair County Extended Day program.
- I am enrolling my child and will abide by the guidelines as stated and will work with the staff to make sure my child also follows the rules and works cooperatively with the other students and staff.
- I understand that all payments must be made in advance and that any unpaid balance carried into the next week will be subject to a \$5.00 late charge. I realize my responsibility and obligation to pay for these services promptly and on a regular basis.
- Students may bring games/toys but they must be clearly labeled with their name and we will not be responsible for them if they are lost, stolen or damaged.
- I understand that there is a \$1.00 charge for every minute after the daily hours (6:00pm) that I fail to pick up my child and that this amount is due and payable at the time my child is picked up.
- I understand that if I have a check not honored by my bank that I must pay a \$30.00 service charge in addition to the amount of the check written. I further understand that all future payments must be made with cash, money orders, or cashier's checks.
- I understand that there will be no after school care provided for all dates as noted on the attached school calendar.
- All Video materials shall be previewed by the director prior to showing to summer care registrants. Films will be shown with a PG or G rating. Any other films will first have written permission from the community ed. director before showing.

I agree that St. Clair County Schools System and or Websites can use any pictures or videos taken of my child/children during the Extended Day/Summer program.

I understand and agree to follow each condition as listed. This statement applies to each child that I have enrolled in the Extended Day/Summer Program.

Parent's/Guardian's Signature: _____ Date: _____

Parental Permission for Student Travel

Each week the Summer Extended Daycare Program will be going on field trips (skating, swimming, etc). A flexible schedule of field trip dates and places will be provided. Field trip admission fees will be paid for each registered child from registration fees. All trips will be transported on a St. Clair County Board of Education school bus with a regular certified school bus driver. Teachers and aides will supervise.

I hereby give my permission for my for my child(ren) _____
 _____ on these field trips.

Parent's/Guardian's Signature: _____ Date: _____

Swimming Pool Release

Please discuss pool safety with your child. Extreme adherence to the rules will be expected for the safety of all children. All children in the program will be transported by bus to and from the swimming pool and will be supervised by our staff.

I hereby give my permission for my child(ren) _____
 _____ to go swimming with the St. Clair County Board of Education Community Education Summer Program. I have indicated below my child's swimming ability. (Please indicate for each child.) I understand that my failure to sign will result in my child being a spectator and unable to get in the swimming pool. I will provide my child with the appropriate clothing, towel, and sunscreen to enjoy this activity.

I release the St. Clair County Board of Education, all school employees, all adult and student aides of all responsibility beyond that of normal supervision.

Swimming ability: Non-Swimmer Limited Swimmer Excellent Swimmer

Parent's/Guardian's Signature: _____ Date: _____

Federal Tax Identification number (for Income Tax Purposes)

Receipts are written at the time of payment. Please retain all receipts for tax purposes. The FIN for the St. Clair County Board of Education is 63-6001061.

Parental/Guardian email address: _____

**ST CLAIR COUNTY BOARD OF EDUCATION
COMMUNITY EDUCATION EXTENDED DAY PROGRAM**

REGISTRATION FORM

CHECK SITE: MOODY ELEMENTARY ODENVILLE ELEMENTARY
 SPRINGVILLE ELEMENTARY ASHVILLE ELEMENTARY

STUDENT NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ GRADE: _____

MOTHER'S NAME: _____ EMPLOYER: _____

(H) PHONE: _____ (W) PHONE: _____ (C) PHONE: _____

FATHER'S NAME: _____ EMPLOYER: _____

(H) PHONE: _____ (W) PHONE: _____ (C) PHONE: _____

DRIVER'S LICENSE (M) : _____ (F): _____

CHILD LIVES WITH: _____

MEDICAL INFORMATION: _____

IS YOUR CHILD COVERED BY MEDICAL INSURANCE?

INSURANCE CARRIER: _____ POLICY: _____

DOCTOR'S NAME: _____ PHONE: _____

EMAIL: _____

PERMISSION TO SEEK MEDICAL TREATMENT IF UNABLE TO REACH PARENTS OR
EMERGENCY CONTACT? YES NO

T-SHIRT SIZE: _____

PLEASE LIST THREE RESPONSIBLE PERSONS TO CONTACT IN CASE OF EMERGENCY
AND TO PICK UP CHILD IF PARENTS CANNOT BE REACHED. (*ONLY DESIGNATED
PERSONS WITH PROPER IDENTIFICATION WILL BE ALLOWED TO SIGN CHILD OUT OF
PROGRAM.*)

NAME: _____ RELATION: _____ PHONE: _____ CELL: _____

NAME: _____ RELATION: _____ PHONE: _____ CELL: _____

NAME: _____ RELATION: _____ PHONE: _____ CELL: _____

SIGNATURE OF PARENT: _____ DATE: _____