

RAINBOW ELEMENTARY SCHOOL

2021-2022 EXTENDED DAY PROGRAM

Contact Number: 256-824-8106

PURPOSE/STRUCTURE – The Extended Day Program is designed to meet a special 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 parent or guardian. 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:

- Roll call, snacks, playground time
- Optional homework/study hall time and space provided
- Planned activities including board games, arts and crafts, computer and open play gym times

ADMISSION REQUIREMENTS – Children enrolled at Rainbow in Pre-K -5th grade are accepted on a full-time, part-time or drop-in basis. Please note that you will be charged the full amount, based on your enrollment selection.

A \$55.00 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. Front office and teacher must be notified in writing (with contact and pick-up information) – email is an acceptable form of communication.

HOURS OF OPERATION- Children are received at 2:40 P.M. (Pre-K students are received at their dismissal time and bussed to Rainbow) 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/additional charges.

PICK-UP PROCEDURES- A child may not leave school premises until he/she has been signed out by the person 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. Identification is required by all persons upon pick-up.

PLEASE ALLOW TIME FOR TRAFFIC, TRAINS, ETC. FOR YOUR CHILD'S PICK-UP. AFTER 6:00 P.M., A LATE FEE OF \$1.00 PER MINUTE WILL BE CHARGED, EVEN IF A PHONE CALL HAS BEEN RECEIVED. THIS WILL BE ENFORCED.

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 ensure 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) and the Extended Day directors. A three-day suspension 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/STUDY HALL- Children in grades 2nd-5th will be provided a quiet, supervised setting in which to do homework or study. 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 teacher about assignments nor supplying paper, pencils, books, etc. It is the responsibility of parents to check their child's homework.

SNACKS- A snack will be served each afternoon. Please bring a water bottle for a drink. Please notify the Extended Day Director if your child has a food allergy or a dietary restriction. In the event that your child has an allergy, please send in approved snacks for their use.

TUITION-

- **Full Time (5 days a week) - \$13.00 per day for one child, \$65 a week**
 \$24 a day for two children, \$120 a week
 \$35 a day for three children, \$175 a week

- **Regular Part Time (1-4 days a week) \$18.00 per day for one child**
 - 2 days: \$36**
 - 3 days: \$54**
 - 4 days: \$72**

 - 2 children \$34 a day**
 - 2 days: \$68**
 - 3 days: \$102**
 - 4 days: \$136**

 - 3 children \$50 a day**
 - 2 days: \$100**
 - 3 days: \$150**
 - 4 days: \$200**

Children must be enrolled for a minimum of three days per week

- **Drop-In - \$20.00 per day per child (one day a week or occasional drop-in)**

Tuition is due on Tuesday of each week. A late fee of \$5.00 per family will be charged if payment is late. A child will be dismissed from the program after two weeks of nonpayment of fees. All tuition/fees must be paid in full by the end of the semester in order for attendance to continue.

Make all checks payable to Rainbow Elementary School. The person writing the check must include:

- **Name of student(s)**
- **Driver's license number**

- o **Current address**
- o **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. Receipts will be given at the beginning of each month. Parents should have the 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 three days absence from school, with the doctor's excuse.

RECEIPTS – Each family will be emailed a statement on Wednesday of every week. If you would like a copy of your statement, please see a director on duty. You will be able to use your electronic statements for your tax records. In December and May full statements will be available 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. A \$55.00 registration fee will be required upon re-enrollment. **If you must withdraw from the program with the intent to re-enroll, your account can be put on inactive status. Please arrange with the administration.**

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.

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.

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 the lobby and sign them in. After 7:25, all parents must enter the Pre-K carline. The charge for this service will be \$1 per day for regular service and \$2 for drop-in. Please indicate on the next page if you plan to use this service on a regular basis. If it is only an occasional basis, please let Mrs. Phillips or your child's teacher know. ***All Pre-K check payments need to be given directly to the front-end worker at Rainbow Elementary School.***

The directors for the Rainbow Extended Day Program are Ms. Joseph and Mrs. Davis. You may contact them at any time.

Rainbow Elementary School Extended Day Registration 2021-2022

1st CHILD'S NAME _____ GRADE/TEACHER _____
Last First

2nd CHILD'S NAME _____ GRADE/TEACHER _____
Last First

3rd CHILD'S NAME _____ GRADE/TEACHER _____
Last First

Please select the service below you would like to enroll for services

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

_____ PART TIME (3 day minimum 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)- Please note, we will email your weekly statement to this email address.

NAME OF PERSON(S) AUTHORIZED TO REGULARLY PICK UP CHILD: *Name/Relationship*

Name _____ Relationships _____ Phone: _____

Name _____ Relationships _____ Phone: _____

Name _____ Relationships _____ Phone: _____

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

Name, Phone Number, 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

Extended Day Behavior Contract
Rainbow Elementary School 2021=2022

The primary focus of the Extended Day Program is to assist children in learning how to make appropriate decisions about their own behavior. The safety and well-being of each child in the program is of the greatest importance to us. Take time to discuss expectations of positive behaviors and the importance of working with and listening to Extended Day Staff during their time in the Extended Day Program. Our goal is for every child to have a positive experience in our program. Please review this behavior contract with your child/children and sign and return the bottom portion of this form.

Rules for Extended Day:

1. **Be Responsible:** You have to decide how you will act. If you don't follow the rules, there will be consequences. You are in charge of what you do and how you act!
2. **Be Polite and Respectful:** Treat others the way you want to be treated. Respect all adults/staff and other students.
3. **Be Safe:** Some of the program rules are planned to keep you from getting hurt.

What Happens If You Do Not Follow Extended Day Rules?

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) and the Extended Day directors. A three-day suspension 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.

1. The student will receive a verbal warning from the staff (unless you hit or hurt someone).
2. If the student repeats the inappropriate behavior or causes harm to others, he or she will have a discussion with the Extended Day Directors about his or her behavior and how to improve it. The student will complete a think sheet to be redirected regarding his or her behavior. Parents will receive a copy of the form.
3. If the student continues the inappropriate behavior, a discipline form will be sent home to be signed and returned to the Extended Day Director,
4. If the inappropriate behavior continues, a parent conference will be scheduled with the directors. The students may be suspended or dismissed from the program.

Please Keep for Your Records

Please sign and return the next page to Extended Day

Extended Day Behavior Contract
Rainbow Elementary School 2021-2022

Student Name: _____ Grade _____

Homeroom Teacher _____

Parent Name: _____

Signature of Parent/Guardian _____ Date _____

Important Facts Concerning Extended Day
Please initial on each line.

1. Hours of operation are from 2:40 pm- 6:00 pm. Pick-ups after 6:00 p.m. results in \$1.00 late fee per minute. _____

2. Tuition is due on Tuesday for the week. Tuition not received by Tuesday will result in a \$5.00 late fee. _____

3. Dismissal from the extended day program for two weeks of non-payment. Re-registration fee of \$55.00 will be required. _____

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

5. Extended day and the office must receive a transportation change notice. _____

6. Withdrawal from extended day requires a two-week written notice and all fees are paid in full. _____

7. I reviewed and understood the Behavioral Plan and kept a copy for my records. _____

A \$55.00 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: _____