

# Extended Day

## Beulah Elementary School

Parents/Guardians,

We plan to begin extended day on the first day that students return to school. If you are interested in enrolling your child, please contact Ms. Mitchell at [mitchell.maggie@lee.k12.al.us](mailto:mitchell.maggie@lee.k12.al.us). You will receive a registration form through email. The registration form will need to be filled out and returned to Ms. Mitchell. This year, we have morning extended day and two afternoon options available.

|              | <b>Morning</b>  | <b>Homework Only</b>   | <b>Full Extended Day</b>                                   |
|--------------|-----------------|--|--|
| <b>Days</b>  | Monday - Friday | Monday-Thursday  | Monday-Friday  |
| <b>Times</b> | 6:30-7:00       | 2:40-4:15 PM CST   | 2:40-5:30 PM CST   |
| <b>Price</b> | \$2 per child   | \$5 per child<br>If your child is not picked up by 4:15 they will be charged the full extended day price | \$10 for one child per day (\$5 for each additional child) |

Extended day will be held in Ms. Mitchell's classroom on the 4th grade hallway (room 410). Morning extended day students can enter the building through the 4th grade hallway (the entrance to the right if you are facing the school).

Extended day will follow the same social distancing protocols and safety guidelines that are in place during the normal school day. Please feel free to contact me with any questions or concerns.

Thanks!

Ms. Mitchell  
Extended Day Director  
Beulah Elementary School

# Extended Day Safety Protocols

Extended day will follow the same social distancing protocols and safety guidelines that are in place during the normal school day.

**Snack:** Students will follow lunchroom guidelines while eating snacks. Students will be socially distanced and will only take masks off while eating. Students will have an assigned seat that they will sit in to eat snacks everyday.

**Homework Room:** Students will have an assigned seat that they will sit in each day while completing homework. Teachers will be available to help the students, but will follow social distancing requirements. Extended day staff will provide each student with a materials box filled with pencils, erasers and anything else they might need to complete their homework to ensure students are not sharing materials.

**Play Time:** Students will use the same guidelines as enforced in PE.

# Extended Day Handbook

## **Introduction and Purpose:**

The purpose of the Extended Day Program at Beulah Elementary School is to provide parents with a safe and enriching environment where their child/children may receive supervised care and homework assistance before and after school. The program is designed to provide structure while allowing the child/children the freedom to choose and participate in additional activities. Beulah's Extended Day Program is intended to be a "home away from home."

There are two Extended Day Sessions available at Beulah Elementary School. The morning session begins at 6:30 AM CST. All Students go to their classroom or breakfast at 7:00 AM CST. The afternoon session begins at the end of the school day and concludes at 5:30 PM CST. Children receive a nutritious snack, homework assistance, and time for recreational activities each day.

We offer a homework only option that allows parents to send students for homework help only. This will begin at the end of the school day and end at 4:15 PM CST. If students are not picked up by 4:15 they will be charged the full extended day amount (\$10).

## **Admission Requirements:**

Students must be enrolled in Beulah Elementary School. Parents must complete all registration requirements before the child can be admitted to the program. Registration will include the following:

1. Completed and signed registration form for ***each*** child attending
2. Updated medical information/immunization (filed in office)
3. Emergency contact person(s) other than parents listed on the registration form ***(This is a must)***
4. Signed Policies and Procedures sheet, from the back of the handbook, indicating that you agree to & understand all of the policies & procedures of the program

## **Tuition and Snacks:**

Tuition for the Extended Day Program is as follows:

**Morning Session:** \$2.00 per day/ per child (no snack)

**Homework ONLY Session:** \$5 per day per child

**Afternoon Session:** \$10.00 per day/per child (includes snack)

\$5.00 per day for each additional child (includes snack)

*\$50.00 a week for one child*

*\$75.00 a week for two children*

*\$100.00 a week for three children*

Fees **must** be paid on the first day of each week. **Failure to pay fees on Monday will result in your child not being allowed to stay the rest of the week.** You may pay fees at the beginning of each month for the following month, but you may not wait and pay at the end of the month. Please make all checks payable to Beulah Elementary School. Please do not send Extended Day Payments with your child's lunch money or with other school funds. You may make payments when you drop off or pick your child up from Extended Day.

PayPams will now be available for extended day payments.

- Go to PayPams.com
- Log in (this will be the same login you use to pay for students' lunch)
- Select "Beulah Elementary Student Fees"

### **Schedule:**

The morning session begins at 6:30 AM and ends at 7:00 AM.

The session does not begin before 6:30 and a door will not be open until then-so please do not drop your child off before this time.

The afternoon session begins when school dismisses and ends at 5:30 P.M. This session DOES NOT run past 5:30 central time so please pick your child up by this time. A late fee of \$10.00 for every 15 minute period that you are late will be charged. Late fees will be calculated in 15 minute periods **only**- so if you are late you will be charged the same for 5 minutes as you will for 15 minutes. Late fees will be due when your child is picked up. Failure to pick up a child by 5:30 three times may result in suspension from the program. A parent or authorized person may sign each child out daily from the designated Extended Day area. **NO ONE ELSE WILL BE PERMITTED TO PICK UP A CHILD.** Failure to sign a child out three times may result in suspension from the program. Please understand that this strict sign-out policy is for your child's safety. No transportation will be provided by the Extended Day Staff.

The Extended Day program will follow the regular school calendar. When school is not in session, the Extended Day program will not be in session. In the event that severe weather causes school to close early or be cancelled, the

program will be cancelled as well. However, your child will be supervised until your arrival.

| <b>Sample Schedule:</b>                                 |
|---|
| 2:50- 3:10- Roll call                                   |
| 3:10-4:15- Snack/ Homework assistance/Computer/AR Tests |
| 4:15-5:30- Indoor/Outdoor Recreation                    |

**Discipline:**

Students must observe the same code of conduct as during the regular school day. Failure to comply with these rules will result in suspension from the program. Refunds will not be provided upon dismissal for disciplinary reasons.

Discipline will be consistent and fair. Parents will be contacted concerning disruptive behavior. The child will be given an appropriate amount of time for improvement. If the disruptive behavior continues, the parent will be given notice of suspension from the program. The program director, teachers, and principal will ALWAYS make the final decision in these cases.

**Responsibilities of the Child:**

**Each child will be responsible for knowing his/her homework assignments.** If a problem arises concerning homework, we will contact the child's regular classroom teacher and work together for improvement. Personal belongings such as coats, sweaters, books, backpacks, etc. should be clearly labeled with the child's name. Items that are left in Extended Day will be put in the lost and found box in the school gym. Toys and games will be available. The Extended Day Program and staff will not be responsible for loss or damage to any games, toys, etc. that children bring to school.

**Health and Safety:**

Safety is very important to us. The low teacher-student ratio enables us to ensure a safe, secure, and healthy environment. Safety is the main reason for our strict sign-out policy. Please inform your family and friends who are authorized to pick your child up, not to be offended when we ask who they are or ask to see identification. It is only for the safety of your child. The sign-out sheet will be with one of the Extended Day teachers. Teachers have walkie-talkies to use to communicate with other teachers who are in a different location.

In case of illness or injury parents will be notified immediately and asked to pick their child up. The parents will be responsible for making other arrangements for child care until he/she is well. **No medication will be given by the Extended Day staff.**

**Beulah Elementary School's Administration**

|  |
|--|
| Mr. Arthur Caffey, Principal               |
| Mrs. Lyndi Lee, Assistant Principal        |
| Mr. Todd Wilson, Assistant Principal       |
| Ms. Maggie Mitchell, Extended Day Director |

NO PERSON SHALL BE SUBJECTED TO DISCRIMINATION ON THE BASIS OF SEX, RACE, RELIGION, AGE, NATIONAL ORIGIN OR HANDICAP.

I HAVE RECEIVED A COPY OF THE POLICIES AND PROCEDURES FOR THE EXTENDED DAY PROGRAM AT BEULAH ELEMENTARY SCHOOL. I HAVE READ IT CAREFULLY AND I AGREE TO COOPERATE WITH EACH AREA. I WILL BE RESPONSIBLE FOR MAKING PAYMENTS AT THE BEGINNING OF EACH WEEK. I UNDERSTAND THAT MY CHILD WILL NOT BE ALLOWED TO STAY IF PAYMENT IS NOT MADE WEEKLY.

Child's Name \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Lee County Schools

Beulah Elementary Extended Day Registration Form 2020-2021

Please return this form to Ms. Mitchell or [click here](#) to complete the form online.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_ Grade: \_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

Guardian 1 Name: \_\_\_\_\_ Home or Cell Phone # \_\_\_\_\_

Guardian 1 Place of Work: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Guardian 2 Name: \_\_\_\_\_ Home or Cell Phone # \_\_\_\_\_

Guardian 2 Place of Work: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Name and Phone # of persons to call if unable to reach parent(s):

1. \_\_\_\_\_ Phone # \_\_\_\_\_

2. \_\_\_\_\_ Phone # \_\_\_\_\_

3. \_\_\_\_\_ Phone # \_\_\_\_\_

Persons with permission to pick up child/children (other than parent(s))

1. \_\_\_\_\_ Phone # \_\_\_\_\_

2. \_\_\_\_\_ Phone # \_\_\_\_\_

3. \_\_\_\_\_ Phone # \_\_\_\_\_

**Medical Information**

Is child covered by insurance? Yes No

If yes- name of insurance: \_\_\_\_\_ Policy # and/or Group #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Permission to seek medical attention if parent(s) cannot be reached.... Yes No

Specific Medical Conditions/Problems: \_\_\_\_\_

Nosebleeds: Yes No Allergies: Yes No

If yes- what is child allergic to? \_\_\_\_\_

Food restrictions: \_\_\_\_\_

My Child will be attending (Select all that apply):

- Morning Extended Day       Afternoon Extended Day (includes homework)       Homework ONLY Extended day

Signature of Parent and/or Person Responsible for Tuition Payment): \_\_\_\_\_

Date: \_\_\_\_\_