

MILL CREEK ELEMENTARY SCHOOL
2019-2020 EXTENDED DAY PROGRAM
(256) 774-4690

PURPOSE/STRUCTURE — The Extended Day Program is designed to meet a special need of Mill Creek's working parents and their children. It specifically provides a safe, enriching climate in which children can remain for a limited time at the end of a regular school day until picked up 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 to participate in a variety of enjoyable activities.

A typical day might include:

- 2:40 – 3:00** **Roll call, restroom, wash hands, water, snacks**

- 3:00 – 4:00** **Supervised homework time and reading in the classrooms or lunchroom for 2nd – 5th grades. K – 1st grade will begin supervised play in the gym or on the playground.)**

- 4:00 – 5:45** **Variety of planned activities for all grades including supervised play**

- 5:45 – 6:00** **Parent pick-up from the front office by 6:00 p.m.**

ADMISSION REQUIREMENTS — Children enrolled at Mill Creek in Kindergarten through fifth grade are accepted on a full-time or part-time basis (i.e., Tuesday, Thursday, and Friday). A minimum enrollment of three days per week is required.

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.

HOURS OF OPERATION — Children are received 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 PROCEDURES — A child may not leave school premises until a responsible adult authorized on the registration form has signed him out. In an emergency, a parent will be contacted for authorization. Parents should provide a note to or call/email the Extended Day Directors if pick-up procedures for their child change. Children will not be released by Extended Day to other adults without a written note or a phone conversation between the parents and the Extended Day Directors, even if the other adult is on the approved pick-up list.

IN THE EVENT OF AN EMERGENCY/LATE PICK-UP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR/STAFF. (call 256-679-7919 after 3:00 p.m.)

PLEASE ALLOW TIME FOR TRAFFIC, TRAIN, ETC. FOR YOUR CHILD'S PICK-UP. AFTER 6:00 P.M. A LATE FEE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED, even if a phone call has been received. Thank you for your cooperation.

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. When a child exhibits disruptive behavior such as fighting, abusive language, disrespect, or disobedience, a discipline form will be given to the parent. Upon the second infraction, if circumstances warrant, the parent may be called to pickup the child. 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.

Due to the nature of any offense, the consequence may result in an immediate removal of the student following a meeting with an administrator / Extended Day director. In addition, the order of consequence may vary based on the nature of the offense.

Thank you for helping us to maintain a safe and positive after school environment for our students.

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.

HOMEWORK — Children will be provided a quiet, supervised setting in a teacher's classroom or the lunchroom, in which to do homework. 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 classroom teacher about assignments nor supplying paper, pencils, books, etc. It is the responsibility of parents to check the child's homework. When homework is completed, the students will have quiet reading time to help obtain the required AR points for their classroom goals.

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	\$65.00 per week for one child \$55.00 per week for each additional child in the family
Regular Part-time	\$18.00 per day for one child \$16.00 per day for each additional child in the family
Drop-in Service	\$20.00 per day per child/must be PRE Registered, payment is due when student is picked up.

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

Tuition is due by 6:00 p.m. each Monday. A late fee of \$5.00 per family will be added to your account on Tuesday if payment is not received by that time. A child will be dismissed from the program after two weeks of nonpayment of fees. A \$55.00 non-refundable registration fee will be imposed each time a child registers or re-registers in the program. If you are withdrawing your child from the program, a 2 week notice is required or full payment for those two weeks must be paid. Make all checks payable to Mill Creek Elementary School. The person writing the check must include name of student, driver's license number, current address and 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. Parents should have 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 five days absence from school.

RECEIPTS — Each child will be given a statement every week for payments made or when balance is paid in full. Statements may be given to the child to put in the bookbag or left at the sign out desk to be picked up by the parent. Please ask for your statement if you do not receive it and keep the statements for payment verification. In December and May full statements with the school tax # will be given to all payments for your tax records. Please keep these as additional copies may not be available at a later time. Thank you.

WITHDRAWING FROM THE PROGRAM - a two-week notice signed by the parent(s) or guardian(s), is required for withdrawal from the program. If a child is removed prior to the 2-week notice, the fees for the 2-week period are to be paid. 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 NON-REFUNDABLE REGISTRATION FEE WILL BE REQUIRED UPON RE-ENROLLMENT.

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.

Administrator: Ms. Carmen Buchanan
cbuchanan@madisoncity.k12.al.us

Director: Jackie Smith (256-679-7919)
jksmith@madisoncity.k12.al.us

Mill Creek Elementary Extended Day Registration Form

Student Name: _____
Full-time (5 days) ____ Part-time (3-4 days per week must specify days) _____ Drop In ____
Date of Birth: _____ Grade: _____ Teacher _____
Address: _____

Mother's Name: _____
Address: _____
Driver License Number: _____ Home Phone Number: _____
Place of Employment: _____ Work Phone _____
Mother's Cell Phone: _____
Mother's Email: _____

Father's Name: _____
Address: _____
Driver License Number: _____ Home Phone Number: _____
Place of Employment: _____ Work Phone _____
Father's Cell Phone Number: _____
Father's Email: _____

In the event of an emergency requiring medical attention, the staff of the extended day program has my authorization to secure the necessary medical treatment for my child.

Physician's Name: _____ Phone Number: _____

Name of Insurance Company and Policy number:

Persons who may check the child out without a note or phone call from the parents:

Emergency Contacts – in case the parent can't be reached, list the name, phone number and relationship of person(s) to be contacted.

Name	Phone Number

IF YOUR CHILD IS ALLERGIC TO ANYTHING, HAS A MEDICAL CONDITION WE SHOULD BE AWARE OF, OR HAS ANY OTHER SPECIAL NEEDS LIST BELOW AND INFORM THE DIRECTOR.

I have read and understand all the policies governing the Extended Day Program and will abide them.

Signature of Parent or Guardian: _____ Date: _____

Discipline Policy

It is the goal of Mill Creek Elementary School's Extended Day Program to provide students with a safe, enjoyable, and productive after school experience. In order to maintain a positive environment, proper discipline must be maintained.

Students in Extended Day will be disciplined for the following infractions:

- 1) being defiant to a staff member or teacher
- 2) causing bodily harm to another child, staff member or teacher
- 3) use of inappropriate language
- 4) any other behavior listed in the school system code of conduct handbook.

Consequences for violations of the rules are as follows:

First offense: The student will be written up and disciplined as staff deems necessary. The offense will be discussed with the parents and they will sign the discipline form.

Second offense: The student will be written up and sent to the extended day director or the teacher in charge. If possible, an administrator will speak with the student. The parent will be called and will sign the discipline form.

Third offense: The student will be written up and sent to the Extended Day Director or teacher in charge. The director/teacher will contact the parents to remove the student from the premises. The director will contact an administrator and the student will be dismissed from Extended Day. The director and administration will determine when or if the student may return (even upon the first offence).

I have read and understand all the policies governing the Extended Day Program Discipline Policy and will abide them.

Signature of Parent or Guardian: _____ **Date:** _____