

# Shenandoah Elementary School



## Extended Day Program Policy Handbook 2019-2020

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## PROGRAM GOALS

Shenandoah Elementary is dedicated to provide a safe, structured, supervised, and enriching Extended Day Program from 3:40 p.m. - 6:00 p.m. on school days. Students will be able to do their homework, as well as participate in activities. This is not personal tutoring. In order to achieve our goal, we need the full cooperation and support of every parent and child.

## PARENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Please make payments on time. Payments must be made **ONLINE ONLY by 8:00 AM on Friday mornings**. If you do not pay prior, your child may not attend the program for the following week and until the balance has been paid in full.
- You must escort your child in to the building using the front entrance doors where a teacher will be waiting to check them in. Do not drop off students outside.
- Arrive at the front entrance to pick up and sign out your child promptly every day by 6:00 p.m.
- **Late pick up will result in a \$20 flat fee, plus an additional \$1 fee per minute per child starting at 6:05pm.**
- If early arrival and/or late pick up is persistent, the child will be dismissed from the program.
- For safety reasons, students must be signed out by a parent/guardian or authorized person recorded on the students extended day enrollment card.
- It is not the responsibility of the Extended Day Teacher to ensure that students complete their homework during the Extended Day Program. To meet the needs of as many students as possible, the Extended Day Teacher will provide guidance during homework time as the teacher is available to do so, but in no way does this supersede a parent's/guardian's involvement.
- Please check and review your child's homework nightly, as well as make sure it is done correctly and completely.

## STUDENT RESPONSIBILITY

Your cooperation is needed in the following areas:

- Please come to Extended Day prepared to do to your homework. (paper, pencils, crayons, books, assignments, etc.) Students will not be allowed to return to their classroom for forgotten items. If there is no homework on a particular day, you will be required to participate in an alternative quiet activity (i.e. silent reading, studying for a test, drawing, etc.) so that other students are able to complete their homework.
- During snack time, please remain seated, use inside voices, and wait until dismissed to discard trash.
- Students may not bring toys, games, or other electronics to the program. Staff members will confiscate the item from the student and return it to the parent/guardian upon pick-up.
- The Extended Day Program staff nor Shenandoah Elementary is responsible for any personal belongings brought to the program. Additionally, neither the program nor the school will provide reimbursement for items that may be lost, broken or stolen.
- The rules that apply during the school day also apply to the Extended Day Program. Students must exhibit good behavior, self-control, and self-discipline.

## DISCIPLINE POLICY

- The discipline policy of the East Baton Rouge Parish School Board and Shenandoah Elementary's discipline procedures/policies will apply to the Extended Day Program. You may refer to the Discipline policy which can be found in the Parent Student Handbook. Infractions of existing policy will result in appropriate disciplinary action.
- The goal is to sustain a structured and positive atmosphere with consistent and clear expectations for behavior.
- In order to provide a safe, caring, and orderly environment for everyone, our Extended Day staff expects mutual respect and common courtesy from our students when enrolled in our extended day program.
- Behaviors such as constant behavioral disruptions, disrespect towards our students and/or staff, bullying, aggressive actions, profanity, verbal and/or physical threats to students or staff members are unacceptable.

## CONSEQUENCES

- Students whose behavior adversely affects the Extended Day program and are unable to follow Extended Day rules will receive consequences in accordance with the severity of the offense, up to and including dismissal from the program.
- Parents/guardians will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior continues to occur.
- If a child chooses repeatedly to break the rules, a formal meeting with the parent will be set up. If the child breaks the rules after this meeting any further infractions of the rules will result in the cancellation of the child's registration and dismissal from the program.
- If dismissal from the program is determined to be an appropriate course of disciplinary action, the school principal will be apprised of the situation.
- Refunds will **NOT** be given if a student is dismissed from the program.

## PICK-UP POLICIES

- Parents/guardians are expected to pick up their child by 6:00 p.m. For the safety of your child, only authorized individuals listed on the Extended Day Enrollment and Emergency Contact Form are allowed to pick up your child. Your child will not be released to anyone not listed on the form you filled out.
- Every day you (or any authorized individual listed) will be asked to sign out your child before they will be released. You will need to get out of your vehicle and get your child from the designated pick-up point. Staff may request photo identification to verify the identity of person(s) authorized to pick up your child.
- In case of emergency where a pick-up will be made by someone not on this list, you must contact the Coordinator to tell them who will be picking up the child. This individual must present proper picture identification.
- Late fees are assessed when a student is picked up after 6:00 p.m. If you do not pay the late fee, your child may not attend the program until that balance has been paid in full. If a child has not been picked up by 6:00 p.m. on more than three occasions, the child may be dismissed from further participation in the program.

## HOW TO MAKE ONLINE PAYMENTS

- Go to [www.ebrschools.org](http://www.ebrschools.org)
- LINKS
- Online School Payments
- Elementary
- Shenandoah Elementary
- Here you will find a list of Extended Day fee's you can select which options apply to you for that week, and select "add to cart"
- When you go to "Checkout" you will have to "add student profile" and you WILL need your child's Student ID number. (This is available in the office if you do not have it already)

## IF YOU HAVE THE SHENANDOAH ELEMENTARY APP

- Go to the app and in the menu bar click "Quick Links"
- Then "Online School Payments"
- This will bring you directly to the list of extended day payment options where you can select which ones apply to you and "add to cart"

## REMIND APP

There is an Extended Day class in the Remind App if you are familiar with it or you can download it on your phone for free. This app is used to provide easy communication where the Extended Day staff can provide announcements and payment reminders, etc. Here is a link to type in to join the Extended Day group on Remind.

<https://www.remind.com/join/mrsklemoi>

## PAYMENT POLICY

- Weekly Rate Payments are due by 8:00 a.m. on the Friday before the week of participation in the extended day program. Monthly payments can be made as well.
- Payments are to be made **ONLINE ONLY**. This is the only form of payment we can accept for the Extended Day Program.
- Families with more than one child enrolled in the program will be given discounted rates for additional children. Family Plan discounts will only be extended to families who pay weekly rates.

Fee	Amount	Due
<b>Registration Fee</b> one-time fee to be paid by regular & drop-in participants	\$40.00 (annual fee)	Time of Registration
<b>Weekly Rate</b> Morning Only (7:00 a.m. - 8:00 a.m.)	\$25.00 / Week	8:00 a.m. Friday before participation
<b>Weekly Rate</b> Afternoon Only (3:40 p.m. - 6:00 p.m.)	\$50.00 / Week	8:00 a.m. Friday before participation
<b>Weekly Rate</b> Morning & Afternoon (7:00 a.m. - 8:00 a.m. & 3:40 p.m. - 6:00 p.m.)	\$65.00 / Week	8:00 a.m. Friday before participation
<b>Drop-in Rate</b> Morning Only (7:00 a.m. - 8:00 a.m.)	\$10.00 / Day	Morning of drop-in
<b>Drop-in Rate</b> Afternoon Only (3:40 p.m. - 6:00 p.m.)	\$15.00 / Day	Morning of drop-in
<b>Drop-in Rate</b> Morning & Afternoon (7:00 a.m. - 8:00 a.m. & 3:40 p.m. - 6:00 p.m.)	\$25.00 / Day	Morning of drop-in
<b>Late Pick-Up Fee</b> Beginning at 6:01 p.m.	\$20 flat fee plus an additional \$1.00 / Minute, per child, beginning at 6:05pm	Due at Pick-Up (child may not attend the program again until all late fees are settled)

## FAMILY PLAN

Family plans are available for **Weekly Rates ONLY**.

Family Plan	First Participant	Each Additional Participant (20% discount)
<b>Weekly Rate</b> Morning Only (7:00 a.m. - 8:00 a.m.)	\$25.00 / Week	\$20.00 / Week
<b>Weekly Rate</b> Afternoon Only (3:40 p.m. - 6:00 p.m.)	\$50.00 / Week	\$40.00 / Week
<b>Weekly Rate</b> Morning & Afternoon (7:00 a.m. - 8:00 a.m. & 3:40 p.m. - 6:00 p.m.)	\$65.00 / Week	\$52.00 / Week

# Shenandoah Elementary - Extended Day Program Registration Form

Complete a separate registration form for each child.

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

Last Name
First Name
Grade Level

Child's Address: \_\_\_\_\_  

Street
City
Zip

Parent/Guardian Information:	Parent/Guardian Information:
_____	_____
First & Last Name	First & Last Name
_____	_____
Phone Number	Phone Number

Parent/Guardian E-Mail: \_\_\_\_\_

List the child's behavioral, educational, or medical needs including allergies & medications your child is using at home or in school on a daily basis.

\_\_\_\_\_

Which session(s) will the child attend?

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Morning Only <input type="checkbox"/> Afternoon Only <input type="checkbox"/> Both Morning & Afternoon	<input type="checkbox"/> Morning Only <input type="checkbox"/> Afternoon Only <input type="checkbox"/> Both Morning & Afternoon	<input type="checkbox"/> Morning Only <input type="checkbox"/> Afternoon Only <input type="checkbox"/> Both Morning & Afternoon	<input type="checkbox"/> Morning Only <input type="checkbox"/> Afternoon Only <input type="checkbox"/> Both Morning & Afternoon	<input type="checkbox"/> Morning Only <input type="checkbox"/> Afternoon Only <input type="checkbox"/> Both Morning & Afternoon

I will be using the drop-in service  I have more than 1 child that will be attending

Emergency Contact (over 18 years old – other than parent/guardian) who are authorized to pick up child:		
Name	Relationship	Phone Number
_____	_____	_____
Name	Relationship	Phone Number
_____	_____	_____
Name	Relationship	Phone Number
_____	_____	_____
Name	Relationship	Phone Number
_____	_____	_____

By signing below, I acknowledge that I have read and understand the policies and procedures included in this handbook, regarding the Extended Day Program.

\_\_\_\_\_  
Parent/Guardian Signature

PLEASE DETATCH AND RETURN THIS FORM