

*Zachary Community Schools  
Extended Day Program  
Handbook  
2017-2018*



# **Zachary Community Schools Extended Day Program Parent Handbook**

## **Introduction**

Welcome to Zachary Community Schools Extended Day Program. Zachary Community School Board in conjunction with Zachary Early Learning Center, Northwestern Elementary, Rollins Place Elementary, Zachary Elementary and Copper Mill Elementary is committed to providing a safe environment for elementary students to experience academic enrichment and homework assistance in a before and after school setting.

This handbook is a comprehensive guide for policies and procedures of Zachary Community Schools Extended Day Program. Please read it carefully and discuss appropriate areas with your child.

## **Vision Statement**

Zachary Community Extended Day Program is recognized as a model of excellence serving all citizens.

## **Mission Statement**

The mission of the Zachary Community Extended Day Program is to provide an alternative program focused on academics that will assist participating students to reach their maximum potential through high-quality instruction.

## **Goals**

1. Provide a positive environment for learning\*
2. Use motivational strategies to engage student participation and learning\*
3. Incorporate the goals of the district's wellness program
4. Provide effective program management, support and resources\*
5. Assess program periodically for effectiveness (ex. parent survey)\*

\* Indicates goals that were adapted from CRESST (The National Center for Research on Evaluation, Standards and Student Testing)

## Program Description

Zachary Community Schools' Extended Day Program was designed to offer participating students in Pre-K to 6th grade reinforcement in academics and homework assistance through high-quality instruction. A site supervisor and qualified instructional personnel staff are at every school. Staff members work closely with the classroom teachers, and school principal. Students will be given limited homework assistance each day. It is the parent's responsibility to check their child's homework daily for completion and accuracy.

### Hours

School	Drop off Time	Carpool Line after	Pickup Time
<b>Zachary Early Learning Center</b>	6:30 a.m.	7:55 a.m.	5:45 p.m.
<b>Northwestern Elementary</b>	6:30 a.m.	7:55 a.m.	5:45 p.m.
<b>Rollins Place Elementary</b>	6:30 a.m.	7:55 a.m.	5:45 p.m.
<b>Zachary Elementary</b>	6:30 a.m.	7:30 a.m.	5:45 p.m.
<b>Copper Mill Elementary</b>	6:30 a.m.	7:30 a.m.	5:45 p.m.

### Drop Off

Students may be dropped off beginning at 6:30 A. M. at Copper Mill Elementary, Northwestern Elementary, Rollins Place Elementary, Zachary Early Learning Center and Zachary Elementary. Please note that students may not be dropped off at Extended Day after the Carpool Line time listed above.

### Pickup Time

Students must be picked up by 5:45 P. M. A late fee of \$1.00 per minute **will be assessed** after 5:45 P. M. (Suggestion: Please make sure you have someone on standby to pick up your child if for any reason you are unable to be here by 5:45.)

### Fees

Registration Fee ( <b>Nonrefundable</b> )	\$40.00
Cost Per Week (Students on Regular Lunch Program)	\$40.00
(Students on Free or Reduced Lunch)	\$35.00
Mornings only	\$25.00

If **three** or more children in one family (must be from same household) participate in the extended day program, each child will receive a \$5.00 discount on their weekly cost.

Fees are paid in advance and are nonrefundable. (Exceptions will be made in cases of extended illness, emergencies, or for extenuating circumstances.)

## Payments

**All payments are due to the site supervisor on the Friday before the week attending.** There will be no credit for partial weeks. Full payment will be due regardless of the number of days your child attends for the week. Exceptions: School emergencies (ex: hurricane days) or early dismissal weeks that result in less than 3 full days of attendance.

## NSF checks

Zachary Community Schools uses a company called Check Care to collect on NSF checks. When an NSF check is received, the person who wrote the check is notified and given 5 working days from the date of the notice to send cash or money order to replace the NSF check. If the cash or money order payment is not received within the 5 days, the check is turned over to Check Care, and they will collect on the check and charge a fee for each check. The second NSF check requires all future payments to be made in cash or money order for the remainder of the school year.

If payment is more than 3 days late your child(ren) will not be allowed to return to the program until balance is paid in full. A \$10.00 late fee will be assessed.

## Enrollment

To enroll your child, you must complete:

1. Enrollment form
2. Emergency Information Card

**It is the family's responsibility to keep all pertinent information current.**

You may remove your child from the program at any time. However, one week's notice is requested.

## Attendance Policies and Procedures

It is required that each child must be checked in and signed out of the site each day. If someone other than the child's custodial parent(s) or legal guardian will be picking up the child from the program, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. If your child is not to attend on a given day, a note must be sent to the site coordinator and to the child's teacher.

All children must be picked up by 5:45 P. M. Emergency contacts will be called for any child who is not picked up by 5:45 P. M. A late penalty of \$1.00 per minute will be assessed. If a parent continues to violate this rule and habitually leaves a child after the 5:45 closing time, this may result in the child not being allowed to participate in the program.

The Extended Day program will **NOT** operate during scheduled school holidays and will **NOT** operate during the afternoons of early dismissal days.

The Extended Day program will be closed if the schools are closed for emergencies.

## **Discipline Policy**

Rules may vary slightly from site to site, but each site uses a positive approach to discipline when a specific rule is broken. Behavior problems are recorded and parents will be notified if an inappropriate behavior continues. If a child continually misbehaves, the site supervisor may suspend and/or the child may be permanently removed from the program. If your child is responsible for damages to school property, an assessment will be charged. If the damage is a result of vandalism, the disciplinary guidelines of the Zachary Community School System Student Rights and Responsibilities will be followed.

## **Safety**

The Zachary Community Schools Extended Day Care provides a safe place where students can reinforce academic skills, work on homework assignments with limited assistance, and participate in age-appropriate recreation and social skill building activities. **Students are expected to follow all school rules and program safety rules.** Violation of these rules may result in your child not being allowed to participate in the program.

## **Accident or Injury**

Parents will be notified upon picking up a student of any minor scrapes or "Ouches".

Parents will be contacted as soon as possible in the event of a serious accident or injury. In the event a parent cannot be contacted, emergency contacts will be notified. An incident report will be completed and placed on file.

Staff will use standard first aid when treating minor injuries.

## **Snacks**

Participants will receive an afternoon snack.

# Parent Extended Day Agreement

## Zachary Community Schools Extended Day Program

My signature on this agreement indicates that I have read the Extended Day Handbook and agree to abide by the rules and regulations of the Extended Day Program. I am aware that the Extended Day Program will not operate during scheduled school holidays. I am also aware that the Extended Day Program will not operate during the afternoons of early dismissal days. Early dismissal days are as follows: **10/13/17, 12/15/17, 12/18/17, 12/19/17, 5/17/18, 5/18/18, and 5/21/18.** I know that the program will be closed if the schools are closed for emergencies.

I also agree to the following rules:

1. Parents must pick up their child/children no later than 5:45 P. M. A late fee of \$1.00 per minute will be assessed for every minute after 5:45.
2. Fees will be paid in advance and are nonrefundable.
3. It is the responsibility of the parent to keep the program informed of any changes in address, telephone numbers, custody requirements and emergency information.
4. All children must be signed out in person by the parent or person authorized to pick up the child. Minors are not allowed to pick up students.
5. Parents agree to give a one weeks notice in writing if a child is to be withdrawn from the program.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

**Please complete and return the Parent Agreement form, application and \$40.00 deposit.**

**Repeated Failure to comply with any of the policies included in this handbook may lead to your child being removed from this program.**

***KEEP PAGES 1-5 FOR YOU RECORDS***



# Zachary Community Schools Extended Day Application for Enrollment 2017-18

Please print legibly and fill out this form completely. Date \_\_\_\_\_

Student: \_\_\_\_\_ School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Known allergies or dietary restrictions: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Male or Female \_\_\_\_\_

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

Mother's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother's Work #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Work #: \_\_\_\_\_ Father's Cell #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**List all persons authorized to pickup up your child:**

Names	Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**Registration Fee: \$40.00 Non-Refundable (Per Child)**

Cost per week (students on regular lunch program)	\$40.00 (before and after/after only)
Cost per week (students on free or reduced lunch program)	\$35.00 (before and after/after only)
Cost per week	\$25.00 (mornings only)

Place a check by the correct option: Before School  After school  Before and After School

If three or more children in one family (must be from same household) participate in the extended day program, each child will receive a \$5.00 discount on their weekly cost.

**There will be no reduction in cost for absences, early dismissal or for holidays that occur within the school week. A reduction may be allowed in the event that there are two or less school days in a week due to school mandated closures.**

Students **must be** picked up **by 5:45 p.m.** **\*After 5:45, there will be a \$1.00 per minute charge.**

My signature on this application indicates that I have read the ZCS Extended Day Handbook and agree to abide by all rules and regulations.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

# Parent Extended Day Agreement

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Date

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