

*Zachary Community Schools*  
*Extended Day Family Handbook*  
2020-2021



# **Zachary Community Schools Extended Day Program Family 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 guide for procedures and operating practices of the 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\*

**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 leader and qualified instructional 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 (where developmentally appropriate). It is the parent’s responsibility to check their child’s homework daily for completion and accuracy. A snack is provided in the after-school program. The Extended Day Program must be notified of specific food requirements and allergies at the time of registration. School health form documentation should be on file at the school site.

**Program Administration**

The Extended Day site leader along with an assistant site leader, and central office staff, oversees the staff and each program throughout the Zachary Community School System (ZCSS). The school principal is responsible for all activities in his/her building, including the Extended Day Program. The principal, in consultation with Extended Day staff and the site leader, may dismiss or suspend students from the Extended Day Program for repeated late pick-up, non-payment of tuition, behavior problems, failure to complete and/or update forms required for enrollment in the program, and/or failure to comply with program rules and procedures. The Extended Day site leader oversees the operations at each school.

**Operation**

Hours

School	Drop off Time	Carpool Line after	Pickup Time
<b>Zachary Early Learning Center</b>	6:30 a.m.	8:20 a.m.	5:45 p.m.
<b>Northwestern Elementary</b>	6:30 a.m.	8:20 a.m.	5:45 p.m.
<b>Rollins Place Elementary</b>	6:30 a.m.	8:10 a.m.	5:45 p.m.
<b>Zachary Elementary</b>	6:30 a.m.	7:25 a.m.	5:45 p.m.
<b>Copper Mill Elementary CME Middle</b>	6:30 a.m.	7:25 a.m.	5:45 p.m.

**Fees –  
Hybrid Days**

All fees are paid in advance (including registration fee) and are nonrefundable.

Registration Fee \$40.00

Cost Per Week \$20.00

*Mornings only* \$10.00

**Fees – Traditional Days**

All fees are paid in advance (including registration fee) and are nonrefundable.

Registration Fee \$40.00

Cost Per Week \$40.00

*Mornings only* \$25.00

*Please note that we do not accept partial weekly payments. In the event tuition is a shared expense of more than one household, we ask that you alternate payment weeks.*

### 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 will be calculated at the daily rate. Online payments will be available at a future date and information will be forthcoming.

### 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 an outside agency or the District Attorney's Office for collection (and/or further action). 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/children will not be allowed to return to the program until the balance is paid in full. A \$10.00 late fee will be assessed.

### Enrollment

Enrollment will be accepted on a first come, first served basis. If registration exceeds space and staffing requirements, children will be placed on a waitlist until their attendance can be accommodated.

To enroll your child, you must complete the Enrollment Form, Emergency Information Card, (*Two emergency contacts, other than parent/guardian, are required. Emergency contacts must be able to arrive within 30 minutes of being notified to pick up the child when the parent/guardian cannot be reached.*), pay the registration fee, and tuition. It is the family's responsibility to keep all pertinent information current with the Extended Day Program. You may remove your child from the program at any time, but one week's notice is requested.

### Attendance Policies and Procedures

*Check in and check out:*

Refer to the table below for check-in and check-out locations by school. Students may not be dropped off at school prior to the opening of Extended Day. 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 specific to that day. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. No exceptions will be made to this policy. If your child is not to attend on a given day, a note should be sent to the site coordinator and to the child's teacher.

<b>School</b>	<b>Sign-In Location</b>	<b>Sign-Out Location</b>
Zachary Early Learning Center	Main office foyer	Main office foyer/Playground
Northwestern Elementary	Main office foyer	Main office foyer
Rollins Place Elementary	Main office foyer	Main office foyer
Zachary Elementary	Main office foyer	Main office foyer
Copper Mill Elementary	Carpool area (side door near pond)	Main office front desk

*(Each location reserves the right to change check-in and check-out locations without prior notification due to safety concerns, unscheduled maintenance, or programming needs.)*

*Parental Rights:*

Appropriate legal documents must be on file when a custodial parent requests to prevent the other parent from picking up the child or having access to program information.

*Late Pick Up:*

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. The parent or person picking the child up will be asked to sign a Late Pick Up Form. The late fee will be added to the next week's tuition. If a parent continues to violate this rule and habitually leaves a child after the 5:45 P.M. closing time, this may result in the child not being allowed to participate in the program. After 3 late pick-ups, the student will be dismissed from the Extended Day Program for the remainder of the year.

**Discipline**

Rules may vary slightly from site to site but will follow closely to the school's disciplinary practices. Parents will be notified if an inappropriate behavior continues after correction or becomes a pattern. After 3 written behavior referrals, the student will be dismissed from the Extended Day Program for the remainder of the year.

**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.

**Zachary Community School District's Strong Start Initiative**

[Zachary Community School District Health & Wellness](#)

**Accident or Injury**

Parents will be notified upon picking up a student of any minor injuries. Our staff will always attempt to assess a situation to the best of their ability and take appropriate action. 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. Staff will use standard first aid when treating minor injuries.

## Parent Extended Day Agreement

### Zachary Community Schools Extended Day Program

My signature on this agreement indicates that I have read the Extended Day Family Handbook and agree to abide by the rules and regulations of the Zachary Community Schools 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 listed on the Zachary Community School System's calendar. This calendar can be found at [www.zacharyschools.org](http://www.zacharyschools.org). I am aware 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. check out time. The parent must sign a Late Pick Up form, if arriving after 5:45 P.M. A late fee of \$1.00 per minute will be assessed for every minute after 5:45 P.M.
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. *(All designated persons must be able to show valid picture identification upon request.)*
5. Parents agree to give a one week 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.**



# Zachary Community Schools Extended Day Application for Enrollment 2020-2021

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 #: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

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

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

Father's Email: \_\_\_\_\_

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

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

### List all persons authorized to pick up your child:

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

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

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

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

\_\_\_\_\_  
Date