



## MADISON CITY SCHOOLS EXTENDED DAY PROGRAM



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### Columbia Elementary School

667 Balch Road  
Madison, Alabama 35758  
(256) 430-2751 ext. 182

### PURPOSE/STRUCTURE

The Extended Day Program is designed to meet a special need of Columbia's working parents and their children. It specifically provides a safe, enriching climate where children can remain for a limited time at the end of a regular school day until picked 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 the freedom to choose from and to participate in a variety of enjoyable activities. Hours of operation are 2:40 p.m. - 6:00 p.m.

A typical day includes:

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

3:00 – 4:30 Variety of planned activities which includes homework time if needed

4:30 – 6:00 Supervised play

### ADMISSION REQUIREMENTS

Children enrolled in kindergarten through fifth grade at Columbia are accepted on a full-time basis. To be enrolled in the Extended Day program, registration paperwork, a \$55.00 non-refundable registration/activity payment, and the first week's tuition must be delivered to the school before the child can attend. If the program is full, the child will be placed on a waiting list. If placed on a waiting list, payments will not be due until the parent is contacted by an extended day employee and a start date is scheduled for the child / children to attend the program.

### TUITION

Full Time \$75.00 per week for one child

\$70.00 per week for each additional child in the family

Tuition is due weekly. A late charge of \$5.00 per family will be charged if payment is late. A child will be dismissed from the program after two weeks of nonpayment. A non-refundable registration/activity payment will be imposed each time a child registers or re-registers in the program. All payments must be paid in full by the end of each semester in order for attendance to continue.

Make all checks payable to Columbia Elementary School. **Checks must include the driver's license number, current address, and work and home phone numbers of the person writing/signing the check.** 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 the correct change when making cash payments. A receipt for payment will be placed in your child's folder. **All payments 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 consecutive absences from school and a doctor's note is provided.

A \$55.00 non-refundable registration/activity payment is required for each child. **CHILDREN RE-ENROLLING IN THE PROGRAM WILL NOT BE ADMITTED UNTIL ANY AND ALL DELINQUENT PAYMENTS FROM THE PREVIOUS ENROLLMENT ARE PAID IN FULL.**

### **WITHDRAWING FROM THE PROGRAM**

A two-week notice, written and signed by the parent(s) or guardian(s), is required for withdrawal from the program. ALL PAYMENTS ARE DUE PRIOR TO WITHDRAWAL. IF NOT PAID, THE CHILD(REN) WILL NOT BE RE-ADMITTED UNTIL ALL DELINQUENT PAYMENTS ARE PAID IN FULL. A \$55.00 registration payment will be required upon re-enrollment.

### **PICK-UP PROCEDURES**

Your child may not leave school premises until he/she has been signed out by a responsible adult authorized on the registration form. In an emergency, a parent will be contacted for authorization. Parents should provide a note, e-mail, or call to the Extended Day Director if pickup procedures for their child changes. Children will not be released by Extended Day to other adults without a written note, e-mail or a phone conversation between the parent and the Extended Day Director, unless the other adult is on the approved pickup list.

### **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 ensure 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.

### **HOMEWORK**

Children in grades kindergarten through fifth will be provided a quiet, supervised setting in which to do homework. Children are responsible for bringing all books, materials, and assignments to the homework area when Extended Day begins. They are not allowed to return to the classroom after their classroom teacher's dismissal. The Extended Day Staff is not responsible for checking with the teacher about assignments nor supplying paper, pencils, books, etc. Parents should always double check homework on a daily basis to ensure the completion of all assignments and check the accuracy of the completed assignments. If parents do not wish for their child to complete or work on homework at school, a note should be sent to the Extended Day Director.

### **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.

### **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 payments will not be charged for days the program is closed.

The Extended Day Program will not operate during the afternoons designated as a Collaborative Day for teachers.

### **SEVERE WEATHER**

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 your 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 areas. Fire and severe weather drills will be practiced each month by the Extended Day staff and children.

**IN THE EVENT OF AN EMERGENCY/LATE PICKUP, PARENTS ARE TO CONTACT THE EXTENDED DAY DIRECTOR /STAFF. AFTER 6:00 P.M., A LATE CHARGE OF \$1.00 PER MINUTE PER CHILD WILL BE CHARGED.**

### **DISCIPLINE**

It is the goal of Columbia 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 pick the child up from the program immediately. 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.

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.

**Miranda Bolden**  
Principal  
Columbia Elementary

**Karen Jump**  
Extended Day Director  
kjump@madisoncity.k12.al.us

## Columbia Elementary Extended Day Information Registration Form

|                            |                              |
|----------------------------|------------------------------|
| Main Contact Email         |                              |
| <u>Student's Name</u>      |                              |
| Date of Birth              |                              |
| Grade Level                |                              |
| Teacher's Name             |                              |
| Home Address               |                              |
| <u>Mother's Name</u>       |                              |
| Address                    |                              |
| Cell Phone Number          |                              |
| <u>Place of Employment</u> |                              |
| Madison City Employee      | Yes   No   If yes, location: |
| Work Phone Number          |                              |
| <u>Father's Name</u>       |                              |
| Address                    |                              |
| Cell Phone Number          |                              |
| <u>Place of Employment</u> |                              |
| Madison City Employee      | Yes   No   If yes, location: |
| Work Phone Number          |                              |
| Name of Insurance Company  |                              |
| Policy Number              |                              |

The Madison City School System has my permission to seek medical treatment necessary for my child during a school-sponsored activity or field trip.

The following individuals have permission to check out the named child without written permission from the parent. In case of an emergency and neither parent can be reached, we will call in the order of the names listed.

| Name / Relationship | Phone Number |
|---------------------|--------------|
|                     |              |
|                     |              |
|                     |              |
|                     |              |

**ANY CHANGES TO THE PICK-UP/EMERGENCY LIST MUST BE MADE BY THE PARENT**  
(ex: If a contact is no longer allowed to pick up your child, please notify extended day immediately.)

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

**Things to Initial and/or Sign**

\_\_\_\_\_ Label any personal items (electronic devices, Games, Books, Toys, Etc.) that your child/children bring from home. Extended day is not responsible for any lost, stolen or damaged items.

\_\_\_\_\_ I have verified that the information on the registration form is correct.

\_\_\_\_\_ I have written down my insurance information.

\_\_\_\_\_ I have turned in any medication and the appropriate forms.

\_\_\_\_\_ I have paid the \$55.00 non-refundable registration/activity payment and the first week's tuition.

\_\_\_\_\_ I have read and understand the above discipline plan for the Extended Day Program at Columbia Elementary School.

\_\_\_\_\_ I have read and understand all the policies governing the extended day program and will abide by them.

**Parent Signature:** \_\_\_\_\_

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

**Miranda Bolden**  
**Principal**  
**Columbia Elementary**

**Karen Jump**  
**Extended Day Director**  
kjump@madisoncity.k12.al.us