

Columbia Elementary School
Extended Day Program
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 2:40-6:00. 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 at Columbia in kindergarten through fifth grade are accepted on a full-time or regular part-time basis (i.e. every Tuesday, Thursday, and Friday), a minimum enrollment of **three days per week** is required.

TUITION- Full Time - \$60.00 per week for one child
\$50.00 per week for each additional child in the family

Regular Part Time- \$13.00 per day for one child
\$11.00 per day for each additional child in the family

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

Tuition is due weekly. A late fee 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 of fees. A registration fee will be imposed each time a child registers or re-registers in the program. All tuition/fees 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 correct change when making cash payments. A receipt for payment will be placed in your child's folder. **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 consecutive absences from school and a doctor's note is provided

A \$50.00 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.**

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 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 \$50.00 registration fee 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 insure immediate notification. Information concerning allergies or health restrictions must be on file, along with a