

Fort Payne City Schools

Extended Day Program



Parent Handbook

**Fort Payne City Schools
Extended Day Program**

Dear Parents,

We appreciate you entrusting your child to our care. Please read this handbook with your child before signing and submitting your program registration form so we know you fully understand our policies. The term “parent” within this handbook shall encompass “parent(s) or “legal guardian(s)”. It is the sole duty and responsibility of the parent or guardian to update contact information should it change and notify the Extended Day Program.

This handbook outlines the policies and procedures followed by the Extended Day Program operated by the Fort Payne City School System. These policies and procedures are subject to change as needed at the discretion of the Board of Education.

A signed registration form and the first week’s fee must be submitted to the Extended Day Program Site Manager prior to your child’s first day in attendance in the program. We also recommend that you keep this handbook in a convenient place for future reference. If you have questions, please call us at 256-844-8276. You are welcome to ask any Extended Day Program staff member for additional information, as well. We look forward to serving you and your family in the months ahead.

Sincerely,

Dan Groghan
Administrator/Extended Day Supervisor
Fort Payne City Schools

Location

Wills Valley Elementary School – PreK to 2nd Grade
Little Ridge Intermediate School – 3rd Grade to 5th Grade

Dates and Hours of Operation

EDP will be open from 3:15pm to 5:30pm the days that school is in session.

*Please call the following phone number if you need to contact us during EDP hours.

EDP Office - (256) 844-8276

Quick Tips for Parents:

1. Federal Tax I.D.: 636000810
Fort Payne City Board of Education
2. Completed Registration Form, Registration Fee (non-refundable) and tuition fee for the first week are due before the child can attend the program.
3. Tuition rates are based on registration not influenced by attendance
4. Repeated late pick-up may result in dismissal from the program. The Program ends promptly at 5:30 p.m.
5. It is the sole duty and responsibility of the parent or guardian to update contact information should address or phone numbers change.

Getting Started

The following items are needed to complete the registration process:

- Completed and signed Registration Form
- Updated medical information.
- Emergency contact person(s) other than parents
- Non-Refundable registration fee (\$20)
- Tuition payment for first week

Admission and Registration

- If a student ended the previous year with a balance the student may not register until the balance has been paid in full.
- The Extended Day Program is open to Fort Payne City School Students only.
- Student must be able to participate in group activities with other children and not require one on one supervision.
- Student must not be dangerous, disruptive, or a threat to self or others.
- Must respond to first name.
- Must interact with other children and adults in a non-aggressive manner.

Enrollment

The EDP program at Wills Valley Elementary School will accept students who will be in grades Pre-K – 2nd grade this year. Little Ridge Intermediate School will accept students who will be in grades 3rd – 5th. Available spaces will be filled on a first come, first served basis. Applications will not be accepted until all paperwork is complete. This includes the following things:

- 1. \$20.00 registration fee (for students who have never attended EDP)**
- 2. Completed registration form (front and back)**

Once registration for the program has reached its limits, all other applications will be placed on a waiting list, in the order they were received.

Payment

Tuition is \$30 per week

Discounts will be given as follows for families with multiple children enrolled:

- a. \$50.00 for two children per week**
- b. \$70.00 for three per week**

Tuition payments will be accepted **every Monday**. If possible, please pay by the month. If we are out of school on Monday, we will collect money the next day we are in school that week. Please make arrangements to pay each week during this time. We ask that you never fall more than a week behind on your payments. If your account becomes two weeks behind, your child may be removed from the program until your account balance is paid.

Prorated week fees for school breaks/holidays

1st School Week, Labor Day Week, Veterans Day Week, 1st Week after Christmas Break, Martin Luther King Day Week, President's Day Week, April 15th Week, Last School Week – 1 child \$24, 2 children \$40, 3 children \$56

Fall Break Week – 1 child \$18, 2 children \$30, 3 children \$42

Emergency Procedures

The Director of the program will work with the teachers to see that drills for emergency situations that may arise are planned and carried out.

Inclement Weather

If there is inclement weather and Fort Payne City Schools are closed, EDP will be closed also.

Transportation

There will be no transportation provided for any of our programs.

Programs Available

EDP

EDP begins at 3:15 p.m. and last until 5:30 PM each school day afternoon. If your child is part time, please let us know what days they will be attending.

A snack will be provided each day at 3:15 p.m. when your child arrives. After snack time, the children will have the opportunity to work on their homework. Please talk to your child about homework. It will be the responsibility of the child to tell us if they have homework. When this time is over all children will return to the group

Extended Day Summer Camps -will be offered based on parent/student interest.

Arrival and Pick-Up

All students in the EDP program must be picked up by 5:30 PM each day by an authorized person. Please make sure that you have given us the name of anyone who may pick up your child. Your child will not be allowed to leave with anyone who is not on his/her registration form. Identification will be asked for if the employee on duty does not know the person picking your child up.

The Extended Day Program ends promptly at 5:30 p.m. each day. Parents who are late will be charged \$5.00 per quarter hour per child. More than two incidents of late pick-ups could result in your child being removed from the program. If a parent is more than one hour late picking up a child, the director or assistant director will be authorized to consider the child abandoned and call the authorities to come to the site and take custody of the child.

Safety

SIGN-OUT POLICY

In the interest of safety and security, all children must be signed out daily by parents, guardians, or someone listed on the registration form at least 16 years of age. A complete signature is required (no initials). You may include an additional page of contact names and numbers if you desire; more is better than less. A driver's license will be requested as identification from persons picking up a child. Failure to sign out a child will be considered a serious rule infraction.

Medication

No medication will be administered during EDP hours. Please do not ask us to make any exceptions. This decision was made because of new procedures our school must follow when administering medicine.

If your child is allergic to anything or has any health problems, please discuss this with the program director and document it on the registration form.

Standards for Program Participants

It is our policy that we will not have any discipline problems in our EDP program. Discipline problems will be referred to the program Director. If problems are not resolved, parents will be asked to come in for a conference. Continued problems may result in the student being removed from the program.

Program Rules:

Students must follow the same rules that apply to the regular school program. Basic expectations include, but are not limited to, the following:

- Obedience to all staff and respect for students and adults;
- Running and playing in designated areas only;
- Remaining with supervising adults at all times;
- Leaving the program site ONLY with parents OR their written designees.

DISCIPLINE/DISMISSAL/SUSPENSION:

Because children are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but not limited to, behavior that requires constant attention from staff, inflicts physical or emotional harm on other children, abuses the staff, or involves willful destruction of property, or that which ignores or disobeys program rules. If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program. Reasonable efforts will be made to assist the child in making needed adjustments.

Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of in-house discipline procedure (i.e. “time out” Corporal punishment is never used in the Extended Day Program).
- Notifying parents of his/her child’s unacceptable behavior

Following the first offense (“offense” shall be any incident resulting in a Notice of Student Behavioral Incident Form being completed), the student will be separated from the group and taken to a designated area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified with the Notice of Student Behavioral Incident form at the time of pickup or sign-out from the program that day.

Following the second offense a discussion by Site Director and parents is required before the student will be considered for re-admission to regular activities. Parents will be notified with the Notice of Student Behavioral Incident form at the time of pickup or sign out from the program that day.

Following the third offense, the behavior of the student will be discussed with the parent/legal guardian. The Extended Day Supervisor will be notified. Parents will be notified with the Notice of Student Behavioral Incident form at the time of pickup or sign-out from the program that day. The parent will be notified that suspension will be forthcoming if behavior is not rectified. Date of impending suspension will be reflected on the third student Behavioral Incident form. Suspension may be 1 to 5 days.

Following re-admission to the program if the student again receives disciplinary action, the student may be permanently dismissed or receive additional suspension **from the Extended Day Program based on guidance from the Program Supervisor.**

The Extended Day Program Supervisor or School Principal may at anytime, at his or her discretion, permanently dismiss a student from the Extended Day Program should a student’s conduct merit dismissal.

Complaint Procedure

In the event of a complaint, initial contact should be made with the Extended Day Program Site Manager. After the incident or complaint has been discussed, the Site Manager will forward documentation to the Program Supervisor. Upon receiving the written documentation, the Program Supervisor will contact the Site Manager to review the complaint/request. If the parent or guardian does not feel the situation reached agreeable resolution; they may contact Dan Groghan Extended Day Program Supervisor at the Fort Payne City Schools Board Office at 256-845-0915. Our desire is that all problems be resolved to the satisfaction of parent, student, and Extended Day Employees.

Please refer any questions or concerns to the following people:

Ms. Peggy Byrd, Program Site Director

Wills Valley Elementary School (256) 844-8276

Mr. Dan Groghan, Community Education Coordinator/Extended Day Program Supervisor

Fort Payne City Board of Education (256) 845-0915

Please read, sign and return the enclosed Parent Information Agreement to the Extended Day Program.

Parent Information
Fort Payne City Schools
Extended Day Program

Student Name _____ Age _____ Grade _____

Parent/Guardian Name _____ Date _____

Parent Guardian Name _____ Date _____

Special Needs of Student: _____

Medical Needs of Student:

Allergies (food/other): _____

Parent/Guardian Verifications

- **I understand a completed and paid registration form for my child(ren) must be on file prior to attending the Extended Day Program.**
- **I understand that no one under the age of 16 can sign my child out at the end of each day.**
- **I understand that only individuals on the approved sign out list (or advanced notice in writing) with proper identification can sign my child out for any reason.**
- **I understand that fees for the Extended Day Program must be paid in advance each Monday for the upcoming week.**
- **I understand that the hours of the Extended Day Program are 3:15 p.m. – 5:30 p.m. in the afternoons.**
- **I have received a copy of the Extended Day Program Parent Handbook.**
- **I understand that if my child does not follow the rules outlined in the handbook, he or she may be dismissed from the Extended Day Program.**

Parent/Guardian Signature _____

Date _____