

Tuscaloosa County Schools Extended Day Program Parent Handbook 2021-2022



**A tuition bearing extension of the Regular Instruction Program for students
in pre-kindergarten through grade eight.**

**Tuscaloosa County Board Of Education
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THE TUSCALOOSA COUNTY SCHOOL SYSTEM COMMITTS TO YOU THAT WE WILL:

- Encourage staff-parent interaction.
- Balance activities to include structured and unstructured time, teacher directed and child-initiated experiences, and a wide variety of activities.
- Utilize community resources as much as possible.
- Capitalize on the interests of the children and develop opportunities for formal and informal learning.
- Employ a sufficient number of qualified, well-trained staff members.
- Provide indoor and outdoor space for active play and opportunities for socialization and independent learning.
- Communicate clear and consistent expectations of behavior to children and parents.
- Offer a safe environment that fosters optimal development.
- Maintain an environment that will enable all children in the program to maximize their learning time.

What is the Extended Day Program?

The Extended Day Program is an extension of the regular school day that fulfills the after-school childcare needs of working parents. Each school offers a unique combination of activities which can include homework assistance, tutorial programs, and enrichment activities. Extended Day Programs in all Tuscaloosa County elementary and participating middle schools begin at the conclusion of the regular school day (around 3:00 p.m.) and end at 5:45 p.m. The program is in operation five (5) days a week through the school year, excluding holidays, teacher in-service days, and half days.

Some schools may offer a morning program before the regular school day begins. Please contact your school principal if a need arises at your facility.

Curriculum

The Extended Day Program curriculum will vary by school according to student enrollment and interest. All programs will include homework assistance from a trained professional, a snack, recreational activities, and educational activities not generally available during the school day. Depending upon interest level, other Extended Day activities may include:

- Computer Instruction
- Homework Assistance
- Reading Programs
- Piano
- Group Interaction
- Public Speaking
- Creative Problem Solving
- Foreign Language
- Art
- Dance
- Gymnastics
- Movies
- Story Time
- Music/Chorus

Registration and Tuition

The Extended Day Programs are tuition bearing and self-supporting. There is a \$12.00 registration fee per child per year. If a student changes schools during the school year, a \$12.00 registration fee will need to be paid to the new school program. This fee does not apply to tuition and is not refundable. Each child must have a completed registration form on file prior to entering the program. The registration fee is payable at the time the registration form is submitted. Tuition for the program is as follows:

\$35.00 per week for one (1) child*

\$60.00 per week for two (2) children in the same family (\$30.00 a child)

\$75.00 per week for three (3) children in the same family (\$25.00 a child)

\$90.00 per week for four (4) children in the same family (\$22.50 a child)

\$15.00 per week for each additional child in the same family, exceeding four (4)*

(No daily discounts are to be given. Discounts are only for students attending weekly.)

*In order to receive a family discount, children must have the same parent or guardian and be living in the same household. Students do not have to be enrolled at the same school or in some cases, the same school zone in order to receive the family discount. It is the parent/guardian's obligations to inform the Extended Day Director when a child(ren) is enrolled in another after school program. Only this action will ensure that the appropriate discount is given. NO REFUNDS, REIMBURSEMENTS, OR PRORATED PAYMENTS WILL BE MADE AFTER THE FACT OF FAMILY DISCOUNT HAS BEEN INTRODUCED AND SUBSTANTIATED.

Daily tuition is \$8.00 (\$2.00 for the morning program) per child, payable in advance of day of stay. While this service is designed for families in need of single-day activities,

occasional or infrequent stays are always welcomed. **This \$8.00 fee per child cannot be reduced for the children of Tuscaloosa County School System employees.**

There will be a \$10.00 late charge for each 5-minute period that any child is not picked up after the close of the program day at 5:45 p.m. Repeated tardiness to pick up a child may result in the child's removal from the Extended Day program.

Payment Procedures

Tuition payments will be due every Friday for the coming week. Fees can also be paid in advance on a monthly basis. **Program participants will not be allowed to carry an outstanding balance.** Weekly tuition is not reduced on frequency of attendance. For example, during a shortened school week (Labor Day, Thanksgiving, etc.), all payments will be made at the daily rate (\$8.00 per child per day) unless the parent/guardian chooses to pay the family/multiple sibling rate for the week in question. **DAILY RATES ARE NEVER PRORATED DUE TO FREQUENCY OF ATTENDANCE OR SHORTENED SCHOOL WEEKS.**

Checks should be made payable to "Extended Day Program" and should be delivered to the director (or designee) of the Extended Day Program at the local school. The parent or guardian should identify the child's first and last name on all tuition checks. Cash payments should only be made in an envelope marked with the child's first and last name and date(s) for which the payment is being provided. You should receive a receipt when paying cash or check. **A fee will be assessed by *Accu-Check* for returned checks. ANY INDIVIDUAL PRESENTING MORE THAN TWO CHECKS FOR INSUFFICIENT FUNDS TO ANY TCSS EXTENDED DAY PROGRAM WILL BE REQUIRED TO MAKE ALL FUTURE PAYMENTS BY CASH, CASHIERS CHECK, OR MONEY ORDER.**

The Tuscaloosa County School System Extended Day Program reserves the right to increase tuition as necessary.

When filing your income tax returns, please note that the Extended Day Program's child-care tax identification number is 63-6001128. If parents are in need of an end-of-year tax statement, they may contact the local school program director.

Withdrawals and Absences

Our program is planned for an entire school year so that your child may receive maximum benefit.

There will be no refund or reduction of fees for prolonged absences, unless authorized by the Extended Day Director, the Principal, the Director of Community Relations and Community Education, and the Assistant Superintendent - Curriculum, Instruction, and Staff Development Services.

Fees that have been paid beyond the date of attendance may be refunded based on the number of school days enrolled, or may be credited to the child's account.

Arrival and Departure

All parents must sign students in for morning programs and out for afternoon programs. This should be done each day at the entrance to the Extended Day Program location. This is important for your child's safety and for your peace of mind. Children will be released only to persons indicated on the Extended Day registration form. If a person picking up is not on this list, written permission by the parent must be provided. Parents will be contacted if necessary to determine authenticity of written permission slip. We may ask to see a driver's license if we are not sure of the identity of the person requesting the child's release.

Parents must be certain that the Extended Day staff is aware that the child is leaving. When on the playground, children should not be picked up except when their departure has been properly and duly noted by the staff.

Designated Extended Day workers must remain on premises until all children are picked up. At 5:45 p.m., Extended Day personnel will call parents of a child/children still in attendance to ascertain time of pick-up. **The parents shall pay the Extended Day Staff a late fee of \$10.00 for each 5 – minute period their child is in the program after 5:45 p.m. at the time of pick up.** Should parents foresee a consistent problem with the 5:45 p.m. closing time, they should consider an alternate form of childcare.

Emergency Plans

In case of a medical emergency, a staff member will call the person(s) indicated on the child's registration form. In the case of a storm, tornado, fire, or other emergency, the disaster plan of the local school will be followed. Drills are conducted during the regular school day at regular intervals. Should a disaster occur, only parents will be allowed to pick up children. The only exception to this rule is if the Extended Day Director grants permission, at the request of the parents, for another individual to pick up their child. **In the event of inclement weather, Tuscaloosa County Board policy will be followed. The Central Office will notify the local school director and principal as to the status of the Extended Day program.** Parents should call the school or listen to local media for information.

Accident or Illness

In the event of an accident or illness, the Director and the staff will decide whether or not the symptoms warrant immediately notifying the parents. No child who appears ill shall be permitted to attend the Extended Day Program. With regards to the administering of medication, Tuscaloosa County Board policy will be followed. Contact your local school office for the appropriate forms.

Any evidence of suspected child abuse/neglect shall be reported to the appropriate authorities as required by the laws of the state of Alabama.

If a child cannot go outside to play, a note to that effect must be sent. Please do not ask us to keep a child inside for more than two days.

In the event of a Medical Emergency, appropriate guidelines will be followed by the Extended Day personnel or school nurse. If a student is transported to the hospital emergency room by EMS, the parent/guardian is responsible for the cost of such transportation.

Safety and first aid procedure instruction are offered to all Extended Day employees.

Field Trips

Occasionally, field trips may be scheduled for participants in the program. The Extended Day Program will provide transportation for these trips. The Extended Day Program will notify the parents of a scheduled activity that will occur away from the school. At this time, appropriate participation forms will be signed and collected from parents. After the field trips, students will return to school for pickup. Tuscaloosa County Board policies must be followed. Field trips may require fees in addition to normal tuition and regular fees.

Food

No breakfast is served in the morning Extended Day Program. Please do not send food unless there is enough for all of the children enrolled in the program. For birthday parties, please talk to the teachers in advance about plans. All items must be store-bought with an attached label with ingredients. All Tuscaloosa County Board policies relating to child nutrition must be followed.

A hot lunch is served at school each day during the regular school day.

An afternoon snack will be served during the Extended Day Program. The snack will be a nutritious one provided by the Director or in cooperation with the Child Nutrition Program at the local school. Parents should notify staff of any food allergies a child may have.

School Visits

Parents are encouraged to visit the Extended Day Program if they desire to do so. However, arrangements must be made through the Director.

Discipline and Safety Concerns

Students enrolled in the Extended Day Program will be expected to act in an appropriate manner. They are required to follow local school and Extended Day regulations including the TCSS code of conduct. *THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM THE EXTENDED DAY PROGRAM FOR FAILURE TO COMPLY WITH THIS PROVISION.* When possible, before a child is removed or suspended from the Extended Day program, the parent will receive a written warning notifying him / her of their child's misbehavior. If infractions continue, the child will be removed from the Extended Day program.

Personal Belongings

All personal belongings, such as jackets, backpacks, and school supplies, should be clearly labeled. The Extended Day Program will be unable to be held responsible for personal items. However, the staff will make every possible effort to safeguard a child's belongings. We discourage children from bringing important or expensive items to the program. Items not allowed at school by the code of conduct are similarly forbidden in the Extended Day Program.

Extended Day Parent Handbook Signature Page
2021-2022 School Year

I have read the Tuscaloosa County Schools Extended Day Program Handbook and I understand the requirements for my child to participate in the program.

Parent's Signature _____ Date _____

Child's Name _____

Child's School _____

Child's Grade for 2021-2022 _____

Child's Homeroom Teacher for 2021-2022 _____

TUITION AND FEES

The Extended Day Programs are tuition-bearing and are self-supporting. There is a \$12.00 registration fee per child for either the afternoon/morning program. Tuition for the program is as follows:

\$35.00 per week for one child

\$60.00 per week for (2) two children in the same family (\$30.00 per child)*

\$75.00 per week for (3) three children in the same family (\$25.00 per child)*

\$90.00 per week for (4) four children in the same family (\$22.50 per child)*

\$15.00 per week for each additional child in the same family, exceeding four*

(No **daily** discounts are to be given. Discounts are only for students attending **weekly**.)

Tuition payments will be due every Friday for the coming week. Fees can also be paid in advance on a monthly basis. Program participants will not be allowed to carry an outstanding balance.

Weekly tuition is not reduced based on frequency of attendance.

Failure to pay promptly will result in withdrawal from the Extended Day program.

There will be a \$10.00 late charge for each 5-minute period that any child is not picked up after the close of the program day at 5:45 p.m. Repeated tardiness to pick up a child may result in the child's removal from the Extended Day program.

DISCIPLINE AND SAFETY CONCERNS

Students enrolled in the Extended Day Program will be expected to act in an appropriate manner. They are required to follow local school and Extended Day regulations including the TCSS code of conduct. *THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM THE EXTENDED DAY PROGRAM FOR FAILURE TO COMPLY WITH THIS PROVISION.*

COVID-19 Procedures:

The Extended Day program will follow the same procedures of the school. Closures will be determined by the school's status and/or recommendations from health officials. At any point the Extended Day program is unable to provide services, parents will be notified immediately. The program is designed for students who attend school in-person daily and will not accept students who are enrolled in virtual learning.