



## Extended Day, Enrichment and Coordinate Programs: An Operational Guide with Care Agreements

### Extended Day

We are committed to offering a safe, fun and educational extension to our academic program. We provide support for students in academics as well as personal and social growth in various ways.

- We are committed to the safety and well-being of our students. Instructors will be diligent in the protection and safety of all students while on and off campus.
- Snacks are provided. In addition, rest, relaxation and recreational times are built into the daily schedule, as are additional coordinate programs that build self-esteem as well as team building.
- Our staff will continually emphasize the importance of personal respect. Through modeling and interpersonal relationships, teachers will create a safe and tolerant environment where all are accepted and respected.

### Hours of Operation

Extended Day begins at dismissal and concludes at 5 or 6pm, depending on the Extended Day package agreed upon. There is a five-minute grace period. Pick-up after the deemed times, **according to the school clocks**, will result in a late fee. Students attending Coordinate Programs will not incur a late fee if the program is after their Extended Day agreed upon time. The late fee, which is billed through the Business Office, will be charged according to the following:

- **\$1.00 per minute** according to pick-up time deemed upon registration.

### Rates and Fees

There are various rates and fees related to the services provided by Extended Day. These fees, explained below, have been designed to be as equitable and as low as possible. Please note that all fees are fixed rates that begin at sign-in. *We do not charge by the hour or prorate fees.* Monthly invoices will reflect all appropriate charges.

**Extended Day 1:** 3:00-5:00 \$130.00 first child and \$110.00 second child

**Extended Day 2:** 3:00-6:00 first child \$195.00 and \$165.00 second child

**Drop in rate:** \$20.00 per child

**Early Dismissal:** \$30.00 with pre-registration, \$40.00 without

**Coordinate Program and Athletic Rate:** \$10.00 per day

**Vacation Care:** \$50.00 with pre-registration, \$60.00 without

The Extended Day 2 care includes the price for all half days. **A 30-day notice must be provided in order to withdraw from the program and billing cycle.**

### **Drop-In Rates**

Drop-in fees apply to those who have not registered for full-month care.

*\*\*Students are expected to be picked up within 15 minutes of their dismissal time or they are to report directly to Extended Day.*

### **Early Dismissal Care**

Fees for early dismissal care are incorporated into the monthly rate Extended Day 2 listed above. There is no additional charge. The charge for those not registered for Extended Day 2 is \$30.

### **Enrichment and Vacation Care**

Fees for enrichment classes and vacation care vary depending upon the program offered and are **not** included in monthly rates. These fees will appear as a separate charge on your monthly billing statements. These days will be announced closer to the vacation days.

## **Procedures**

### **Arrival**

Extended Day instructors and administrators greet students and check them in to the program each day as the grade levels are dismissed. To start the afternoon successfully, we begin with a daily routine consisting of play, eating a snack and participating in a quiet game and/or reflection to offer some “wind down time.” Students then either participate in a pre-registered Coordinate Program activity or participate in the daily themed curricular activities provided by the Extended Day instructors.

### **Departure**

Your child’s safety is our number one priority. To pick up a child from, a parent or other authorized adult of at least 18 years of age must physically come inside and sign his/her child out on the Sign-Out Sheet, located on the check-out counter in the Extended Day Room. We understand that the evenings can be busy with extracurricular activities; however, we are unable to alter our schedule to provide for expedited pick-up nor “curb-side” pick-up service. **ALL STUDENTS MUST BE SIGNED OUT.** Persons other than parents who are authorized to pick up the child must be listed on the child’s registration form. Otherwise, written permission is required and must be verified before any child is released.

**Please respect our policy of NO cell-phone usage during check-out time: this ensures our ability to effectively communicate important information to you in regards to your student’s time in Extended Day.**

### **Homework**

Time is set aside during each day for students in grades 1-12 to work independently and in groups with an instructor on homework. It is vital that parents discuss with the child the importance of using this time in a wise manner. Many teachers assign homework each day so every child will be expected to spend this time reading or working independently unless additional aid is requested. Extended Day will provide academic enrichment through a variety of activities, including peer tutoring or homework help or individual tutoring and all students are encouraged to participate.

### **Lost and Found**

While we do our best to aid students with organization, it is important to note that we also encourage personal responsibility and accountability. As such, we are unable to guarantee responsibility for student items. Students should place their items in their book bags. Lost-and-found items will be kept in the Extended Day room for 1 week. After which items will be transferred to the school lost and found.

Please note that Extended Day accepts no responsibility for lost or damaged electronic equipment (mp3 players, digital cameras, tablets, etc.) Students may bring electronic items on days designated for these activities. Items brought out during days that are not designated will be confiscated. On a second offense, a parent will need to retrieve the item. Cell phones will be taken up at the beginning of each Extended Day and returned upon pick up.

### **Dress Code**

All students must adhere to the dress code outlined in the student handbook during Extended Day. Exceptions are made for athletes going to or returning from games or practice and students participating in enrichments which necessitate different attire.

### **Discipline**

Extended Day utilizes the same discipline policy and procedure as are followed in the regular school day. Extended Day instructors work in close conjunction with classroom teachers to ensure smooth transition and emotional health for all of our students. Should incidents of concern arise that cannot be alleviated by classroom/Extended Day collaboration, a parent meeting will be requested. A homework/behavior contract will be instituted to ensure the growth and development of the student.

All incidents involving physical harm will be referred to the Dean of Students. If a student has continued difficulties adhering to Extended Day rules and standards, a meeting may be called with the Head of School to evaluate all options available up to and including removal of student from the program. Removal from the program for behavioral concerns does not constitute grounds for refunds of contracted monies.

## **Coordinate Programs**

All students are welcome and encouraged to participate in enrichment afternoons. Enrichment programs are offered several days a week by a combination of staff and independent contractors. The selection of classes will surely tempt every palette. Examples include chess, Bricks 4 Kidz, music lessons, dance, art, and much more. Classes will be advertised and registration will be taken at the beginning of each trimester. The menu of choices will vary by trimester. **All programs are one trimester in length and paid by the month; parents will be billed accordingly. Monthly lessons and classes will be adjusted according to school workdays and holidays. Please be advised that if lessons or classes are missed due to circumstances that are not school related, refunds will not be given. Monthly regulars or Extended Day 2 will receive a discounted rate when they opt to participate in any enrichment program.**

Daily drop-in students are also welcome to enroll in enrichment programs and all students are expected to be picked up upon completion of the program from the Extended Day room. **Drop-in students who remain in Extended Day more than 10 minutes after the completion of their program will be checked into extended day and parents charged the drop-in rate accordingly.** Parents must physically come in and sign out their child.

Parents who have expertise or who know of instructors interested in presenting programs are encouraged to contact Director Trinity Taylor to receive further details.

An enrollment maximum and minimum will be set to ensure high quality participation and cost effectiveness. Occasionally, a program will not fill to the minimum capacity. If this occurs, the Extended Day program will return all funds to those families who registered for the program in question and will work to find a solution. We are reluctant to make these cancellations and will do so with regret only if it is not feasible to implement the program. These decisions will be made no later, but usually earlier, than one week prior to the program's intended date of implementation.

### **Communication**

We do ask that everyone respect that Extended Day is a "safe space" for our students. To this regard, questions, concerns or grievances should be directed to the Extended Day Director and not directed toward staff who are otherwise occupied with students. Trinity Taylor may be reached by phone at 336-228-0296. Please leave a detailed voicemail message and all calls will be returned within 48 hours. In case of an emergency, contact the front desk immediately so that they can aid in finding the appropriate personnel to help. If you prefer to communicate via email, [Afterschool@burlingtondayschool.org](mailto:Afterschool@burlingtondayschool.org) is the temporary email until another is provided.

**In order to effectively communicate with you regarding your child's time in Extended Day, we respectfully ask that you do not utilize cell phones during check-out.**

**If you have any questions or concerns, please do not hesitate to contact Trinity Taylor, the Extended Day Director.**

### **Billing**

Attendance hours or monthly rates will be submitted to the business office on the 15<sup>th</sup> of each month. After which you may contact the business office with questions about your bill. Any changes or cancellations must be processed through Extended Day via phone or email and in turn will be sent to the business office.

### **Registration**

Extended Day registration forms can be found at the back of this document, online, at the front desk or in the Extended Day Room. All regular and drop-in students must have a registration form on file

# Extended Day Program Agreement

## Student Information

Student's Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

## Family Information

Mother/Guardian's Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Preferred E-Mail \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Preferred E-Mail \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

## Emergency Contact Information

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell-phone \_\_\_\_\_ Work phone \_\_\_\_\_

## Pick Up Authorization

In addition to parents listed, please give the names and phone numbers to whom the child can be released.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

## Medical History

Are there any physical (i.e. allergies) and/or emotional conditions, medications, or any other medical information that the staff should be made aware of? \_\_\_ No \_\_\_ Yes (please explain on separate sheet)

Please give any information concerning your child which will be helpful in his or her experience in a group setting (playing, eating, sleeping habits, specific fears, special likes and dislikes, etc.).

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## **Emergency Care Information**

Name of Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Office Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I agree that the School may authorize the physician of choice to provide emergency care in the event that neither I, nor another contact listed or the family physician can be contacted immediately.

### **Preferred Services:**

Please circle all that apply. Please do not enclose a check with this agreement. All Extended Day billing will be done through the Business Office.

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By signing this document, I acknowledge that I have read, understand, and agree to abide by all aspects of the Extended Day program including parental and student expectations as outlined in the handbook.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_