

St. Clair County Community Education Extended Day Program

410 Roy Drive | Ashville, AL 35953

Emily Davis, Community Education Director

Phone: (205) 629-7105

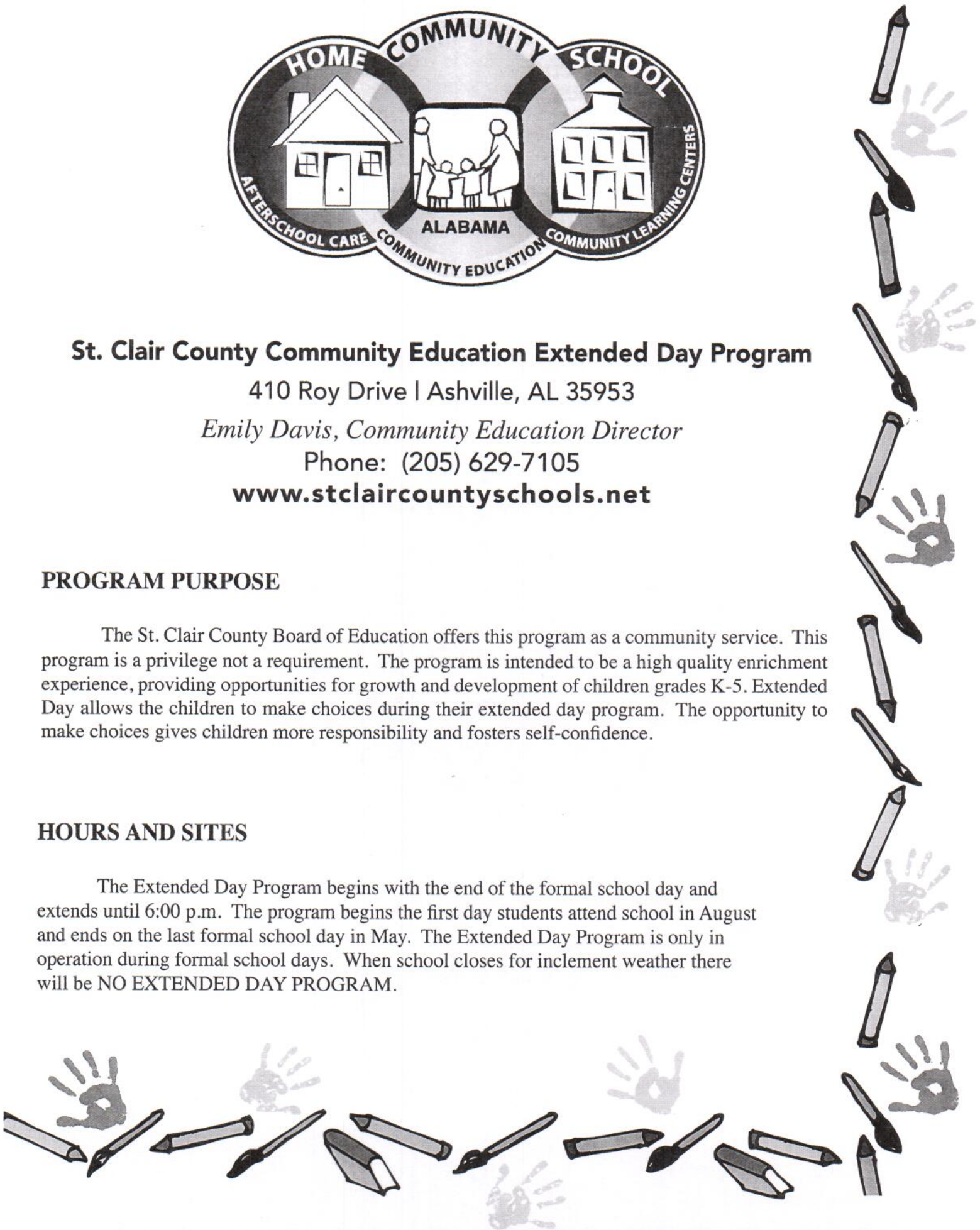
www.stclaircountyschools.net

PROGRAM PURPOSE

The St. Clair County Board of Education offers this program as a community service. This program is a privilege not a requirement. The program is intended to be a high quality enrichment experience, providing opportunities for growth and development of children grades K-5. Extended Day allows the children to make choices during their extended day program. The opportunity to make choices gives children more responsibility and fosters self-confidence.

HOURS AND SITES

The Extended Day Program begins with the end of the formal school day and extends until 6:00 p.m. The program begins the first day students attend school in August and ends on the last formal school day in May. The Extended Day Program is only in operation during formal school days. When school closes for inclement weather there will be NO EXTENDED DAY PROGRAM.





EXTENDED DAY PROGRAM

ASHVILLE ELEMENTARY SCHOOL
SHANNON CARTER, SITE DIRECTOR
(205) 594-5242
(205) 405-4008

MOODY ELEMENTARY SCHOOL
JASON TUGGLE, SITE DIRECTOR
(205) 405-7303
(205) 640-2180

ODENVILLE ELEMENTARY SCHOOL
LESLIE BOLIN, SITE DIRECTOR
(205) 365-4460
(205) 629-6406

SPRINGVILLE ELEMENTARY SCHOOL
TRACYANN MASSEY, SITE DIRECTOR
(205) 467-6550
(205) 405-2694

RAGLAND ELEMENTARY SCHOOL
REGINA BOSWELL, SITE DIRECTOR
(205) 472-2123

MOODY MIDDLE SCHOOL
JENNIFER TERRY, SITE DIRECTOR
(205) 640-2190
(205) 362-7075

RATES AND PAYMENT PROCEDURES

\$25.00 per child - Yearly registration fee (non-refundable)
\$65.00 per week

Payment is due on Friday for the following week please make checks payable to: **St. Clair County Community Education Extended Day**. Payment must be given to the Site Director at the Extended Day Program Site. Past due accounts will require an addition \$5.00 per week per child late fee. Delinquent accounts may be submitted to the courts for collection. Parents will be contacted if a check is returned from the bank by Envision. The parent will also have a certified letter mailed to them. All correspondence will be handled by Envision. There is a \$30.00 service charge for all returned checks. All future payments maybe asked to be made with cash, money order or cashier's checks. If an account becomes more than two weeks late the child will not be allowed to stay in the Extended Day Program. If non-payment becomes habitual the child may be removed from the program completely.

LATE PICK-UP FEE

\$1.00 per minute after 6:00 p.m.

Habitual tardiness in picking up children will result in their dismissal. If Extended Day does not receive communication from a late parent, the local law enforcement agency will be called after **30 minutes** to arrange for the child's supervision.

DISCIPLINE POLICY

The Extended Day staff practice a policy of being fair, firm, and friendly. Student safety is a major consideration. Staff may not use any form of corporal punishment.

Step 1: The staff will discuss the child's inappropriate behavior with child, stating clearly the behavior that is expected. The child may be required to take a "time-out" for a period of time.

Step 2: If the child fails to respond positively to this statement of expected behavior of "time out" we will contact the parent describing the behavior required.

Step 3: If inappropriate behavior continues the child will be suspended from the program.

STUDENTS ARE EXPECTED TO:

- Obey the Extended Day Program rules.
- Follow the St. Clair County Board of Education code of conduct.
- Remain with the staff in designated Extended Day Program areas.
- Show respect for others and staff.
- Keep their hands to themselves, not touching others or other's belongings.

PARENTS ARE EXPECTED TO:

- Direct all concerns to the site director.
 - Make payments to the site director.
 - Pick up child if notified of illness or discipline actions.
 - Present picture ID and sign out child each day.
 - Pick up child before 6:00 p.m.
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- The program reserves the right to ask parents to remove their child if he/she cannot adjust to the program and/or for inappropriate behavior. The extended day programs maintain a 15 -1 student/staff ratio.
 - I have read and understand the program purpose, hours of operation, inclement weather policy, rates and payments procedures, late fees, discipline policy. I also understand that participation in the Extended Day Program is a privilege not a requirement of my child's educational process.
 - I give permission for my child to view PG movies.
 - I give permission for my child's picture to be taken and published.
 - I understand and agree to follow each condition as listed.

Parent's /Guardian's Signature

Date



ST. CLAIR COUNTY BOARD OF EDUCATION
COMMUNITY EDUCATION EXTENDED DAY PROGRAM

REGISTRATION FORM

CHECK SITE: ASHVILLE ELEMENTARY MOODY ELEMENTARY RAGLAND
 MOODY MIDDLE SCHOOL ODENVILLE ELEMENTARY SPRINGVILLE ELEMENTARY

OTHER _____

STUDENT NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____ GRADE: _____ TEACHER: _____

MOTHER'S NAME: _____ EMPLOYER: _____

(H) PHONE _____ (W) PHONE _____ (C) PHONE _____

FATHER'S NAME: _____ EMPLOYER: _____

(H) PHONE _____ (W) PHONE _____ (C) PHONE _____

LIST DRIVERS LICENSE # IF PAYING WITH PERSONAL CHECK: (MOTHER) _____ (FATHER) _____

CHILD LIVES WITH: _____

MEDICAL INFORMATION: _____

IS YOUR CHILD COVERED BY MEDICAL INSURANCE? YES NO
INSURANCE CARRIER: _____ POLICY #: _____
DOCTOR'S NAME: _____ PHONE: _____

PERMISSION TO SEEK MEDICAL TREATMENT IF UNABLE TO REACH PARENTS OR EMERGENCY CONTACTS?
 YES NO

PLEASE LIST AN EMAIL ADDRESS _____

PLEASE LIST THREE RESPONSIBLE PERSONS TO CONTACT IN CASE OF EMERGENCY AND TO PICK UP CHILD IF PARENTS CANNOT BE REACHED, (ONLY DESIGNATED PERSONS WITH PROPER IDENTIFICATION WILL BE ALLOWED TO SIGN CHILD OUT OF PROGRAM.)

NAME: _____ RELATION: _____ PHONE _____ CELL _____

NAME: _____ RELATION: _____ PHONE _____ CELL _____

NAME: _____ RELATION: _____ PHONE _____ CELL _____

SIGNATURE OF PARENT: _____ DATE _____