

# Indian Diggings Elementary School District

## Extended Day Handbook



Revised 2019

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## GENERAL INFORMATION

Welcome to Extended Day!

- The Extended Day Program operates generally between the hours of 3:00 p.m. and 5:00 p.m., Monday through Thursday and 1:15 p.m. to 5:00 p.m. on Friday. Depending upon client need, sufficient interest, and Instructor availability, the hours of operation may change.
- Extended Day is open to all K – 8th grade students enrolled at the school.
- It is the policy of Extended Day that children will not be denied child-care services unless it is clear that their needs cannot be met within the parameters of the established program. Generally, a trial period is provided to determine whether the Extended Day Program can appropriately and safely meet the needs of each child. Unfortunately, it does occur from time to time that the Extended Day Program is not a good fit for a child.
- Attendance is logged on a daily basis and rounded up to the nearest half hour. A bill will be sent home once every two weeks for the time used.
- A drink and/or snack is provided each day. You may pack an additional after-school snack for your child if desired.
- Parents/legal guardians are informed of changes pertaining to the Extended Day Program through auto call messages and the monthly Eagle News.
- Extended Day staff fulfill the following requirements:
  - Fingerprint clearance
  - T.B. clearance.
  - C.P.R. certification

## EQUAL OPPORTUNITY

- The Indian Diggings Board of Education and Superintendent are committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, gender identity of expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation, or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

## PROGRAM POLICIES

- Closing time is 5:00 p.m.
  - If the last child in attendance is picked-up prior to the posted closing time, the program will close early.
  - Late fees will apply for children picked up after site closing time (see Late Fees).
  - Excessive late pick-ups will result in dismissal from the program.
  - Please note:  
If a child is not picked-up within 15 minutes past site closing time and we have had no communication with a parent/legal guardian, an emergency contact from the Student Enrollment/Emergency Form will be called to pick up your child. If, after Extended Day personnel have exhausted all known means to locate you or an emergency contact to come for your child, and no one can be located after 30 minutes has elapsed since site closure, Sheriff/Police and Child Protective Services will be called for assistance. Please help us avoid this situation by keeping emergency telephone numbers current.
- The safety of your child is our primary concern. Your child may only be picked up by a parent/legal guardian or an emergency contact on your child's Student Enrollment/Emergency Form. Identification will be requested.
- Children will not be released to a person(s) suspected of being under the influence of drugs or alcohol. Sheriff/Police may be contacted.
- Extended Day will recognize the primary parent on the emergency card as the person responsible for all payments, child emergency information, etc.
- For snow days and/or severe inclement weather, Extended Day will not be open.
  - If Extended Day is canceled due to inclement weather after school, parents/guardians and/or emergency contacts will be notified by Extended Day staff to pick up children.
- Personal electronic items are not allowed at Extended Day. Extended Day is not responsible for any damage to, or theft of, these items and will not investigate or participate in attempts to recover such lost or stolen items.
- All electronic devices, including cell phones, must be turned off and stored in the child's backpack. Staff may approve cell phone use to contact a parent on a case by case basis and will monitor use.

## REGISTRATION

- All students may enroll in extended day.
  - You may register in the office prior to the start of a school year, or throughout the school year during regular hours of operation.
  - Only the parent/legal guardian may complete the registration form.

## HOURLY RATES

- Billed on a half hour basis as follows: \$2.25 per hour, per child.

## LATE FEES

- All children are expected to be picked up by 5:00 p.m. (site closing time). If a child is picked up after 5:00 p.m., for any reason, a \$2.25 per quarter hour, per child late fee will be billed. There will be no warnings or exceptions. If there are more than three late pick-ups, the late fee will increase to \$5.00 per quarter hour, per child, and will remain at the increased rate indefinitely for all children picked up late.
- Excessive late pick-ups will result in dismissal from the program.

## BILLING

- Every effort will be made to send bills home every other Friday. Payments are due by the following Tuesday.
- You may pay via check or cash.
- Make all payments to the office on Tuesdays, not to the program staff. Please bring exact change for cash payments as no change can be given. Any overage will be considered a donation to the program. There will be no advance credits to accounts.
- Failure to make payments in a timely manner will jeopardize your child's continued enrollment in the program.
- All accounts must be paid in full at the end of each two-week period.

## **HEALTH AND SAFETY**

- The well-being of each and every child is our highest priority.

### **ILLNESS AND INJURY**

- It is the parent's responsibility to verify that their child's daily health is adequate to participate in the program.
- If a child appears to be sick and/or complains of injury, the Extended Day staff will monitor the child's condition and call the parent/ legal guardian or emergency contact if necessary.
- If your child has contracted a communicable disease, please notify the site immediately so incubation dates can be verified, and the health of all others may be protected.
- If a child is seriously injured, 911 will be called immediately for medical assistance. The parent/legal guardian will be contacted using the phone numbers provided on the Student Enrollment/Emergency Form.

### **MEDICATION**

- Extended Day does not have access to any medications kept in the school office. If this is an issue, please contact the school administration.

### **SAFETY**

- In case of a site emergency, parents/legal guardians will receive communication via text, phone call, or email.
- For fire, power outages, natural disasters, lock-downs or other emergencies, Extended Day will follow the school's emergency plan. Please refer to your school handbook regarding these procedures.

## STUDENT BEHAVIOR EXPECTATIONS

- The Extended Day program is sensitive to the physical and emotional well-being of every child therefore general expectations for behavior are as follows:
  - Children will follow all school rules.
  - Children will maintain an attitude of courtesy and respect toward other students, staff, and physical surroundings.
  - Verbal and/or physical aggression will not be tolerated. The school administration will be contacted if verbal and/or physical aggression occurs. Program participation will be reviewed with the child and parent.
  - Children will participate in planned activities.

### DISCIPLINE

- If a child does not follow school or site rules, a verbal warning and/or recovery time is given.
- Unacceptable behaviors that are ongoing will require a conference with the school administrator, the parent, and child.
- Failure to change behavior may result in a program suspension or dismissal.
- If a child refuses to follow rules or demonstrates dangerous behavior, the parent/legal guardian or emergency contact will be called to pick up the child immediately.
- Per school policy, students who are suspended from school must refrain from being on campus during the period of suspension. Therefore, a student may not attend the Extended Day Program while suspended from school.
- The school administration may suspend, modify, or discontinue Extended Day services if it is determined that an unsafe situation exists. An unsafe situation means a condition determined to constitute a threat to the health, safety or well-being of children, clients, staff, or other personnel.
- Parents/legal guardians are to direct any concerns about student interactions to the site staff and refrain from approaching other students directly.
- Law Enforcement may be contacted, and involved for any serious disciplinary incidents or issues, including the behavior or actions of any parent, guardian, or adult.

## **DATES OF NON-OPERATION**

**2019-2020**

### **No Extended Care**

<b>Oct. 11</b>	<b>(Fundraiser)</b>
<b>Nov. 8</b>	<b>(Field Trip Harris Center)</b>
<b>Nov. 20-22</b>	<b>(Minimum Days)</b>
<b>Dec. 20</b>	<b>(Minimum Day)</b>
<b>Feb. 20-21</b>	<b>(Minimum Days)</b>
<b>Mar. 25</b>	<b>(Oral Interpretive Festival)</b>
<b>Apr. 3</b>	<b>(Minimum Day)</b>
<b>May 22</b>	<b>(Minimum Day)</b>

## **SPECIAL DATES**

### **Dates Extended service up to 6:00pm**

<b>Aug. 14</b>	<b>(Back to School Night)</b>
<b>Mar. 18</b>	<b>(School Play)</b>
<b>Apr. 29</b>	<b>(Open House)</b>