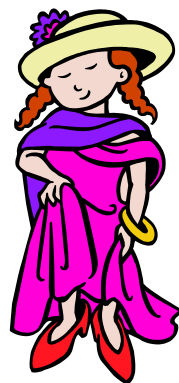




2010-2011



*Extended Day
Handbook*



CONTRACTING:

Contracts are due on the 25th of the month before services are requested. Example: You must sign a contract on or before September 25th to request days in October. If your child will be attending the same days every week, every other week, etc. you only need to fill out one contract for the whole school year. If your schedule changes a new contract is needed. Be sure to communicate changes to prevent additional charges.

Guidelines for dropping off and picking up your children

1. Parent or guardian **MUST** come in the school and sign their child in each morning and sign their child out each evening.
2. If someone other than a parent or guardian will be picking up your child, you need to provide a note giving us permission to release your child to that person. The note must be dated. (Forms are provide in this information)
3. Parents are required to review and sign our conduct policy with each of their children before dropping them off.

FEES: 2010-2011 School Year

Prepaid- You may pay weekly or monthly for the days you have contracted. *An additional \$2 per day will be charged if payment is not received by Friday of each week.*

AM and PM (daily fee)
\$16.00 per child

PM only
\$13 per child

AM only
\$11.00 per child

AM and PM (weekly fee-5days)
\$55 for the first child
\$50 for the second child

PM only
\$43.75 for the first child
\$40.75 for the second child

AM only
\$28.75 for the first child
\$25.75 for the second child

DROP IN- Parents must notify the school by phone (507-326-7144-8AM-3PM) or in writing before their child arrives at Extended Day. If notification isn't received you will be charged the Drop In fee. It has to be paid the day service is used. *An additional \$2 per day will be charged until the full amount has been paid in full by Friday. If your child is dropped off before 8:15 A.M. or not picked up at 3:00 P.M., they are sent to Extended Day and you will be charged at the Drop In rate and late fees will be added.*

AM and PM
\$30 per child/day

PM only
\$22 per child/day

AM only
\$20 per child/day

Late Pick up Fees

There will be an additional charge if your child is not picked up by 6 PM.

6:01-6:05 PM \$ 5 per child

6:06-6:10 PM \$10 per child

6:11-6:15 PM \$15 per child

After 6:15 \$2 per minute per child

Extended Day Program Behavior Management Policy Respect and Authority

This section is a reminder from the Behavior Management Policy that you read and sign with your child at the beginning of the school year. It needs to be repeated with this policy.

When a child misbehaves (does not listen to staff, does not clean up when told, calling names) they will receive a warning from the staff.

The children in the Extended Day Program will not be allowed to:

- Talk back to Staff – (or any adult—including parents)
- Sass back, talk smart or argue with peers and staff.
- Use foul or inappropriate language with peers and staff.
- Yell or scream at peers or staff.

Disrespect will not be tolerated.

1. Your child will be told to *take a break* the first time they are disrespectful.
2. The second time, your child will be given a time out to think about what they did and will be asked to apologize to the person they disrespected and you (the parents) will be notified verbally when you pick up your child.
3. The third time your child is disrespectful they will get a PSP (Personal Solution Plan).
4. The fourth time your child is disrespectful they will be suspended for 1 week from the program.
5. If your child continues to be disrespectful after the one week suspension, your child will be suspended for the rest of the school year.

Effective 12/17/07 children will not be allowed to bring toys, games, etc to Extended Day.

PLEASE READ AND EXPLAIN THIS POLICY TO YOUR CHILD. YOU AND YOUR CHILD NEED TO SIGN AND DATE THIS FORM.

Child's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return this form the next time your child is scheduled to attend Extended Day.

Extended Day Program Behavior Management Policy

- When a child misbehaves (does not listen, does not clean up when told to, calling names) they will be told to *take a break* from the staff.
- When a child misbehaves a second time in one day, the child receives a 5 min. quiet time in a chair within the same room as the children.
- When a child misbehaves a third time in one day, a 10 min. time out will be given and the parent will be notified of their child's behavior when their child is picked up.
- When a child misbehaves a fourth time in one day, a call is made to the parent to come and pick up his/her child from the program immediately.

After the time out, the staff will talk to the child, explain why he/she is sitting out, and suggest what the child could do to avoid further time outs.

Phone Calls

- If two calls are made within a two week period, the child will be suspended from the program for 1 day.
- If there are four total calls made within a three week period, the child will be suspended from the program for 1 week.

A Kicking or Hitting Incident

1st Incident: When a child kicks or hits (whether contact is made or not) another child, a call is made to the parent immediately. That child is then placed in an isolated area for 10 minutes.

2nd Incident: When a child kicks or hits (whether contact is made or not) a second time, the parent is call immediately and the child will be dismissed from the program for the remainder of that day.

3rd Incident: When a child kicks or hits (whether contact is made or not) a third time, the parent is called immediately and the child will be suspended for three days from the program.

Leaving the Premises

If your child leaves the Extended Day Program location without permission the staff will make every effort to locate the child without neglecting the children at the site. If the child is not located the parent will be called. If the parent can not be contacted the staff will contact the people on the emergency card. The Police Department will also be contacted. Due to the seriousness of the situation the child will be:

1st Incident: Suspended for 1 week

If a behavior falls outside the time out policy or based on the seriousness of the behavior, a decision about the consequence will be reached by the Director and the Extended Day staff.

Please read policy with your child and have yourself and him/her sign and date.

Child's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CHILD PICK-UP INFORMATION SHEET

Child's Name: _____

Date that your child will be picked up by another adult: _____

Who is picking up your child: _____

Points to remember:

Let the person know who is picking up your child that they will need an ID to show the Extended Day staff.

Parents Signature: _____

CHILD PICK-UP INFORMATION SHEET

Child's Name: _____

Date that your child will be picked up by another adult: _____

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Points to remember:

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Child's Name: _____

Date that your child will be picked up by another adult: _____

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Parents Signature: _____

2010-2011
EXTENDED DAY PROGRAM
Green Isle Community School

REGISTRATION & EMERGENCY FORM

Child's Name: _____ Age: ____ Birth date: _____ Grade: ____ Teacher's Name: _____

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Child's Name: _____ Age: ____ Birth date: _____ Grade: ____ Teacher's Name: _____

Parent/Guardian Names 1) _____ 2) _____

Child/ren lives with: _____

Address: _____

Parent/Guardian Phone Numbers: Mother) _____ Father) _____

Home Phone

Work Phone

Cell Phone

Cell Phone

Work Phone

Work Phone

Other Emergency Contact Name/Relationship) _____

Home Phone

Work Phone

Cell Phone

Parent's Marital Status: ____ Married ____ Single ____ Divorced ____ Separated ____ Widowed

Please list any medications that your child takes on a regular basis during childcare hours:

Please list any allergies: Environmental: _____ Food: _____

Care is available Monday through Friday on all scheduled school days. Hours are 6:30 A.M. until school starts at 8:15 A.M. and after school from 3 P.M. to 6 P.M. All students at GICS may use this service. (Care is available 6:30 A.M. to 8:15 A.M. for Preschool children on scheduled Preschool days.)

