

Semmes Elementary School

Extended Day Program

Dear Parents,

Thank you for registering for our program. We strive to provide an enriching, pleasurable experience for our children. This handbook outlines the policies of the Extended Day Program which is operated by Semmes Elementary School. As part of the Mobile County Public School System, we are regulated by the Board of School Commissioners and the State Board of Education. These policies reflect the requirements and assessed needs of these agencies. Please read this handbook carefully with your child. Also, sign and return the last page of this packet so we will know that you and your child understand our policies. You may keep the packet for future reference. If you have any questions, call Semmes Elementary School at 251-221-1630.

Sincerely,

Paige Waltman, Coordinator

Jennifer Fetner, Principal

REGISTRATION

1. Completed and signed registration form
2. Updated medical information/immunization (on file in the school office)
3. Emergency contact person(s) other than the parents
4. Parents listed on registration form
5. Registration fee paid (\$35 per child)
6. Regular fee for one week paid (must be with registration form)
7. Make checks payable to Semmes Elementary (Please write "Extended Day Program" on the bottom left corner of your checks. Also, write your Driver's License # and two phone numbers.)

ARRIVAL/DEPARTURE

1. Children may be dropped off each morning at 6:30 AM.
2. Children enrolled in the Extended Day Program will assemble in the assigned room immediately following dismissal.
3. Extended day may not be picked up **before 3:25**. If before 3:25 parents must pick up in car line. Parents must not block the bus line or park in between buses as bus drivers cannot see students around buses or block the car line. Please park and walk to extended day door (by cafeteria) or outside area to pick up your child (**after 3:25**).
4. No other person will be allowed to pick up your child except those you have listed on the registration form.
5. The Extended Day Program will close promptly at 5:30 p.m. each day. There will be a late charge of \$1.00 for each minute past 5:30 p.m. that the child remains at the school. These charges are to be paid at the time the child is picked up.

ABSENCES

The parent must notify the Extended Day Program as soon as possible if a child is going to be absent. Money cannot be refunded for absences. Regardless of attendance, tuition is still due each week. This program is self-supporting therefore you must pay the weekly amount whether your child attends or not, regardless of the reason (example- sick child, suspension, vacation, etc.)

SICKNESS

Students who are sick will not be admitted to the Extended Day Program. Parents will be called and informed of the child’s condition and requested to pick the child up as soon as possible. No medication can be given to the student.

EMERGENCY PLAN/CANCELLATION OF SCHOOL/HOLIDAY SCHEDULE

The Extended Program will follow all procedures recommended for the school in the event of an emergency. Extended Day will be cancelled when the regular school day is cancelled due to inclement weather. During school holidays, there will be no Extended Day Care.

TUITION

Tuition is due on Monday of each week for the next week. Fees not paid by Monday will be assessed a \$25.00 late fee after 2nd week. Children will be dismissed from the program after 3rd week of non-payment of fees. Please make all checks payable to Semmes Elementary. Please write “Extended Day Program” on the bottom left corner of your checks.

Tuition:

Annual Registration Fee	\$35 one-time fee per student	**Registration Fee MUST be paid to be accepted to the program. First week’s tuition, MUST be paid before attending (due before August 7, 2023) **	
Morning Care ONLY	\$25/week	\$40/week for 2 students	\$15/week for each additional student
After Care ONLY	\$45/week	\$70/week for 2 students	\$15/week for each additional student
Before & After Care	\$65/week	\$110/week for 2 students	\$30/week for each additional student

DISCIPLINE

Discipline shall be fair and consistent according to the policies of the Mobile County School Public System and Semmes Elementary School. Parents will receive written communication of their child’s undesirable behavior. If after communication in writing and a scheduled meeting, (it is the parent’s responsibility to attend) acceptable behavior is not achieved, the child will be dismissed from The Extended Day Care Program. (See MCPSS Code of Conduct.)

DROP INS

When a child registered as a drop-in, plans to attend the program, they will have to pay the following fees. Morning- \$10, Afternoon- \$15. You will need to notify the office and your child’s teacher if you are planning to use the drop-in service.

MEDICAL/ALLERGIES

Please inform the Extended Day Coordinator in writing if your child has any medical needs or allergies.

* Sample discipline form

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Dear Parent,

The staff of the Extended Day Program strives to provide an atmosphere which is conducive to safety and appropriate behavior. Maintaining proper conduct while in the program is the joint responsibility of the students, parents and teachers.

INFRACTION

- _____ Refusing to obey teacher
- _____ Fighting
- _____ Profanity
- _____ Disrespectful to staff
- _____ Failure to follow directions
- _____ Involved in physical contact
- _____ Other

ACTION TAKEN BY STAFF

- _____ Conference with student
- _____ Time out
- _____ Letter to parent/guardian
- _____ Assigned Seat
- _____ Withdrawn from Program

Dear _____

Today I had a problem with _____

_____ **First Offense**

_____ **Second Offense**

_____ ***Third Offense**

*** The Third Offense will result in the child being withdrawn from the Program.**

Coordinators Signature

Date

Parent's Signature

Date