

*Zachary Community Schools
Extended Day Family Handbook
2022-2023*



Zachary Community Schools Extended Day Program Family Handbook

Introduction

Welcome to Zachary Community Schools Extended Day Program. Zachary Community School Board in conjunction with Zachary Early Learning Center, Northwestern Elementary, Rollins Place Elementary, Zachary Elementary and Copper Mill Elementary is committed to providing a safe environment for elementary students to experience academic enrichment and homework assistance in a before and after school setting.

This handbook is a guide for procedures and operating practices of the Zachary Community Schools Extended Day Program. Please read it carefully and discuss appropriate areas with your child.

Vision Statement

Zachary Community Extended Day Program is recognized as a model of excellence serving all citizens.

Mission Statement

The mission of the Zachary Community Extended Day Program is to provide an alternative program focused on academics that will assist participating students to reach their maximum potential through high-quality instruction.

Goals

1. Provide a positive environment for learning
2. Use motivational strategies to engage student participation and learning
3. Incorporate the goals of the district's wellness program
4. Provide effective program management, support and resources

Program Description

Zachary Community Schools Extended Day Program was designed to offer participating students in Pre-K to 6th grade reinforcement in academics and homework assistance through high-quality instruction. A site leader and qualified instructional staff are at every school. Staff members work closely with the classroom teachers and school principal. Students will be given limited homework assistance each day (where developmentally appropriate). It is the parent's responsibility to check their child's homework daily for completion and accuracy. A snack is provided in the after-school program. The Extended Day Program must be notified of specific food requirements and allergies at the time of registration. School health form documentation should be on file at the school site.

Program Administration

The school principal is responsible for all activities in his/her building, including the Extended Day Program. The Extended Day site leader oversees the operations at each school. **The principal, in consultation with Extended Day staff and the site leader, may dismiss or suspend students from the Extended Day Program for repeated late pick-up, non-payment of tuition, behavior problems, failure to complete and/or update forms required for enrollment in the program, and/or failure to comply with program rules and procedures.**

Operation Hours

School	Drop off Time	Carpool Line after	Pickup Time
Zachary Early Learning Center	6:30 a.m.	8:20 a.m.	5:45 p.m.
Northwestern Elementary	6:30 a.m.	8:20 a.m.	5:45 p.m.
Rollins Place Elementary	6:30 a.m.	8:10 a.m.	5:45 p.m.
Zachary Elementary	6:30 a.m.	7:25 a.m.	5:45 p.m.
Copper Mill Elementary	6:30 a.m.	7:20 a.m.	5:45 p.m.

Fees

All fees are paid in advance on a monthly basis (including registration fee) and are nonrefundable. Please see attached rate chart for monthly payment amounts.

Registration Fee	\$45.00	
Cost per Week	\$45.00	<u>In the event tuition is a shared expense of more than one household, we ask that you alternate payments.</u>
Morning Only	\$30.00	

Payments

All payments are due online by Thursday by the first day (or first school day) of the month attending. Fees are calculated based on the per week rate but are to be paid by the month. There will be no credit for partial weeks. Full payment will be due regardless of the number of days your child attends for the month. Exceptions: School

emergencies (ex: hurricane days) that result in less than 3 full days of attendance will be calculated at the daily rate and adjusted on the next month's fees or refunded.

Online payments must be made using the online portal at <https://zacharyschools.schoolcashonline.com/> .

Computers can be made available at the school site if you need them to access School Cash Online. Payment by echeck through the portal is also available.

Payment is considered late on the 8th of the month and a \$10 late fee will be posted to on the 10th of the month.

If payment is more than 8 days late, your child/children will not be allowed to return to the program until the balance is paid in full. Payment is considered late on the 8th of the month and a \$10 late fee will be posted to on the 10th of the month. These late fees should be paid in full in order to return to the program.

**2022-2023 ZCSD EXTENDED DAY RATES
WITH PAYMENT DUE DATES**

<u>Month (Due Date)</u>	<u>Morning Care</u>	<u>Before and After Care</u>	<u>No After Care Schedule</u>
\$45 Before and After School One Time Nonrefundable Registration Fee			
August (Aug 9,2022)	\$120	\$180	Before/After Care begins August 9,2022
September (Sept 1,2022)	\$120	\$180	No School 9/5 and 9/19
October (Oct. 3, 2022)	\$102	\$153	No School 10/10-10/12
November (Nov 1,2022)	\$120	\$180	No School 11/8, 11/21-11/25
December (Dec 1,2022)	\$ 81	\$111	Early Dismissal 12/19-12/21 No School 12/22-12/30
January (Jan 9,2023)	\$120	\$180	No School 1/2-1/6, 1/16
February (Feb 1,2023)	\$ 102	\$153	No School 2/20-2/22
March (March 1,2023)	\$120	\$180	No School 3/17
April (April 3, 2023)	\$90	\$135	No School 4/7,4/10-14
May (May 1,2023)	\$120	\$162	Early Dismissal 5/23-5/25 Last Day of School 5/25

<u>Semester Fees</u>	<u>Morning Care</u>	<u>Before and After Care</u>
1 st Semester (Aug- Dec 2022)	\$543	\$804
2 nd Semester (Jan- May 2023)	\$552	\$810

Enrollment

Enrollment will be accepted on a first come, first served basis. If registration exceeds space and staffing requirements, children will be placed on a waitlist until their attendance can be accommodated. Failure to attend for 2 weeks will drop the student from the Extended Day program.

To enroll your child, you must complete the Enrollment Form, Emergency Information Card, (*Two emergency contacts, other than parent/guardian, are required. Emergency contacts must be able to arrive within 30 minutes of being notified to pick up the child when the parent/guardian cannot be reached.*), pay the registration fee, and tuition. It is the family's responsibility to keep all pertinent information current with the Extended Day Program. You may remove your child from the program at any time, but a one-week notice is requested.

Attendance Policies and Procedures

Check in and check out:

Refer to the table below for check-in and check-out locations by school. Students may not be dropped off at school prior to the opening of Extended Day. It is required that each child must be checked in and signed out of the site each day. The parent should bring a driver's license for check-out. If someone other than the child's custodial parent(s) or legal guardian will be picking up the child from the program, prior written authorization must be given specific to that day. The designated individual must provide a driver's license. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. No exceptions will be made to this policy. If your child is not to attend on a given day, a note should be sent to the site coordinator and to the child's teacher.

School	Sign-In Location	Sign-Out Location
Zachary Early Learning Center	Main office foyer	Main office foyer/Playground
Northwestern Elementary	Main office foyer	Main office foyer
Rollins Place Elementary	Main office foyer	Main office foyer
Zachary Elementary	Main office foyer	Main office foyer
Copper Mill Elementary	Carpool area (side door near pond)	Main office front desk

(Each location reserves the right to change check-in and check-out locations without prior notification due to safety concerns, unscheduled maintenance, or programming needs.)

Parental Rights:

Appropriate legal documents must be on file when a custodial parent requests to prevent the other parent from picking up the child or having access to program information.

Late Pick Up:

All children must be picked up by 5:45 P.M. Emergency contacts will be called for any child who is not picked up by 5:45 P. M. A late penalty of \$1.00 per minute will be assessed. The late fee will be added to the next week's tuition. If a parent continues to violate this rule and habitually leaves a child after the 5:45 P.M. closing time, this may result in the child not being allowed to participate in the program. After 3 late pick-ups, the student will be dismissed from the Extended Day Program for the remainder of the year.

Discipline

Rules may vary slightly from site to site but will follow closely to the school's disciplinary practices. Parents will be notified if an inappropriate behavior continues after correction or becomes a pattern. After three written extended day behavior referrals, the student will be dismissed from the Extended Day Program for the remainder of the year. Serious offenses may result in immediate removal.

Safety

The Zachary Community Schools Extended Day Care provides a safe place where students can reinforce academic skills, work on homework assignments with limited assistance, and participate in age-appropriate recreation and social skill building activities. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the program. To maintain the health and safety of our students and staff, we ask you to follow all district health and safety protocols.

Accident or Injury

Parents will be notified upon picking up a student of any minor injuries. Our staff will always attempt to assess a situation to the best of their ability and take appropriate action. Parents will be contacted as soon as possible in the event of a serious accident or injury. In the event a parent cannot be contacted, emergency contacts will be notified. Staff will use standard first aid when treating minor injuries.

Parent Extended Day Agreement Extended Day Program

My signature on this agreement indicates that I have read the Extended Day Family Handbook and agree to abide by the rules and regulations of the Zachary Community Schools Extended Day Program. I am aware that the extended day program will not operate during scheduled school holidays. I am also aware that the extended day program will not operate during the afternoons of early dismissal days. Early dismissal days are listed on the Zachary Community School System's calendar. This calendar can be found at www.zacharyschools.org. I am aware that the program will be closed if the schools are closed for emergencies.

The last day for the extended day program will be May 22, 2023 for AM & PM and May 25, 2023 for AM only.

I also agree to the following rules:

1. Parents must pick up their child/children no later than 5:45 P. M. check out time. A late fee of \$1.00 per minute will be assessed for every minute after 5:45 P.M.
2. If payment is more than 8 days late, your child/children will not be allowed to return to the program until the balance is paid in full. A \$10.00 late fee will be assessed. These late fees should be paid in full in order to return to the program.
3. All payments are due online by the first school day of the month attending.
4. Fees will be paid in advance and are nonrefundable.
5. It is the responsibility of the parent to keep the program informed of any changes in address, telephone numbers, custody requirements and emergency information.
6. All children must be signed out in person by the parent or person authorized to pick up the child. *(All designated persons must be able to show valid picture identification upon request.)*
7. Parents agree to give a one week notice in writing if a child is to be withdrawn from the program.
8. Failure to attend for 2 weeks will drop the student from the Extended Day program.

Parent or Legal Guardian Signature

Date

Please complete and return the Parent Agreement form, application, and \$45.00 deposit.

Repeated Failure to comply with any of the policies included in this handbook may lead to your child being removed from this program.



Zachary Community Schools Extended Day Application for Enrollment 2022-2023

Please print legibly and fill out this form completely. Date _____

Student: _____ School: _____

Teacher: _____

Known allergies or dietary restrictions: _____

Age: _____ DOB: _____ Grade: _____ Male or Female _____

Address: _____

Mother's Name: _____ Home Phone: _____

Mother's Work #: _____ Mother's Cell #: _____

Mother's Email: _____

Father's Name: _____

Father's Work #: _____ Father's Cell #: _____

Father's Email: _____

Emergency Contact: _____ Phone #: _____

Emergency Contact: _____ Phone #: _____

List all persons authorized to pick up your child:

Names	Telephone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Place a check by the correct option (choose one):

Before School _____

After school _____

Before and After School _____

My signature on this application indicates that I have read the ZCS Extended Day Family Handbook and agree to abide by all rules and regulations.

Parent or Legal Guardian Signature

Date