

Zachary Community School District
Extended Day Handbook
2023-2024



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 academic reinforcement 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 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 the site leader and Extended Day staff, 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 monthly in advance (including registration fee) and are non-refundable. Please see attached rate chart for monthly payment amounts.

Registration Fee	\$50.00	<u>In the event tuition is a shared expense of more than one household, we ask that you alternate payments.</u>
Cost per Week (but will be billed and payable monthly):		
Morning and Afternoon:	\$55.00	
Afternoon Only:	\$50.00	
Morning Only:	\$40.00	

Payments

All payments are due online by the first school day of the month. Fees are calculated based on the per-week rate but will 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 three 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 available at the school site if a device is needed to access School Cash Online. Payment by e-check through the portal is also available.

*An installment option, payable by the 1st and the 15th of the month, is available by request only. The request must be made to the Extended Day site leader by the 25th day of the month before the installment option is available. Use of the installment option does not provide an exception to a payment due by the 8th of the month.

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

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 two weeks will drop the student from the Extended Day program.

Enrollment through noon on July 28, 2023, should be made online. On July 31, 2023, enrollment will move to the school site. To enroll your child, you must complete the Enrollment Form, including emergency contact information. Once you have enrolled, you will pay the registration fee and first month's tuition through <https://zacharyschools.schoolcashonline.com/>. 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 anytime, 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 before 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 explicitly given for 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 cannot attend on a given day, a note should be sent to the site leader and 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	Front of school near flagpole	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 accessing program information.

Late Pick-Up:

All children must be picked up by 5:45 P.M. Emergency contacts will be called for any child 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 three 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 with the school's disciplinary practices and the district's handbook. 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 program provides a safe place where students can reinforce academic skills, work on homework assignments, 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 immediately if there is a serious accident or injury. If a parent cannot be contacted, emergency contacts will be notified. Staff will use standard first aid when treating minor injuries.

**Zachary Community Schools
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 20, 2024, for AM & PM and May 23, 2024, 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 eight 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 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 two 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 \$50.00 registration fee.

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 2023-2024

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