



**SASC EXTENDED DAY PROGRAM**  
**Policies & Procedures**

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## **Chapter 1: Program Philosophy**

### **1.1 Mission Statement**

The Extended Day Program is a safe and nurturing space where students can play, learn, and explore their interests through a variety of workshops and clubs.

### **1.2 Commitment to School Policies & Procedures**

From Chapter 8 of the School of Arts and Sciences Procedure Manual:

*EDP is an integral part of SAS and SASC and serves as an extension of the school day. It is not a separate program. As such, it fits into the overall organizational structure of the school and operates according to school policy and under the direction of the Lead Administrator.*

### **1.3 Purpose of Handbook**

This handbook is intended to be a living document created to give families, staff, and administrators a more in depth understanding of policies and procedures of the Extended Day Program. It is a supplement to the School of Arts and Sciences Procedure Manual, and all the policies and procedures represented within are subject to the authority of school-wide policies and the school's lead administrator.

## **Chapter 2: Administration**

### **2.1 Responsibilities of Extended Day Director**

The day-to-day operation of EDP will be handled by the EDP Director. The EDP Director is hired using the hiring policies of the School of Arts and Sciences Foundation and is supervised by the Lead Administrator.

### **2.2 Extended Day Calendar**

The Extended Day Program calendar will follow the Leon County Schools calendar unless the lead administrator and Board of Directors votes otherwise. There will be no Extended Day on days where there is no school (holidays, teacher planning days, etc.).

### **Early Release days**

The Extended Day Program provides after school care for some of the early release days. These days are NOT included in your monthly fees. Before School operates normally on early release days.

In order for students to attend EDP after school on early release days, parents must register AND pay by the deadline. There are no drop-ins on early release days. Registration is done by signing up via the Sign-up genius sent out by the Director.

**Early Release dates (after school):**

December 18 - registration and payment due: Monday, December 7

May 25, 26 - registration and payment due: Friday, May 14

**2.3 Public Information and Inspection of Records**

Parents or legal guardians of students have the right to inspect and review all education records directly related to their children. Compliance with a request to inspect and review a student's educational record should be done as quickly as administratively feasible; under no circumstances should the time exceed thirty (30) calendar days after the request has been made.

The EDP office will keep the following information in the student in-house folders:

- (1) Copies of Incident reports
- (2) Copies of Accident reports
- (3) Communication log

**2.4 Program Visitors & Volunteers**

The Extended Day Program encourages parent involvement. Parents may meet with the Director to discuss their child's needs and exchange information. Parents are encouraged to participate in several ways:

- (1) Keeping all personal information current with the program such as home address, parents' work and cell phone numbers, emergency contact phone numbers, etc.
- (2) Attending orientation meetings and/or parent-staff conferences as needed or requested.
- (3) Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips (must have appropriate volunteer approval through LCS).
- (4) Sharing enrichment ideas and outside resource leads.
- (5) Donating outgrown games, craft items, etc.

Volunteers must complete the appropriate forms and must receive an approved criminal records check before volunteering.

**2.5 Procedure for Student and Parent Concerns and Complaints**

The Extended Day Program encourages students and parents to discuss their concerns and complaints through an informal conference with the Director. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may contact the school's lead administrator.

## **Chapter 3: Pedagogy**

### **3.1 Curriculum Design/Workshops**

The Extended Day Program strives to meet each student's need for physical and intellectual activities through a carefully designed schedule of educational, enrichment, and recreational programs. Throughout the school year, the students are offered a variety of activities in the form of workshops. The activities offered in the past have included art workshops, music lessons, foreign language lessons, creative theater, sports programs, animal adventures, cooking, music, dance, and science programs.

Workshops meet once per week during each rotation. Each rotation lasts between seven to ten weeks.

#### **Rotations for 2020 - 2021 School Year:**

1. August 17 - October 9
2. October 12 - December 11
3. January 11 - March 12
4. March 23 - May 21

### **3.2 Signing up for Workshops**

Before the beginning of each workshop rotation, the director will send out an electronic sign-up sheet for workshops. Workshops are filled on a first-come, first-served basis. It is the parent's/guardian's responsibility to sign their student up. Students who are not signed up for a workshop will be placed in Open (unstructured free play).

Certain workshops (clubs) require an extra fee. This will be noted in the workshop description. Fees are due, in full, at the beginning of each rotation. If these fees are not paid by the 5th working day of each rotation, the student will lose their spot. They may join a regular workshop (if there is space) or they will be placed in open.

### **3.3 Withdrawal from Workshops**

If a child is placed in a workshop and does not wish to continue attending for the remainder of the rotation, they may be withdrawn with written permission from their parent/guardian. Once removed, their spot will be filled and they will not be allowed to rejoin that workshop for the remainder of the rotation.

### **3.4 Outdoor Play**

Children who attend the Extended Day Program can expect to spend a minimum of 30 minutes outside during the day. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 40 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside.

The students are expected to play outside year-round. During the winter months, and throughout the year, the children are expected to bring their own seasonal clothing.

### **3.5 Study Hall/Break Space**

This year, we will be adding a quiet calming environment to work on homework, read, or just unwind. It is available to students starting at the same time as workshops. Students who have a workshop may go to Study Hall afterwards. Students who have open may go to Study Hall at any time. Study Hall is not something that requires a sign-up and EDP staff will not require students to attend; students will just go as the need arises. If homework time is important to you, talk to your scholar about it and set expectations at home. EDP staff will be happy to offer reminders and encouragement to students.

In order to maintain an environment conducive to studying, students must follow the volume clock. If a student is having a hard time following the volume, they will be given three verbal reminders. If a student continues having a hard time, they will leave study hall and go back to open for the remainder of the day.

Study hall activities are reserved for homework, reading, and/or individual activities (word puzzles, puzzles, fidget use). Students may not use computers or phones during study hall. Study hall/Break space is not a place to socialize with friends and/or play.

If a student is becoming overstimulated on the playground, a safekeeper may suggest taking a 5 minute break. Once the student is calm they may return to the playground. The goal is to train students on what it feels like to need a break and how to use it to help their bodies.

### **3.6 Commitment to Student Safety**

The Extended Day program has a commitment to keeping students safe, and it is a guiding philosophy of the program that establishing safe practices is a continual process of observation, revision, and collaboration between school administration, families, and staff.

More than just a “learn from our mistakes” approach, establishing a safe environment for students in Extended Day is a commitment to recognizing and preventing potential threats to the wellbeing of students. Regularly scheduled staff observations, staff meetings, and emergency drills are all part of the commitment of the Program Director to keep students and staff safe.

## **Chapter 4: Financial Policies**

### **4.1 Student Tuition**

The Extended Day Program accepts cash, check, money orders, or any major credit card. Parents using credit cards must pay online through the Parent Portal. For an up to date Fee Sheet, please see the EDP website.

- (1) If paying in cash, parents are requested to have correct change—cash is not kept on site.
- (2) Credit will not be given for inclement weather, canceled workshops, or absences.

#### **4.2 Payment Schedule (Monthly fees)**

Fees are due on the first of each month, but you have until the 5th working day to pay. Payments made after that date are subject to a \$35 late fee. An account is considered past due if not paid by the dates listed below. Total balance must be paid within the following 5 business days. Student(s) may not return until the total balance is paid.

#### **4.3 Payment Schedule (Drop-in fees)**

Drop-in fees for the week are assessed each Monday for the previous week and are due by that Friday. Payments made after that date are subject to a \$35 late fee. Total balance must be paid within the following 5 business days. Student(s) may not return until the total balance is paid.

For families with split accounts, drop-in fees will be based on the person who signs the student in and/or out (see 5.4 below). If a person other than the two main contacts drops off and/or picks up a student, the Director must be notified in writing no later than the end of the week (Friday) in order to assess fees correctly.

Below is a list of dates for the 2020 - 2021 school year:

- August - Friday, August 14
- September - Thursday, September 8
- October - Wednesday, October 7
- November - Friday, November 6
- December - Monday, December 7
- \*Deadline for Early Release registration and payment: Monday December 7
- January - Monday, January 11
- February - Friday, February 5
- March - Friday, March 5
- April - Wednesday, April 7
- May - Friday, May 7
- \*Deadline for Early Release registration and payment: Friday May 14

#### **4.4 Refunds**

No refunds are permitted after the first week of participation in the program, except for cases of prolonged illness (two or more weeks) or family relocation.



#### **4.5 Scholarships**

Scholarships are awarded on a first-come, most-needed basis and are at the discretion of the school's lead administrator and the Program Director. Families receiving reduced lunch pay 1/2 of the fees and families receiving free lunch pay 1/3 of the fees. Fees must be paid in advance of services. Registration fees, late fees and late pickups are at the standard rate. You must contact the coordinator prior to enrolling students for approval of scholarships.

#### **4.6 Late Pick-up Fee**

Students not picked up by 6:00 pm will incur a late pick-up fee at \$1 per minute. This fee can be paid upon pick-up or will be added to the family's account for payment during the next month's fees. If a student is picked up late, parents/guardians must sign the late pickup log.

If a student is picked up late three times within a 30 calendar day window, the program reserves the right to temporarily suspend the family until the next month.

In the event a parent experiences a true emergency, the Program Director should be notified no later than 6:00 p.m. Notification can be made by emailing the Director at [sacedp@schoolofartsandsciences.org](mailto:sacedp@schoolofartsandsciences.org), or using the Remind app.

If no contact has been received, attempts will be made to contact persons on the student's emergency list. If a student is not picked up by 6:30 p.m. local authorities may be called.

#### **4.7 Balanced Budget**

The EDP Director will submit a budget for the coming fiscal year to the Lead Administrator, who will submit it to the Board's Finance Committee. The EDP Director will submit budget changes throughout the school year.

#### **4.8 Fundraising**

All school fundraising must have prior written approval from the school's lead administrator. School fundraising will be conducted in compliance with all state laws and school policies concerning the handling of funds. A Fundraising Form must be completed to seek approval for a fundraising activity. The fundraising form must be submitted and approved at least one week before the fundraiser begins.

Given sufficient interest, the Extended Day Program may participate in fundraising activities under the advisory of the school's lead administrator. EDP will have its own account within the general operating account for the school. In addition, EDP will have an internal funds account in which to deposit money acquired through donations, fundraising, and grants.

#### **4.9 Tax Statements/Reimbursement Requests**

If a family wishes to see a record of their payments for tax purposes, they can log onto their Parent Portal account. If further documentation is required, requests should be made to the Program Director; a one-week notice is required to fulfill these requests.

Families needing childcare reimbursement statements should email the Program Director; a one-week notice is required to fulfill these requests.

### **Chapter 5: Student Enrollment & Services**

#### **5.1 Admission to Program**

Enrollment is limited to students currently enrolled in the School of Arts and Sciences in grades kindergarten through sixth grade. Enrollment is also limited to the available space. Priority is given to students who attend on a regularly scheduled basis.

A child is enrolled in the program when:

1. A completed registration form is submitted online
2. Registration fee is paid
3. There is no outstanding balance from a previous enrollment.

All students kindergarten through fifth grade attending the Extended Day Program must be registered with the Program Director. If all available spaces are filled at a site, a child may have to be placed on a waiting list until a space is available.

#### **5.2 Withdrawal**

As a courtesy, the Program Director should be notified ten school days in advance of the date a student is to be withdrawn. Failure to do so may result in additional tuition being charged. A student may withdraw and re-enroll only one time per school year without incurring another registration fee. Re-enrollment cannot be within 14 days of withdrawal date.

#### **5.3 Attendance**

Parents should contact the program if a child will not attend the Extended Day Program on a regularly scheduled day. Please contact the Program Director (via email) or leave a message with the school office to be relayed to the Program Director prior to Extended Day hours. Once paid, there are no refunds for days missed.

#### **5.4 Sign-in & Sign-out Procedure**

For before school, parents are required to sign in their child in the morning. Students are not to be dropped off; a parent/guardian must accompany the child into the building, up the stairs, and to the designated EDP room where they will sign the student in. Failure to do so can result in a formal warning by the Program Director. Repeated infractions are cause for dismissal from the program.

For after school, parents/guardians must sign out their students at the front desk. Proper identification is required **every single time** (photo ID or car pick-up tag). In the event that neither is present, two staff members are required to visually identify the parent/guardian. Students will only be released to the person(s) designated by the parent/guardian on the

enrollment form or on the student's clinic card. Any additions or changes to authorized pick-ups must be made in writing to the Program Director via email

Once properly identified, the student will be called to come to the front office. Parents/guardians must wait for their student(s) to come up to the front. Parents may not walk past the front desk area, into classrooms, or onto the playground.

Replacement/extra car pick-up tags can be purchased at the front desk during regular school hours (8:15-4:15) for \$5.

### **5.5 Health Services/Illness**

If a student has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other students while the parents are contacted and asked to pick up the student. Any contagious illness may require a doctor's note for re-admission. The Extended Day program will follow the school's fever-free policy. A student who is absent from school during the school day or who has been picked up due to illness may not attend the Extended Day Program that day.

Staff members are expected to instruct students on State Regulations for washing hands as posted at each site in an effort to reduce contagious illness.

### **5.6 Medication Administration**

Should it be necessary for your child to receive medication at the Extended Day Program, the procedure is as follows:

- (1) The parent must complete the Medication Administration Consent Form.
- (2) Medicine must be brought in the original container.
- (3) The child's name must be on the container.
- (4) The parent must provide clear and concise written directions for administration of medication to the Program Director; directions should not be brought in by the child or given to any other EDP staff.
- (5) The Extended Day Program staff will not administer medication without written authorization.

### **5.7 Dress Code**

Students enrolled in the Extended Day Program are expected to follow the dress code outlined in the School's Policies and Procedures Handbook.

### **5.8 Lost & Found**

Lost and Found is located in the clinic by the front office. If a student misplaces something, they may check there. If a student forgets something in their classroom, they will have to wait until the next school day to retrieve it; classrooms are locked during EDP hours. If a student forgets something in the EDP room, a staff member will accompany them to help them look for it. Parents/guardians may not go past the front desk area to help students look for their items.

### **5.9 Toys/Personal Items**

Toys and other personal items including but not limited to: dolls, trading cards, action figures, etc. may not be brought to Extended Day. If a student is bringing something to share with their classroom family, the item must stay in their backpack or cubby for the entirety of EDP hours.

If a student chooses to bring any of the above mentioned items and/or take it out during EDP hours, the item will be held at the front desk until a parent/guardian arrives.

In the event that a special occasion calls for any of the above mentioned items, the Program Director will communicate that to parents via email.

## **Chapter 6: Discipline**

To achieve the goal of providing quality enrichment programs for children in an environment of cooperation and respect, all members of the Extended Day program staff utilize Conscious Discipline© practices. These policies and practices are consistent and conform to the school's discipline policy. Students participate regularly in the theory and practice during Community Meeting and Workshops.

### **6.1 Code of Conduct**

Students are expected to comply with all regular school rules and regulations in addition to the EDP Discipline Policy. Discipline will be handled by the Program Director and in some cases, by the school lead and assistant administrators.

### **6.2 Suspension/Dismissal**

Limits are set on behavior to provide a safe and caring environment where students can play and learn. Limits are set for three primary reasons:

- (1) to prevent students from injuring themselves or others;
- (2) to prevent the destruction of property, materials, or equipment;
- (3) to help students learn respect for themselves and others.

If there is an incident that violates any of these, an Incident Report will be written and sent home. Administrative action may include: alternative work environment, withdrawal from workshops, suspension, or dismissal from the program. Chronic or recurrent behavior will result in dismissal from the program.

A student may be immediately dismissed from the program if the student's behavior is determined to be detrimental to the student or to the safety of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents. Adults are expected to model the desired behavior that is expected of the students. Profanity, threats, or disruptive behavior will not be tolerated.

A student who is dismissed due to behavior issues will no longer be eligible to attend the program during that school year.

## **Chapter 7: Safety Procedures**

### **7.1 Emergency Drills**

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held as set forth by State Regulations and School of Arts and Sciences Board of Directors policies.

- (1) Evacuation: Extended Day Program staff and students will follow evacuation maps posted in each room to exit facility. Students are to line up quietly and follow the group leader. Once outside, leaders will call roll to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the Program Director to return to the building.
- (2) Lockdown: Extended Day Program staff and students will follow the lockdown procedure as mandated by the Program Director and Lead Administrator.

### **7.2 Medical Emergencies**

In the event of a medical emergency that cannot be handled by the Program Director, EMT personnel will be called. People will be contacted in the following order: Parent or Guardian or Emergency Contact Person; the school’s lead administrator. It is imperative that each parent provide current contact numbers to the Program Director.

### **7.3 Accidents**

If a student is injured during program hours, the Extended Day Staff will notify the Program Director. The Program Director will take appropriate steps, such as notifying parents and seeking medical attention. The Extended Day Staff will complete an Accident Report Form located in the Accident/Incident notebook and obtain Program Director’s signature. In case of a severe accident the School’s Lead Administrator must be notified immediately.

## **Chapter 8: A Day in the Extended Day Program**

### **8.1 Food and Snack**

A nutritious snack supplied by Extended Day Program is available each afternoon. If your student has a food allergy please advise the Program Director of that fact in writing via email. Gluten-free and nut-free options are available if necessary. If a student has severe allergies or a strict diet that cannot be accommodated, it is the parent’s responsibility to provide snack for their student.

### **8.2 Daily Schedule**

Students will be dismissed from their classrooms to their designated EDP hub. The schedule is as follows:

1. Snack
2. Brain smart start
3. Community Meeting
4. Workshops
5. Open

Most workshops last around 45 minutes and should be done by 4:30 pm. Exceptions may include cooking classes or workshops that require extensive clean-up.