



**Pre-K  
After School Care Program**

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**Parent Handbook,  
Information,  
Policies and Procedures**

**2022-2023  
School Year**

## **ADMINISTRATIVE AND CONTACT INFORMATION**

### **Expect Excellence Front Desk**

251-981-7836

### **Expect Excellence Department Director**

Jonathan M. Langston      jlangston@orangebeachal.gov      251-269-4596

### **Administrative Director / Assistant to the Department Director**

Polly Pittman      ppittman@orangebeachal.gov      251-974-2337

### **Expect Excellence Arts and Enrichment Coordinator**

Jessica Langston      jjlangston@orangebeachal.gov      251-284-0558

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**The Pre-K After School Program is a division of the City of Orange Beach Expect Excellence Department, not Orange Beach City Schools.**

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## **OPERATION TIMES AND DATES**

The Expect Excellence Pre-K After School Program is held Monday-Friday from 2:30-5:30 p.m., at the Orange Beach Elementary School on days that Orange Beach City Schools are in session.

On School holidays, there will be no childcare.

### **2022-2023 After School Program Dates:**

Wednesday, August 10, 2022 – Wednesday, May 24, 2023

## **REGISTRATION**

Students must be registered for the Expect Excellence Pre-K After School Program to attend. Students can be registered at [www.orangebeachal.gov](http://www.orangebeachal.gov).

# **TUITION AND PAYMENTS**

Expect Excellence Pre-K after school care will be \$40.00 per week, per student. On partial weeks, the payments will be prorated to reflect the \$8.00 per day cost. Registration and payments will be made through Active Net.

## **Late Pick Up Charges**

Any pick up after 5:30 pm will result in a base charge of \$25.00 plus \$1.00 for every minute past 5:30 pm. Charges will be added to the parent's Active Net Account the following week.

# **ARRIVAL**

All children registered for the Expect Excellence Pre K After School Program will stay in their classrooms after other students are dismissed. Students will be checked into the program by Expect Excellence staff, and then escorted to the After School Program classroom.

# **PICK UP**

Students in the Expect Excellence Pre K After School Program will be picked up from the front entrance of Orange Beach Elementary School. Parents will come to the right hand door of the front entrance and use the doorbell marked for the Expect Excellence Pre K After School program. Children must be checked out daily by an authorized adult. When picking up students from the program, the parent (or authorized representative) **must come inside** to sign out. Students are not allowed to leave the building without an adult.

Changes to the approved pick up list and the emergency contact list may only be made by a parent or guardian.

If you plan on having someone pick up your child that is not on the approved pick up list, HANDWRITTEN or EMAIL notice is required. You may email the Pre-K Administration at **[eepek@orangebeachal.gov](mailto:eepek@orangebeachal.gov)**

# **SNACKS**

Expect Excellence does not provide snacks. Please be sure that students bring a snack to consume during the After School Program.

# **DRESS CODE**

Dress Code follows that of Orange Beach City Schools. For the safety of your child, sandals or flip flops are not allowed. **CLOSED TOE ATHLETIC SHOES ONLY.**

# **BEHAVIOR & DISCIPLINE**

Appropriate behavior and respect for staff, property, and other students must be demonstrated by participants at all times. Repeated disruptive behavior and disrespect will result in the student's dismissal from the program.

**Students who cannot adhere to the behavior outlined above may not register for the Pre-K After School program.**

If a child does not participate or is disruptive to other students and to the activities of the program, they will be counseled by the program administration.

## **FIRST ISSUE:**

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**

## **SECOND ISSUE:**

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**
- **Suspend the student from the program for ONE WEEK.**

## **THIRD ISSUE:**

- **Remove the student from the class that they are participating in.**
- **Call the student's parents for immediate pick up.**
- **Suspend the student from the program for the remainder of the school year.**

Each incident will be documented. Parents will receive an incident report no later than the day after the incident. All reports will require a parent signature.

The front desk staff is not involved in disciplinary situations; please do not inquire with the front desk staff about the related issues. For more information regarding a specific disciplinary situation, please contact the Expect Excellence Director.

## **PARENT BEHAVIOR**

Just as the students are expected to behave in an appropriate manner, so are the parents. Appropriate behavior and respect for our staff is expected at all times. Rude behavior and comments towards our staff will not be accepted and may result in the removal of your child from the Pre-K After School program. Use of profanity or abusive language with any of our staff will result in the immediate dismissal of your child from the Pre-K After School program. Please do not contact staff members regarding any program related issues through personal or social media outlets.

## **ELECTRONICS AND PHONE USAGE**

The Expect Excellence program is an **Electronic Free Zone**. Students will not spend time playing games or watching videos on a device at any time during this program. All mobile devices, including phones, must be left in the student's bag. Students are not allowed to use cell phones at any time during Expect Excellence.

Students are not allowed to make phone calls. In an emergency, an Expect Excellence staff member will contact parents.

Important messages for students may be left at the Expect Excellence desk by calling [251-981-7836](tel:251-981-7836)

## MEDICATION, MEDICAL CONDITIONS, & SICKNESS

### Medication

No medications will be administered by staff unless a medical authorization form has been filled out and signed by the parent. Any prescription drug sent to the program shall be in its original container and clearly labeled with the student's name and directions for administering the drug. Prescriptions bearing the name of a person other than the student in question will not be administered. No student will be allowed to keep medicine themselves. Any medication found on the student will be removed and the parent notified.

### Illness

Students must be free of contagious illness and healthy enough to participate in recreational activities in order to attend the program. They must be able to play outside as well as inside and participate in low and high energy activities. If the student is ill, please do not attempt to bring him/her to Expect Excellence. If the student exhibits signs of illness after arriving, the student will be isolated, and the parent notified. If a parent is unable to remove the student, he or she must arrange for someone else to pick up the child. Students will not be released to any person other than the parent or a person designated by the parent on the student's pick up list.

"Illness" includes, but is not limited to:

1. FEVER—A temperature of 100 or above
2. DIARRHEA or VOMITING
3. HEAD LICE or NITs
4. CONJUNCTIVITIS (Pink Eye)
5. UNDIAGNOSED SPOTS OR SORES
6. SEVERE COLDS—Continuous coughing, congestion, green or yellow discharge
7. CONTAGIOUS SKIN CONDITIONS
8. ANY COVID-19 RELATED SYMPTOMS

**Emergency information must be kept current at all times. We must be informed immediately if a change is made in address/phone number, authorized pick-ups, employment, doctor, etc.**

### LOSS OF PERSONAL PROPERTY

The City of Orange Beach Expect Excellence Department is not responsible for lost or misplaced toys, jewelry, clothes, shoes, money, etc. We strongly suggest that children not be permitted to bring unnecessary personal property. The City of Orange Beach will not be responsible for any loss or damage done to jewelry that a child may bring or wear, or for an injury caused by wearing jewelry. The program routinely collects a large quantity of misplaced items and clothing. Please check the lost and found on a regular basis.