



**STAFFORD**  
MUNICIPAL SCHOOL DISTRICT

# **Extended Day Parent Handbook**

**2024-2025**

July 2024



## **Stafford Extended Day Program**

1250 Staffordshire Rd

Stafford, TX 77477

Phone: (281) 261-9210

[www.staffordmsd.org/parents/extended-day](http://www.staffordmsd.org/parents/extended-day)

### **Office Hours:**

Monday – Friday

8:00am – 6:00pm

For questions: [extendedday@staffordmsd.org](mailto:extendedday@staffordmsd.org)

## **Mission**

SMSD Extended Day aims to infuse energy and enthusiasm into the lives of Pre-K through 6th grade students and their families by offering exceptional before and after-school programs. Our engaging activities are designed to enrich learning and cultivate essential skills such as communication, collaboration, critical thinking, and problem solving, ensuring our students are well-prepared for future academic and life challenges.

## **Handbook Acknowledgement**

This handbook will familiarize you with the Stafford Extended Day Program's policies and procedures. Changes in District policies and Extended School Day procedures will be reflected in our respective handbooks and may supersede, modify, or render obsolete the information summarized in Extended School Day's Parent Handbooks. Some topics outlined in the handbook and its amendments are addressed in further detail in Stafford Municipal School District Policy and the Texas Department of Family and Protective Services Minimum Standards for School-Aged and Before and After-school Programs. Any modifications to our operating procedures will be captured in amendments to our Parent Handbook, and we will use our Parent Communication board and email distribution lists to advise you of changes you may wish to review. Your electronic signature on the registration card is your acknowledgement that you have reviewed this handbook and understand its contents.

## **Program Overview**

Stafford's Extended Day program provides services across Stafford school campuses only, which includes Stafford Early Childhood Center, Stafford Elementary School, Stafford STEM Magnet Academy, and Stafford Middle School.

## **Extended School Day (ESD) Experience**

Extended School Day has many components to keep your child engaged afterschool. The program offers the following:

### **Homework Time**

Students are provided a quiet environment and dedicated time to complete homework. Books are available for students to read once homework is completed. The amount of time dedicated to homework and/or reading varies by grade level. Grades PK-2 have approximately 30-45 minutes and grades 3-6 have approximately 45-60 minutes. Students that require or request additional quiet time will be accommodated to the extent possible based on staffing and accommodations. Each child is responsible for remembering and completing his or her own homework. ESD staff is not responsible for checking a child's homework or confirming whether they have an assignment on a given day. Staff provides direction but does not provide tutoring or direct homework assistance. ESD does not use homework or reading as a discipline tool.

### **Snack**

Each student is offered a daily meal that is provided by the Child Nutrition Department. Students also have the option to bring their own snack in addition to what is provided by the program.

### **Outdoor/Gym**

Children are provided structured and unstructured time for physical activity.

### **Centers**

The Extended Day rooms has age-appropriate centers to keep children entertained.

### **Computer Time**

Either in the computer lab or other designated area, children are permitted to use school-issued devices to go on District- approved websites to continue learning.

## **Program Options**

For your convenience, multiple program options are available. Choose the one that best fits your family's needs. All programs require a non-refundable \$50 registration fee.

### **Extended Day**

#### **Afternoon Program**

This option provides care from school dismissal until 6:00 p.m. Some early dismissal days are included. As an added bonus, the morning program is included at no additional cost. Whether your need is daily or once a year, the morning program is open from 6:30 a.m. - 7:30 a.m. for your convenience. Summer programs are offered at an additional cost.

#### **Morning Only**

The program is open 6:30 a.m. - 7:30 a.m. Early dismissal days are available for an additional fee. Afternoons are not available with this option. Summer programs are offered at an additional cost.

#### **Early Dismissal/Full Day Service Only**

This option is available for non-Extended Day students who only need the program on early dismissal or full day service days. A daily rate is charged for each day service is provided. Service is not available on regular school days and advanced registration is required. *Due to SMSD's early release/faculty flex days, early release services may not be available. Make sure to check the district calendar for these dates.*

**Note:** Afternoon and morning care are available under special circumstances only. Daily rates for drop-in service are higher. Early dismissal days have daily rate options for those who enroll in a morning only program. Summer camps will be provided outside of the school year program for an additional fee.

## **Program Information**

### **Attendance**

If your child will not be attending Extended Day due to illness, vacation or other circumstances, please notify the Program Coordinator by email or telephone. If you need to send a note through the front office, please address it to the Program Coordinator to ensure its delivery. On days your child is absent from school due to illness or suspension, attendance in the program is not permitted.

### **Transportation**

Stafford Extended Day is located at the Stafford Elementary campus. Students from the Early Childhood Center (ECC), STEM, and Middle School campuses will be transported to and from Elementary for AM and PM services each day by way of Stafford's School Transportation Services. Students from the elementary campus will be walked to their designated location.

For ECC students to receive transportation to and from the program, and provide safe transportation for students, authorization for each child must be completed for transportation service. A transportation form must be completed and submitted at the time of registration to receive service. If a transportation form is not submitted with registration, students cannot enroll into the program until the form is received.

## **Communication with Campus Staff**

Extended Day staff members are employees of SMSD and, as such, are school officials who have access to a child's SMSD records. Extended Day is not a part of the SMSD academic program and, as such, student records reviewed by Extended Day staff will be utilized for reference only. Extended Day staff will occasionally consult with teachers, administrators, and other campus employees regarding children in the program.

## **Days and Hours of Operation**

School year programs operate Monday through Friday from 6:30 a.m. - 7:30 a.m. for morning service, and from school dismissal until 6:00 p.m. On some early dismissal days, Extended Day is open from early dismissal until 6:00 p.m. When the program operates on a full day schedule, such as summer, the hours are 6:30 a.m. – 6:00 p.m.

***\*Doors open at 4:00 p.m. for Extended Day's P.M. service***

Extended Learning is closed on most holidays but will provide all-day service on certain staff development/student holidays for Extended Day students. A calendar is published each year and is made available on our webpage and parent information boards. Advanced registration is required and may not be available for morning only students depending on campus availability. Parents will need to find alternate care for students not signed up in advance.

## **Dress Code**

All students in our program adhere to the district's dress code, which is detailed in the SMSD Student Handbook. Clothing must fit properly and provide adequate coverage in any position, including when the student is engaged in vigorous physical activity. Children not properly dressed, including footwear appropriate for the day's activities, will not be permitted to participate. If your child is not properly dressed and must be removed from any ESD activity, there will be no refunds or credits.

## **Emergency Closing of Schools**

Students and parents should listen to local radio and television stations or visit the District website or social media accounts for weather closing announcements before and during school. If the school is closed, so is Extended Day. If you receive notification that the school is closing for the day, Extended Day will be closed as well. If the school is opening on a delay, the morning program is canceled. If a school needs to close due to unforeseen circumstances (i.e., power outage), the students may be relocated to a nearby campus, if possible.

## **Emergency Preparedness Plan**

Every SMSD campus has a comprehensive Emergency Operations Plan. Extended Learning staff is familiar with the plan for their campus. All Extended Learning operated programs are required to conduct regular fire and weather disaster drills. An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

Our Emergency Operations Plans include written procedures for:

- Evacuation, relocation and sheltering/lock-down of children, including how children will be relocated to designated safe areas or alternate shelter, evacuation and relocation diagrams, staff responsibilities, name and address of alternate shelter, and how we will account for children in the event relocation is required.
- Communication, including emergency telephone numbers and our procedures for communicating with local authorities.

## Enrollment, Eligibility and Ratios

Students may attend the school-year Extended Day Program if they are currently enrolled in grades PreK-3 through sixth grade.

You may complete the online registration application at <https://www.ezchildtrack.com/staffordmsd/parent>

Due to staffing and budgetary restrictions, and because Extended Day is not a part of the SMSD academic program, certain restrictions apply for enrollment. Each child's application will be reviewed individually for acceptance. If a child's needs surpass what can be met in a staff-to-child ratio of 1:20, Extended Day is not a suitable option for before/after school care. At a minimum, students are required to not exhibit violence/aggression, remain in the designated area, and toilet independently.

Please submit any request for reasonable accommodations in writing to the Extended Day Coordinator. We may need to discuss your child's needs and any required accommodations with you before confirming enrollment. Extended Day administration will engage in an individualized and thorough review and assessment of any student's special needs or requests for accommodation. This can include consulting with teachers, administrators, and other campus employees to determine if Extended Day is an appropriate program for your child. Extended Day staff members are employees of SMSD and, as such, are school officials who have access to a child's SMSD records. Student records reviewed by Extended Day staff will be utilized for reference only. The Extended Day Program is not supported in whole or part by state tax funds, therefore does not operate under the Texas Education Code which includes all laws and rules passed by the state legislature of the State of Texas. If your child has special care needs or will require accommodations to participate in our program, you must share them with us on the registration card. Failure to disclose special needs at the time of registration may result in dismissal from the program. SMSD remains committed to providing reasonable accommodations to enable students with disabilities an equal opportunity to participate.

## Fee and Payment Information

### Tuition and Fee Guidelines

- Registration fee and tuition are non-refundable and non-transferable to another student or program.
- Fees can be paid online in EZChildTrack using a credit or debit card, or e-check.
- Tuition is charged at a monthly rate regardless of the number of days of attendance or school days in a month. Tuition for August and December will be prorated due to the number of calendar days of service.
- Tuition is due on the first day of each month.
- Late payment fees of \$5 per day will be charged for payments that are not received by the due date.
- Late fees are waived if payment is made online within the first 5 days payment is due. Balances not cleared by the 10<sup>th</sup> of month may result in dismissal from the program.
- Late payment and pick-up fees are due with the next tuition payment. Late fees will be applied if not paid on time.
- All payments should be made online through EZChildTrack with a convenience fee. We are unable to accept cash.
- The registration fee (if applicable) must be paid again to re-enroll and outstanding balances must be cleared before reentry is granted, provided there is availability at the campus.
- No refunds will be issued for withdrawing during the month.
- When withdrawing your child, written notice must be given two weeks prior to the end of the month in order to avoid the next month's tuition.
- Outstanding balances at the time of the withdrawal will be the responsibility of the parent.
- When submitting a registration application, parents will select the first day that the student will attend the program. Students may not attend until the application has been approved. Extended Day will work to accommodate the requested start date to the best of our ability.
- If a parent needs to change the requested start date prior to attendance, contact the Extended Day Main Office. Parents may delay their child's start date one time per school year.

- Fees and/or tuition are non-refundable in the event your child is suspended or removed from the program for any reason.
- There will be no refunds or credits for suspension or dismissal of any student, inclement weather conditions, school closures, parent behavioral issues, spring break charges, missed field trips/in-house activities or any non-refundable fees paid.

## **Health Information**

### **Child Health**

Extended Day does not maintain a school nurse or other health professional on staff. In the event that a child soils his/her clothes, a parent and/or guardian will be contacted to pick up his/her student. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them to change. Extended Day staff is not responsible for assisting in the changing of the student's clothes. Extended Day does not provide or keep extra clothes on site.

Per SMSD policy, school personnel will not apply or provide insect repellent or sunscreen during the day. Concerned parents are strongly encouraged to apply these to their child before they leave for school. Parents may send these items with their child to be used during the day. Children who do not require assistance are able to apply these items themselves throughout the day.

### **Illness and Exclusion Criteria**

Children cannot attend if they are suffering from an illness that meets the following conditions:

- Their illness prevents them from participating comfortably in program activities, including outdoor and gym play.
- The illness results in a need for more care than we can provide without compromising the health, safety, and supervision of other children
- The child has one of the following:
  - o fever of 100.0 or higher
  - o symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, diarrhea, vomiting, rash with fever, symptoms of a communicable disease or illness, behavior changes, or other signs the child may be severely ill; or
- A health care professional has diagnosed the child with a communicable disease or condition (i.e. lice, ringworm, etc.), and the child does not have medical documentation indicating he or she is no longer contagious.
- If a child appears ill at arrival or becomes ill while under our care, the Program Coordinator will contact the parent to pick up the child and provide appropriate care apart from other children until the parent arrives.
- Every child must be free of fever, without fever reducing medications, for 24 hours before returning to Extended Day.

### **COVID-19 Protocols**

The safety of students and staff is the district's foremost priority. Extended Day programs adhere to all District established health and safety protocols and procedures for COVID-19. Refer to the district website for up to date information.

### **Injuries**

All injuries and incidents will be documented and presented to you for signed acknowledgement. Minor injuries such as scrapes will be treated onsite, and you will be notified when you arrive to pick up your child. If a child becomes ill or suffers a significant injury while in our care, you will be contacted by phone and asked to pick your child up as soon as possible. If we determine the illness or injury requires it, we will call for an ambulance to transport your child to the nearest hospital. Hospital preference listed on the registration card will be shared with emergency medical personnel; however medical personnel will make final decision on the destination.

While student safety is a high priority for the district, under state law, the district is not responsible for medical costs associated with student injury. By signing the acknowledgement on the registration card, you expressly waive all claims for medical expenses, loss of services, or other claims that may result from your child's participation in Extended Day activities, and agree to indemnify and hold harmless the District, its Trustees, employees, and agents from all claims made against it or them on behalf of your child.

**Medication**

We strongly recommend that whenever possible, medication should not be administered at Extended Day programs. All medications must be listed on the emergency card, whether or not it will be administered at Extended Day. In the event of an emergency, this information is critical to determining treatment and preventing potentially harmful drug interactions. ESD staff is not allowed access to medication administered at the school.

If medication is to be administered to a child at Extended Day, and administration of that medication meets the guidelines in the District's Student/Parent Handbook, the following conditions must be met. All medicine, prescription or non-prescription, must be hand-delivered in its original container by the parent—not the child—to the Program Coordinator. The Program Coordinator do not have access to medicine stored in the nurse's office. Parents are required to complete an *Authorization for Dispensing Medication Form* and *Medication Authorization Form*. Prescription medication must be labeled by the pharmacist. The label must include the student's name, physician's name, name of the medication, amount of medication to be given, frequency, and the date the prescription was filled. A note from the physician must accompany medication taken for more than 15 days. There shall be no more than one medication per properly labeled container.

**Notification Process**

In the event of an emergency, our first priority is to ensure the safety of all children. The Program Coordinator will keep in contact with the parents, the school principals, and district personnel. In the event of an emergency, the Program Coordinator will communicate details and instructions through email, Parent Square, and also by initiating phone calls to parents when possible. Staff will communicate with other District departments and local authorities, as needed.

**Late Pick-up**

Extended Day ends at 6:00 p.m. each day. After 6:00 p.m., the late pickup fees are as follows:

<u>Times</u>	<u>Fees after 1<sup>st</sup> incident</u>	<u>After 2 incidents</u>
6:00 p.m.-6:30 p.m.	\$5 per min	May result in dismissal
6:31 p.m.-7:00 p.m.	\$10 per min	May result in dismissal
After 7:00 p.m.	\$20 per minute	May result in dismissal

Late pick-up fees are due before or with next month's tuition. Upon the fourth incident, your child may be dismissed from the program. Dismissal may occur prior to the fourth occurrence under the circumstances described below. Late pick-up history will remain on the record until the start of the following school year.

Lateness in excess of 20 minutes may result in dismissal after the second occurrence.

**Failure to pay fees by the 1<sup>st</sup> of the following month may result in removal from the program.**

If it is 7 p.m. and Extended Day staff are unable to reach a parent or alternate contact, or if the child's emergency/registration card does not include an alternate person who is available to retrieve the child, the District Police Department will be contacted. In any case involving District Police, the District Police may, at their discretion, involve the local police, sheriff, or other authorities. If a child is dismissed for this cause, no refunds or credits will be given.



## **Legal Custody Agreements**

Students will only be released to the named person(s) listed on the registration card or the student's legal guardian listed in Ascender/Parent Square Access. If there is a change in guardianship or a court ordered custody agreement that will impact a parent's access to a student while attending Extended Day, a copy of the signed court documentation will have to be submitted to the Extended Day office. All court documents are subject to review by our SMSD Legal Department. Once reviewed and authenticated, the Extended Day Program will implement and adhere to the court order. We know that custody arrangements can sometimes be less amicable in nature, but Extended Day staff must follow what is outlined in the court documentation. Staff will not mediate domestic disputes, including those between divorced or separated parents.

## **Meals and Food Service Practice**

During the school year, meals are provided to children each afternoon by the SMSD Child Nutrition Department. Please do not send food that needs to be heated or refrigerated if your child opts to not consume the provided meal.

In general, the Extended Day will not provide lunch or snacks on full-service days or on early dismissal days. Parents are responsible for providing lunch and snacks for their student/students on these days. Again, please do not send food that needs to be heated or refrigerated at the site. Occasionally, Extended Day may provide meals or snacks; specifics will be provided in advance of the event.

## **Parent Behavior**

It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with the Program Coordinator by calling the Extended Day Office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to threaten, bully, or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected.

Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. If a child is dismissed for parent behavior, there are no refunds or credits. Parents may not have contact with other students without permission from the Program Coordinator. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child.

We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise. Due to confidentiality, we will not give other parent's or student's contact information to anyone.

If a parent's designated alternate pick-up person or emergency contact fails to comply with the program's rules, the parent may be asked to designate another person or withdraw from the program.

Parents must use the main Extended Day office door when entering and exiting the program.

## **Parent Communication**

We will use our website, Parent Square, email and communication bulletin boards to share updates to our operating procedures with employees and parents. It is the parents' responsibility to utilize our communication tools for updates, upcoming events, etc. Time sensitive issues, including information related to emergency conditions or illness or injury to a child will be immediately communicated with parents via Parent Square, telephone, text message and/or email distribution list, depending on the situation. Any changes in Extended Day's

policy will be communicated to parents through email and the parent board at the campus. Please inform the Program Coordinator of any updates to your contact information, including your cell phone and email address. Information can also be updated in your EZChildTrack account. Parents are responsible to keep their email address and phone number current in EZChildTrack.

## **Participating in Program Activities**

If you would like to participate in off-campus activities and field trips, we require that you:

- Provide your own transportation
- Pay for your own admission and the admission of those attending with you
- Complete a District volunteer background check if interacting with children other than your own
- Sign your child out if you remove them from their group
- Sign them back in if they will be returning to campus with us
- Fees will only be covered for children entering with the Extended Day group

## **Permission to Release**

Updated contact information is essential to your child's continued safety. Please include at least one emergency contact complete with address and phone number and any individuals authorized to sign your child in and sign them out in the event you are unable to be reached. This information must be updated so that it is current at all times. Your child will only be allowed to leave with the persons listed on the registration card.

## **Personal Belongings**

The Extended Learning Department is not responsible for lost or stolen items. Please do not send electronics, toys, games, or other personal belongings with the students. Be sure to label all jackets, backpacks, and other items with your child's name.

## **Positive Behavior Intervention and Supports (PBIS)**

Positive Behavior Intervention and Supports (PBIS) is the department's discipline system that focuses on celebrating positive behavior. PBIS is an evidence-based framework used by schools to improve school culture and student behavior, while encouraging a safe environment for learning. Promoting student motivation and engagement is the foundation of a child's learning - academic, behavioral, or social. Students learn best when they know what is expected of them. Extended Day staff works with students to define core social expectations, teach the behaviors associated with those expectations, and reward the use of those behaviors.

Parents play an important role in their child's success in a learning environment. It is important for parents to support their child's education and positive behavior. When we collaborate, students reach a higher level of achievement and school success. We look forward to working together to ensure your child's success.

## **Pre-Kindergarten**

Extended Day offers a tuition-based, before and after care program for SMSD's Early Childhood Campus (ECC) for eligible Pre-K students. The Program will only accept students that have been accepted in the Pre-K program at ECC. If student is withdrawn from the Pre-K center for any reason, student will be withdrawn from the Extended Day Program. No refunds or credits will be provided for withdrawn students. Students must be able to toilet independently and have a basic level of self-care in order to be accepted into the Extended Day Program.

## **Registration**

You may complete the online registration through the Extended Day website by logging onto [www.ezchildtrack.com/staffordmsd/parent](http://www.ezchildtrack.com/staffordmsd/parent). Registration may take up to two weeks for processing. If you prefer for your child to begin enrollment on a specific date, registration must be submitted in a timely manner to be approved for the requested start date.

## Reporting Child Abuse and Neglect

Our staff receives annual training to prevent, identify and respond to child abuse and neglect. Anyone who suspects or has any knowledge of suspected abuse or neglect must report it within **48 hours** to Texas Department of Family and Protective Services through the following means:

- Phone number: 1-800-252-5400 or website: [www.txabusehotline.org](http://www.txabusehotline.org) (24 hours a day, 7 days a week)
- Staff will call 911 if a child appears to be in immediate danger

## Safety in Schools

The safety and security of our students and staff is our top priority in Stafford MSD. Extended Day staff follows all SMSD established safety protocols on a daily basis.

Students, staff, and parents can report information through the Stafford Crisis Intervention "TalkLine": 281-240-TALK (8255), or by contacting the Stafford Police Department directly at (281) 261-3950. Reporting information quickly allows us to take swift and immediate action to keep our students and staff safe. We appreciate your partnership and cooperation in keeping our schools safe.

## Sign-in and Sign-out Policy

All students must be signed in and out by an authorized person upon arrival and departure from the program. No student will be admitted to or released from the program unless he or she is accompanied by a parent, legal guardian, or a pre-designated person 18 or older (unless written authorization is provided if under 18) with identification. Extended Day will not release a child to anyone who is under the age of 18 or anyone who cannot or will not present valid photo identification.

Identification must be shown whenever a student is picked up by someone unfamiliar to the staff. Students may only be signed in and out of the program once per day; once a student leaves for the day, they may not return.

For your child's safety, he or she must be accompanied to the Extended Day office by an adult. If they come unsupervised, they will not be allowed to attend the program. Bad weather days are no exception. Students will not be released to ride their bikes home, walk home, or ride the bus.

If your child attends an on-campus after-school activity, including tutoring, mentoring, and other school-sponsored activities, you must give Extended Day written permission in advance of the event. Multiple dates may be authorized in a single letter, but the letter must include dates, times, responsible parties, and the location of the event. Extended Day will not release children to activities for which we do not have advance permission from a parent or guardian.

The registration card indicates who is authorized to pick a child up. If you call to give pick-up authorization to someone not listed on the card, the Program Coordinator must complete a verification process. If we are unable to verify a person's authorization through our defined process, we will not release the child.

SMSD does not allow private tutors and therapists to come on campus and work with students. Extended Day adheres to this procedure and does not allow it while the children are in our care.

For safety reasons we do not allow in and out pick up for Extended Day students other than for dental and medical appointments, in which case the dental/medical return to school note is required. A child who missed the school day will not be allowed to attend Extended Day that day.

## Student Dismissal

If a student is dismissed from the Extended Day Program for any reason, they may not be eligible for re-entry for a full calendar year (12 months). If the campus has a waiting list, you may add your child to the waiting list once the one-year period has elapsed.

## Student Behavior and Discipline

Extended Day expects that children will conduct themselves in a responsible manner, exhibit an attitude of respect toward others, respect and obey the rules during the program, remain with their group and staff at all times, take care of materials and equipment properly and return items to their place before taking out new materials. Employees will communicate and enforce clear, consistent behavior expectations to ensure each child is safe and engaged in the Extended School Day experience.

Students who are unable to follow District, school, and Extended Day rules will be disciplined in accordance with the severity of the offense and the options available to Extended Day, up to and including dismissal from the program. Parents will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior recurs. The goal of our discipline measures is to redirect and teach children to follow acceptable behavior standards. Any disciplinary concerns are documented and then discussed and shared with parents, and there is careful consideration of any consequences given, including probation, suspension, or dismissal. If warranted, students can be suspended from the program and will not be able to attend on a specific day(s). This includes any activities that were scheduled for that day. If students are suspended or dismissed from the program, there will be no refunds for gaps in service.

Students who exhibit violent behavior or other behavior that leads to injury of other students or staff will be removed from the program. Students who possess or display a weapon at Extended Day will be dismissed.

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the school District. Parents, guardians, or students guilty of damaging property, whether it belongs to the school District, community, or private citizen, shall be liable for damages in accordance with the law. Failure to make restitution will lead to dismissal from the program.

If the Extended Day Program decides on suspension or dismissal as an appropriate course of disciplinary action, the school principal may be apprised of the situation.

Extended Day staff will not enforce consequences imposed by parents or school staff for infractions committed at school or at home.

In general, records and consequences of disciplinary action will carry through the Summer Program and be refreshed at the start of the following school year. However, repeat behaviors from late spring and/or summer may carry over into fall. Children who have been dismissed from the program will not be allowed to return for one full calendar year, and children who have been dismissed twice will not be allowed to return. Parents seeking to reenroll a child who has been dismissed are subject to availability and waiting list requirements. Decisions on consequences of disciplinary action will be handled on a case by case basis.

**If a child is dismissed due to his/her behavior, there will be no refunds, nor will a credit be issued.**

Extended Day adheres to the following discipline and guidance policy:

(a) Each disciplinary measure must:

- (1) Be consistent with our policies and procedures;
- (2) Not be physically or emotionally damaging to the child;
- (3) Be appropriate to the child's age and level of understanding;
- (4) Be appropriate to the incident and severity of the behavior demonstrated.

- (b) An employee may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements;
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

What types of discipline and guidance or punishment are prohibited?

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with naps or toilet access;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, or rejecting a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

## Visiting the Program

Parents are welcome to visit the program to observe their child, the facility, or program activities. All visitors to the program, including parents, must sign in with the Program Coordinator upon arrival and sign out when they depart. To ensure a safe environment, no visitor will be left unattended with children or permitted to walk the facility unaccompanied. When parents visit the program, they must enter and exit through the Extended Day doors.

## Waiting Lists

The Extended Day Program works diligently to meet the demand for before and after school care. At times, students may need to be placed on wait lists until additional staff members can be hired for the program. The safety of our students is our top priority and we need to ensure that we have adequate staff to meet the demand and maintain a safe and secure environment at each age group. Enrollment and staffing are monitored frequently to add more students as soon as it is safe to do so. When a grade level reaches capacity, applications can still be submitted but will not be processed until a spot becomes available. Parents will need to complete the registration form to be added to the waiting list but will not pay the required registration fee. When a spot becomes available, parents will be contacted to determine a start date and will need to pay the registration fee at that time (if applicable). Students cannot attend until they have been accepted into the program.

## Withdrawal

Parents who withdraw their child from the program at any time during the month are still responsible for the full tuition that month. A withdrawal form is required in order to avoid being charged for the following month. There is a withdrawal form available on the Extended Day website that can be used, or you may submit a change request through your EZChildTrack portal. Parents will be held responsible for outstanding balances at the time of the withdrawal. Returning students may be placed on a temporary waiting list.

For example, if on September 2<sup>nd</sup>, you submit written notice to withdraw your child from the program, the withdrawal would be effective October 1<sup>st</sup>. Tuition is still due for September and no partial refund would be given. The number of days of attendance in September is not taken into consideration. **Notice must be received two weeks prior to the 1<sup>st</sup> of the month in order not to be charged for that month.**

## **Comments, Suggestions and Concerns**

We welcome your feedback, and we appreciate the opportunity to address any concerns you have about the program or your child's experience in it. General program questions (registration, hours, contacts, etc.) can be directed to the Program Coordinator. However, it is recommended to schedule a time in advance to ensure that he/she is available. We encourage you to provide feedback via email to [extendedday@staffordmsd.org](mailto:extendedday@staffordmsd.org). If your concern is not resolved at that level, please contact the program coordinator directly at 281-261-9210.