



***EXPECT EXCELLENCE
PROGRAM***

**Enhanced After School Opportunities
for Orange Beach Students in
Kindergarten - 6th Grade**

**Parent Handbook, Information,
Policies, and Procedures
2024-2025 School Year**

ABOUT EXPECT EXCELLENCE

Expect Excellence is an enhanced after school program offered by the City of Orange Beach that serves students who attend Orange Beach City School System or are residents. This includes students that are in virtual school or are being home schooled.

The City of Orange Beach Expect Excellence program is designed to allow every student in Orange Beach the opportunity to identify interests and passions at an early age and to develop related skill sets. Expect Excellence is not simply after school childcare; it is an enhanced program for **Academics, Arts, and Athletics.**

Each student registering in the Expect Excellence program will be required to participate fully in classes, behave properly and respectfully at all times, and strive for growth. It is each parent's responsibility to fully understand the policies, procedures, and expectations of participation in the Expect Excellence program and convey that to their student.

In addition to the Academics, Arts, and Athletics programs taught at Expect Excellence, we are continually teaching the core values of

CHARACTER, INTEGRITY, WORK ETHIC, RESPECT & DISCIPLINE.

To this end, all students enrolled in Expect Excellence must have completed a Behavior & Etiquette class. Kindergarten - 2nd grade students will have this class weekly. 3rd - 6th grade students will be required to complete this course once, and afterwards will move into a required Life Skills class each year.

REGISTRATION

To start Expect Excellence on the first day of school, Wednesday, August 7th, students MUST be registered by Monday, August 5th at 5:00pm.

Following the start of the school year, if a student is registered for the program between Monday-Thursday, the student may begin attending Expect Excellence the following Monday. If a student registers AFTER 5:00 PM on a Thursday, it will be the FOLLOWING Monday (10 days later) when they may begin attending Expect Excellence.

Students must be registered for Expect Excellence to attend.

Students can be registered at www.orangebeachal.gov.

ADMINISTRATIVE AND CONTACT INFORMATION

Expect Excellence Front Desk

251-981-7836 eefrontdesk@orangebeachal.gov

Expect Excellence Interim Department Director - Programs

Sara Carroll scarroll@orangebeachal.gov 251-504-7752

Expect Excellence Interim Department Director - Administrative

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

Early Elementary Coordinator / Assistant Program Director

Jennifer Pritchard jpritchard@orangebeachal.gov 251-923-5816

OPERATION TIMES AND DATES

The Expect Excellence after school program is held Monday-Friday from 3:00-6:00 p.m. on days that Orange Beach City Schools are in session.

On school holidays, Expect Excellence will operate from 7:00 am-6:00 pm, with the exception of National Holidays and designated City of Orange Beach closure days listed below.

2024-2025 After School Program Dates:

Wednesday, August 7th, 2024 – Wednesday, May 21st, 2025

**OBCS' last day will be Thursday, May 22nd, 2025, with an early dismissal. There will be NO Expect Excellence After School Program provided on Thursday.*

All Day Programming for 2024-2025

Oct. 10 & 11 – Fall Break
Nov. 25 & 26 – Thanksgiving Break
Dec. 26, 27, 30, 31 – Christmas Break
Jan. 2 & 3 – New Year's Break
Feb. 17 - Non-Student Day at School / Washington's Birthday
Mar. 3 & 5 – Mardi Gras Break
April 14, 15, 16, 17 – Spring Break

NO Programming on:

2024

Sept. 2 – Labor Day
Nov. 11 – Veterans Day
Nov. 27, 28, 29 – Thanksgiving
Dec. 20 - Early dismissal school day before Christmas break
Dec. 23, 24, 25 – Christmas

2025

Jan. 1 – New Year's Day
Jan. 20 – MLK, Jr. Day
Mar 4 – Mardi Gras/Fat Tuesday
April 18 – Good Friday
May 22, 23, 26 – EE Staff Training/Memorial Day

2025 Summer Camp

Begins on Tuesday, May 27th

Students must be registered **separately for the Expect Excellence Summer Camp
Registration Date TBD*

EXPECT EXCELLENCE FOR KINDERGARTEN - 2ND GRADES

The kindergarten through second grade program is designed to help students with homework, offer opportunities for creative play, and provide fitness, arts and enrichment classes. Each class will have a weekly schedule that combines these elements daily. A set schedule will be sent to the parent/guardian once the student is registered and the admin has assigned the student to a group for the school year.

EXPECT EXCELLENCE FOR 3RD- 6TH GRADES

The third through sixth grade program is designed to help students with homework, offer tutoring opportunities, and an array of extracurricular opportunities based in Academics, Athletics, Arts and Enrichment. In this program, parents will be able choose the classes that best suit their student's interests.

Monday-Thursday will begin with homework lab, and then students will move into their selected extracurricular activities. There will be no homework lab on Friday, when additional enrichment opportunities will be offered.

MUSIC CLASSES FOR 3RD- 12TH GRADES

The Expect Excellence Music Program serves students in 3rd -12th grade to help find and grow their passions in music. We offer group music classes as well as individualized lessons.

As the students develop into high school, they will work with our development team who will build the students a personalized portfolio and growth track.

Music class opportunities for 3rd-6th grade students will be available in the registration process.

ARRIVAL

All students must be registered for 2024-2025 Expect Excellence After School Program before arrival.

Kindergarten through sixth grade students will be escorted to the Recreation Center from Orange Beach Elementary School by Expect Excellence/Recreation Center staff.

Middle & High School Music Students will be provided transportation from OBMHS on the days that they have music lessons. Music is the only program being provided for 7th-12th grade students on the Recreation Center campus.

PICK UP

Children enrolled in the Expect Excellence Program must be checked out daily by an authorized adult. When picking up students from the Recreation Center, the parent (or authorized representative) **must come inside** to sign out, and must present a government issued photo ID. High School students enrolled in the Music Program may check themselves out if they are 16 years old with a valid Driver's License and their own transportation. Students are not allowed to leave the building without an adult (all individuals added to an approved pickup list MUST be at least 16 years old, with a valid driver's license).

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 Expect Excellence desk at eefrontdesk@orangebeachal.gov

PLEASE DO NOT ATTEMPT TO PICK UP YOUR CHILD IN THE WALK OVER LINE OR BEFORE 3:30 WHILE WE ARE ASSIMILATING AND CHECKING STUDENTS IN.

Pick up times for all students are:

- Any time between 3:30 and 4:30
- Anytime between 5:30 and 6:00

**If picking up before 3:30 pm, please pick up your student from the elementary school car line.*

*Please do not pick up during the enrichment class times, 4:30-5:30.

Students must be picked up by 6:00 pm. Students not picked up by 7:00 pm, will be taken to the Orange Beach Police Department.

ABSENCES & WAITLIST CLASSES

Many classes have limited availability and have a waitlist. If your student is in one of these classes, you will be informed upon registration. Students in these classes will be allowed a maximum of THREE absences per school year. This includes excused absences. Late arrivals and early checkouts are considered absences. Upon the fourth absence, the parent will be notified to change the student's schedule so that a waitlist student can be added to that class.

EARLY CHECKOUT

Checkout during classes is disruptive to instruction and to students' development. Expect Excellence programs are led by professional instructors. Please be respectful of their time and expertise, as well as the investment that the City of Orange Beach is making in student development.

SCHEDULING

Students are not permitted to make changes to class schedules. Parents who wish to change a student's schedule may contact the front desk at eefrontdesk@orangebeachal.gov

SNACKS

Expect Excellence does not provide snacks. Please be sure that students bring a snack or bring money to make purchases from the concession stand.

BEHAVIOR & DISCIPLINE

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

Students who cannot adhere to the behavior outlined above may not register for the Expect Excellence program.

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

The following standards will be applied as disciplinary protocol. Based upon the severity of an incident, discipline may be escalated to higher incident occurrence levels.

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 next EE day following the incident. The incident report **MUST** be signed by a parent before the student returns to EE.

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 Program Director or Assistant 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 & comments toward our staff will not be accepted and may result in the removal of your child from the Expect Excellence program. Use of profanity or abusive language with any of our staff will result in the immediate dismissal of your child from the Expect Excellence program. Please do not contact staff members regarding any program related issues through personal or social media outlets. All communication should be via official City of Orange Beach phone or email methods.

ELECTRONICS AND PHONE USAGE

The Expect Excellence program is an **Electronic Free Zone**. 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 the parents.

Important messages for students may be left at the Expect Excellence desk by calling 251-981-7836.

DRESS CODE

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

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 shall be in its original container and clearly labeled with the student's name, a valid date, 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. "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 to jewelry that a child may bring or wear, or for an injury caused by wearing jewelry. The Recreation Center routinely collects a large quantity of misplaced items and clothing. Please check the lost and found bin on a regular basis. The bin is located in the entrance foyer of the main building.