



## ***EXPECT EXCELLENCE PROGRAM***

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

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**PARENT HANDBOOK,  
INFORMATION, POLICIES, AND  
PROCEDURES  
2025 - 2026 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.**

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## **REGISTRATION**

To start Expect Excellence on the first day of school, Thursday, August 7<sup>th</sup>, students MUST be registered by Monday, August 4<sup>th</sup> at 5:00pm.

Following the start of the school year, if a student is registered for the program between Monday and Thursday at 5:00 PM, the student may begin attending Expect Excellence the following Monday. If a student is registered between 5:00 PM Thursday and 10:00 AM Monday, the front desk will reach out to you with your student's start date.

### **STUDENTS MUST BE REGISTERED FOR EXPECT EXCELLENCE IN ORDER TO ATTEND.**

Students can be registered at [www.orangebeachal.gov](http://www.orangebeachal.gov).

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## **ADMINISTRATIVE AND CONTACT INFORMATION**

### **Expect Excellence Front Desk**

251-981-7836 [eefrontdesk@orangebeachal.gov](mailto:eefrontdesk@orangebeachal.gov)

### **Expect Excellence Director - Programs**

Sara Carroll [scarroll@orangebeachal.gov](mailto:scarroll@orangebeachal.gov) 251-504-7752

### **Expect Excellence Director - Administrative**

Polly Pittman [ppittman@orangebeachal.gov](mailto:ppittman@orangebeachal.gov) 251-974-2337

### **Early Elementary Coordinator / Assistant Program Director**

Jennifer Pritchard [jpritchard@orangebeachal.gov](mailto: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.

## 2025-2026 After School Program Dates:

Thursday, August 7<sup>th</sup>, 2025 – Wednesday, May 20<sup>th</sup>, 2026

***\*Orange Beach City School's last day will be Thursday, May 21st, 2026, with an early dismissal. There will be NO Expect Excellence After School Program provided on Thursday.***

### All Day Programming for 2025-2026

Oct. 10<sup>th</sup> & 13<sup>th</sup> – Fall Break  
Nov. 24<sup>th</sup> & 25<sup>th</sup> – Thanksgiving Break  
Dec. 22<sup>nd</sup>, 23<sup>rd</sup>, 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup> – Christmas Break  
Jan. 2<sup>nd</sup> & 5<sup>th</sup> – New Year's Break  
Feb. 16<sup>th</sup> & 18<sup>th</sup> – Mardi Gras Break  
April 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, – Spring Break

### Expect Excellence will be CLOSED (NO Programming) on:

#### 2025

Sept. 1<sup>st</sup> – Labor Day  
Nov. 11<sup>th</sup> – Veterans Day  
Nov. 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, – Thanksgiving  
***Dec. 19<sup>th</sup>- Early dismissal school day before Christmas break – NO Programming***  
Dec. 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> – Christmas

#### 2026

Jan. 1<sup>st</sup> – New Year's Day  
Jan. 19<sup>th</sup> – MLK Jr. Day  
Feb. 17<sup>th</sup> – Mardi Gras Day/Fat Tuesday  
**April 3<sup>rd</sup> – Good Friday \*OBCS is NOT closed this day, but there will be NO EE programming**  
**May 21<sup>st</sup> - Early dismissal on last day of school – NO Programming**  
May 22<sup>nd</sup>, 25<sup>th</sup> – EE Staff Training/Memorial Day

### 2026 Summer Camp

Begins on Tuesday, May 26<sup>th</sup>

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

## **EXPECT EXCELLENCE FOR KINDERGARTEN - 2<sup>ND</sup> GRADES**

The kindergarten through second grade program is designed to assist students with homework, offer opportunities for creative play, and provide enrichment classes in the categories of Arts, Academics, and Athletics. Each class will have a weekly schedule that combines these elements. A set schedule will be sent to the parent/guardian once the student is registered, and administration has assigned the student to a group for the school year.

## **EXPECT EXCELLENCE FOR 3<sup>RD</sup>- 6<sup>TH</sup> GRADES**

The third through sixth grade program is designed to assist students with homework, offer tutoring opportunities, and provide an array of enrichment opportunities based in Arts, Academics, Athletics. In this program, parents will be able choose the classes that best suit their student's interests. Monday-Thursday will begin with a rotation of homework lab and filler classes, 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 3<sup>RD</sup>- 12<sup>TH</sup> GRADES**

The Expect Excellence Music Program serves students in 3<sup>rd</sup> -12<sup>th</sup> grade to help find and grow their passions in music. We offer group music classes as well as individualized lessons. As the students progress into high school, they will work with our development team, who will assist students in building a personalized portfolio and growth track.

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

## **ARRIVAL**

**All students must be registered for 2025-2026 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 staff members.

Middle & High School Music Students will be provided with transportation from OBMHS on the days that they have music lessons. Music is the only program being provided for 7<sup>th</sup>-12<sup>th</sup> 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 approved pickup person.

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](mailto: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 who are 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](mailto: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 Expect Excellence day following the incident. The incident report **MUST** be signed by a parent before the student returns to Expect Excellence.

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**

### **• Tops**

- Shirt straps must be at least three fingertips in width, and no visible mid drift will be allowed (no crop tops).
- No offensive or inappropriate language or advertisement.

### **• Bottoms**

- Pants worn must be comfortable and appropriate for various activities. No tights or leggings may be worn unless under a skirt or shorts.
- Shorts or skirts must extend below the fingertips when the student extends arms downward along the sides, or reach mid-thigh, whichever is longer.
- Shorts or skirts must be visible under a sweatshirt or sweater.

### **• Shoes**

- For the safety of your child, closed-toe athletic shoes must be worn at all times.
- NO Crocs, or similar style shoes may be worn at Expect Excellence. If your student is wearing shoes that are not closed toe athletic style, they will not be allowed to participate in any gym or outside class or activity. Please note that even if your student does not select athletics classes as a part of their schedule, they are still scheduled to be in gym classes throughout the week for their filler class.

### **• Pajamas**

- Are prohibited.

## **Compliance Guidelines**

1. Upon the first infraction of the Dress Code, the student will be warned and a parent notified.
2. Upon the second infraction of the Dress Code, the student will be removed from programming and the parent will be notified and asked to bring a change of clothes or to check the student out early.
3. Upon the third infraction of the Dress Code, the student will receive a behavior note and a parent will be asked to check the student out early.

## **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 parents 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.