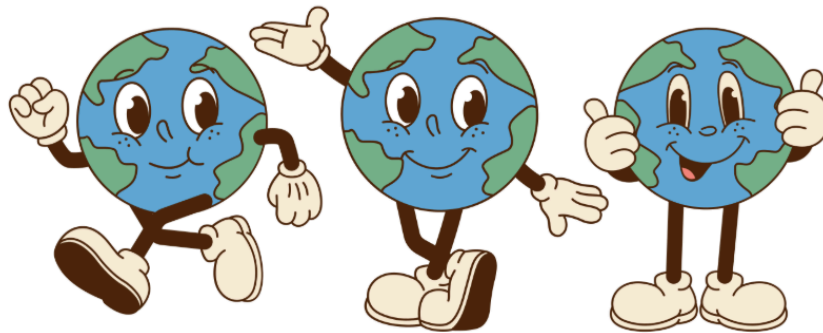


Tuscaloosa Magnet Schools – Elementary
Extended Day Handbook
2026 – 2027



Tuscaloosa Magnet Schools – Elementary
Principal: Constance Pewee-Childs
Assistant Principal: April Ball
315 McFarland Blvd. East
Tuscaloosa, AL 35404
(205) 759-3655

Director Contact(s):

Jade Boyd – jhermon@tusc.k12.al.us

Karla Hodges – khodges@tusc.k12.al.us

Kelsey Huizinga – khuizinga@tusc.k12.al.us

*When contacting a director by email OR ParentSquare,
send the email to ALL directors.*

Enrollment, Cost & Payments Via Procure

Enrollment	Cost	Payments Via Procure
→ <u>Enrollment</u> is limited to students currently attending Tuscaloosa Magnet Schools – Elementary in grades first through fifth grade. → <u>Enrollment</u> must occur at least one school day prior to attendance. If enrollment is received on a Monday a student may attend the following day on Tuesday. → There is a \$30.00 “Enrollment Fee” for <u>each</u> child. → The “Enrollment Fee” is due <u>at the time of enrollment</u> and will be used to purchase materials used by your child throughout the school year. → <u>Your child may not attend until this enrollment fee is paid.</u> → The “Enrollment Fee” is charged each academic year, one time, upon enrollment to cover the cost of supplies for art projects, STEM activities, and other various activities completed in TMS – E Extended Day.	→ There is a \$30.00 “Enrollment Fee” for each child. Please see the “Enrollment” section for more information. → The TMS – E Extended Day Program is \$50.00 per week, or \$12.00 per day, there are <u>no discounts</u>. → There is a “Late Fee” of \$5.00 per minute past 5:30 PM. Please see the “Late Fee” section for more information. → An “Overdue Charge” of \$10.00 will incur on an account when a balance is not paid in full by the following Monday. Please see the “Overdue Charge” section for more information.	→ The TMS – E Extended Day Program is ONLY accepting online payments via www.myprocure.com ◆ We will NOT be accepting cash, checks, or credit card payments. → Payments must be made <u>weekly by Monday at 9:00 AM</u> to avoid an “Overdue Charge” being placed on your account. Please see the “Overdue Charge” section for more information. → Pre-payment on accounts is encouraged to ensure accounts do not become overdue. → ALL balances for the year MUST be paid by April 30, 2027. This includes pre-payment for the last two weeks of Extended Day in May; May 3 – May 14, 2027. Students will not be permitted to stay May 3 – May 14, 2027 unless pre-payment has been made. → We will NOT be having TMS – E Extended Day after May 14, 2027. This includes the following dates; May 17 – 26, 2027.

Late Fee & Overdue Charge

Late Fee

- Pick-up is by 5:30 PM daily. A late fee of \$5.00 per minute applies for minutes past 5:30 PM. All late fees are due weekly with other charges. The TMS-E Extended Day Program will record every late pick-up.
- A “ONE-TIME Five-Minute Grace Period” is allowed once. To use it, an approved parent/guardian/adult must call the school at (205) 759 - 3655 before 5:25 PM. Communications sent via email, ParentSquare, etc. do not qualify. If called by 5:25 PM, arrival by 5:35 PM avoids a fee; arrival after 5:35 PM is charged \$5.00 per minute for minutes past 5:35 PM. After the one-time grace period has been used, late fees begin at 5:30 PM regardless of calls.
- If no qualifying call is made (or the call is after 5:25 PM), late fees start at 5:30 PM and are \$5.00 per minute for minutes past 5:30 PM.
- TMS-E Extended Day staff will record and notate the correct pick-up time on the sign-out record, and that staff-recorded time is the official time of record and may not be changed by parents or guardians.
- If an approved adult is late three times in a school year (counting incidences with or without the one-time grace), you and your child will no longer be able to utilize the TMS - E Extended Day Services.
- You will be required to bring your account to a \$0.00 balance and make other arrangements.
- **Your signature on the Parent Acknowledgement of Expectations confirms you understand, agree and will pay these charges.**

Overdue Charge

- An “Overdue Charge” of \$10.00 will incur on an account when a balance is not paid from the previous week, by the following Monday at 9:00 AM.
- If a weekly payment is not received, you will be contacted.
- If your child is staying in Extended Day, you will be asked to immediately pick up your child **and** an “Overdue Charge” will be incurred on the account. Additionally, your child will not be able to stay in TMS - E Extended Day until the account is brought to a \$0.00 balance. This includes the \$10.00 “Overdue Charge.”
- After the third “Overdue Charge”, you and your child will no longer be able to utilize the TMS - E Extended Day Services.
- You will be required to bring your account to a \$0.00 balance and make other arrangements.
- **Your signature on the Parent Acknowledgement of Expectations confirms you understand, agree and will pay these charges.**

Sign-Out, Safety, Illness, Injury, Accident, Weather & Emergency Policies

Sign-Out Policies	Safety, Illness, Injury & Accident Policies	Weather & Emergency Policies
→ Legal photo identification MUST be shown when a student is picked up. This is for the safety of the child, as well as all involved. → All students <u>must be signed out daily</u> by an approved pick-up person who is a parent/legal guardian or a pre-authorized adult over the age of 18. → No student will be released or permitted to leave the school premises until they are signed out and with a parent/legal guardian or a pre-authorized adult over the age of 18, → Parents/legal guardians or pre-authorized adults over the age of 18 MUST come inside to the check-out desk to sign out the student.	→ Due to safety concerns related to your child, the other children in the building, and the faculty & staff in the building students and parents are NOT PERMITTED to go back to the classrooms after sign-out. ◆ Unfortunately, this means that if your child leaves a jacket, lunchbox, or any other item, they will NOT be permitted to return to the classroom. → If there is to be a change in pick up, please write a note, sign it, date it, and make sure that your child brings it to extended day check-in. → In the event of an illness, injury or accident the nurse or TMS - E Extended Day director will contact the parent/guardian. → Please make sure that all emergency contacts are listed on your registration form to ensure prompt notification of any incidents.	→ In the event of an emergency, the Extended Day Program will follow the Tuscaloosa Magnet Schools - Elementary Crisis Plan. → When TCS determines school is cancelled, dismisses early or cancels after school activities, this also includes the cancellation of the TMS - E Extended Day Program. Please check local radio and television stations, or visit the Tuscaloosa City Schools website at: www.tuscaloosacityschools.com for weather related announcements before and during the school day. → During an inclement weather event, or even the possibility of inclement weather after school, the TMS - E Extended Day Program may close regardless of the decision of TCS to remain on schedule for after school activities to keep in mind the safety of staff. → In the event that we make the decision to close due to inclement weather, you will be notified/contacted by the school, a TMS - E Extended Day director, or your child's teacher.

Rules for Conduct, Behavior & General Expectations

Rules for Conduct	Behavior	General Expectations
→ Students will follow the Tuscaloosa City Schools Code of Conduct. Behavior that does not align with the Tuscaloosa City Schools Code of Conduct <u>will not be tolerated</u>. → Good behavior on the part of each child is essential to the success of the TMS - E Extended Day Program as well as the happiness, safety, and well-being of all students. → Failure to adhere to the TCS Code of Conduct as well as the “General Expectations” of the TMS - E Extended Day Program will result in consequences as defined in the following “Behavior” section. → All incidents regarding student conduct, their behavior, and their adherence to the “General Expectations” will be reported to TMS - E school administration and the child’s teacher in order for the school to support each child to the best of our ability.	*1st Offense: A warning will be verbally stated to the student & a parent/guardian will be notified. A director will document the incident in the Procure system and a copy will be printed. The parent/guardian will be able to view the documented incident online on www.myprocare.com *2nd Offense: A 1 week suspension from the TMS - E Extended Day Program will be incurred on behalf of the student. This suspension will last for 5 days, and will begin on the following school day. A director will document the incident in the Procure system and a copy will be printed. The parent/guardian will be able to view the documented incident online on www.myprocare.com *3rd Offense: A parent/guardian will be called to immediately pick-up their child and the student will immediately be removed from the TMS - E Extended Day Program. A director will document the incident in the system and a copy will be printed. The parent/guardian will be able to view the documented incident online on www.myprocare.com	→ No toys, trading cards, or athletic equipment such as basketballs, footballs, baseballs, etc. will be allowed in Extended Day. → No Wireless Communication Devices (WCD) from home will be allowed in Extended Day. Please see below for more information regarding the Alabama Focus Act and Wireless Communication Devices in TMS - E Extended Day. → In the event a student does not follow the expectations, and brings an item from home or trades an item with another student, the TMS - E Extended Day Program and its faculty/staff are not liable nor responsible for the items or replacing them. → This program is an elective program that is not required, and therefore dismissal from the program on the basis of preserving the emotional and physical safety of students will be enforced as needed.

*At any point if a class two or three offense has occurred, a parent/guardian will be called to immediately pick-up their child and the student will immediately be removed from the TMS - E Extended Day Program, regardless of it being their first or second offense.

*TMS - E Extended Day Directors and the school administration have the right to remove a student from the TMS - E Extended Day Program regardless of how many offenses the student has incurred due to behavior offenses that do not align with the Tuscaloosa City Schools Code of Conduct. This program is an elective program that is not required, and therefore dismissal from the program on the basis of preserving the emotional and physical safety of students will be enforced as needed.

Alabama Focus Act - Wireless Communication Devices in TMS - E Extended Day

- A wireless communication device (WCD) is defined as any electronic device capable of transmitting or receiving voice, text, image, or data signals through wireless means. This includes, but is not limited to, cellphones, laptops, iPads, pagers, gaming devices, smartwatches, tablets, and other devices with Bluetooth, Wi-Fi, or cellular capabilities.
- In accordance with the Alabama FOCUS Act (SB92), students may not use, operate, or display a WCD during TMS - E Extended Day in any school building, on school grounds, or on school transportation unless specifically permitted under limited exceptions.
- All WCDs must be turned off and stored in a district-approved manner upon arrival on campus—such as in a backpack, locker, locked pouch, or vehicle—and may not be carried in clothing or kept on the student's person.
- Devices must remain stored and unused throughout the afternoon in TMS - E Extended Day unless otherwise directed by school staff.
- The use of a WCD during instructional time, state-mandated assessments, and secure exams is only permitted in cases of documented medical need as outlined in an Individual Health Plan (IHP), accommodations provided in an active Individualized Education Program (IEP) or Section 504 Plan, in emergency situations as determined by school personnel, or when specifically authorized by a certified teacher or administrator for instructional purposes.