

Beulah Elementary School

Extended Day Program 2023-2024

Handbook

Introduction and Purpose:

The purpose of the Extended Day Program at Beulah Elementary School is to provide parents with a safe and enriching environment where their child/children may receive supervised care and homework assistance before and after school. The program is designed to provide structure while allowing the child/children the freedom to choose and participate in additional activities. Beulah's Extended Day Program is intended to be a *"home away from home."*

There are two Extended Day Sessions available at Beulah Elementary School. The morning session begins at 6:30 AM CST. All students go to their classroom or breakfast at 7:00 AM CST. The afternoon session begins at the end of the school day and concludes at 5:30 PM CST. Children receive a nutritious snack, homework assistance, and time for recreational activities each day.

Calendar of Operation:

The Beulah Elementary Extended Day Program shall follow the school calendar of the Lee County Schools. The program will not be in operation on days when the school must close due to inclement weather or school holidays.

Extended Day will begin on August 8, 2023 and will end on May 24, 2024. The Extended Day Program morning session will be from 6:30-7:00 a.m. C.S.T. The afternoon session will be from 3:05-5:30 p.m. C.S.T.

In order for your child to attend the first week of the program, payment **MUST** be received no later than Tuesday, August 8th at 8:00 am CST.

Admission Requirements:

Students must be enrolled in Beulah Elementary School. Parents must complete all registration requirements before the child can be admitted to the program. Registration will include the following:

1. Completed and signed registration form for **each** child attending

2. Updated medical information/immunization (filed in office)
3. Emergency contact person(s) other than parents listed on the registration form **(This is a must)**
4. Signed Policies and Procedures sheet, from the back of the handbook, indicating that you agree to & understand all of the policies & procedures of the program.

Parent Responsibilities:

Only students who have a **completed and approved registration form** are eligible to participate in the Extended Day Program. **There will be no “Drop In” provisions available. Spots are limited. Registration secures your child's spot in the program and payment is required prior to the weeks they plan to attend.**

Children participating in the program must not be dropped off before 6:30 a.m. (central time). A parent must walk his/her child to the designated meeting place and sign him/her in for the morning session. All children that attend the afternoon session **MUST** be signed out by 5:30 p.m. C.S.T. If a child is picked up late more than twice in any month, parents may be assessed a \$30 fee. Excessive late pick-ups will result in the child being suspended from the program permanently.

Responsibilities of the Child:

Each child will be responsible for knowing his/her homework assignments. If a problem arises concerning homework, we will contact the child's regular classroom teacher and work together for improvement. Personal belongings such as coats, sweaters, books, backpacks, etc. should be clearly labeled with the child's name. Items that are left at Extended Day will be put in the lost and found box in the school gym. Toys and games will be available. The Extended Day Program and staff will not be responsible for loss or damage to any games, toys, etc. that children bring to school.

Payment Policy for 2023-2024

Payment for extended day will be made through PayPams ONLY.

No Cash or check payments will be accepted.

ALL PAYMENTS MUST BE MADE THE WEEK PRIOR TO CHILD'S ATTENDANCE. IF THE CHILD IS SENT TO EXTENDED DAY AND PAYMENT WAS NOT RECEIVED BY 8:00 AM CST. MONDAY MORNING, GUARDIANS WILL BE CALLED FOR PICK UP.

\$10.00 for the first child, \$5.00 for each additional child for afternoon Extended Day.

\$2.00 per child for morning Extended Day

Tuition for the AFTERSCHOOL PROGRAM:

\$50.00 per week for one child

\$75.00 per week for two children

\$100.00 per week for three or more children

Tuition for the MORNING PROGRAM:

\$10.00 per week (per child)

Tuition for the MORNING AND AFTERSCHOOL PROGRAM:

\$60.00 per week for one child

\$95.00 per week for two children

\$130.00 per week for three or more children

Payment

All payment rates are weekly based. The prices above are whether your child attends one day, or five days. If payment is made and the child is unable to attend any of the five days, the payment will roll over to the following week.

Examples of payment:

- Johnny attends extended day on 8/10/22, he must pay \$50 on PayPams before 8:00 am CST 8/8/22.
- Jane attends extended day 8/9/22, 8/10/22, 8/11/22, she must pay \$50 on PayPams before 8:00 am CST 8/8/22.
- June pays \$50 on PayPams for extended day 8/7/22, but gets sick and cannot attend any of the following 5 days. Her payment will roll over to the following week.

We are no longer able to accept payments from the Department of Human Resources (D.H.R).

Discipline:

Students must observe the same code of conduct as during the regular school day. Failure to comply with these rules will result in suspension from the program. Refunds will not be provided upon dismissal for disciplinary reasons.

Discipline will be consistent and fair. Parents will be contacted concerning disruptive behavior. The child will be given an appropriate amount of time for improvement. If the disruptive behavior continues, the parent will be given notice of suspension from the program. The program director, teachers, and principal will ALWAYS make the final decision in these cases.

Students will be written up if he or she continues to not follow directions or be disruptive.

- 1st Write up -Warning
- 2nd Write up- One day suspension from the extended day program
- 3rd Write up - Removal from the extended day program

Health and Safety:

Safety is very important to us. The low teacher-student ratio enables us to ensure a safe, secure, and healthy environment. Safety is the main reason for our strict sign-out policy. Please inform your family and friends who are authorized to pick your child up, not to be offended when we ask who they are or ask to see identification. It is only for the safety of your child. The sign-out sheet will be with one of the Extended Day teachers. Teachers have walkie-talkies to use to communicate with other teachers who are in a different location.

In case of illness or injury parents will be notified immediately and asked to pick their child up. The parents will be responsible for making other arrangements for child care until he/she is well. **No medication will be given by the Extended Day staff.**

Beulah Elementary School's Administration

Mr. Arthur Caffey, Principal

Mrs. Lyndi Lee, Assistant Principal

Mrs. Maggie Buzbee, Extended Day Director

NO PERSON SHALL BE SUBJECTED TO DISCRIMINATION ON THE BASIS OF SEX,
RACE, RELIGION, AGE, NATIONAL ORIGIN OR HANDICAP.

I HAVE RECEIVED A COPY OF THE POLICIES AND PROCEDURES FOR THE EXTENDED
DAY PROGRAM AT BEULAH ELEMENTARY SCHOOL. I HAVE READ IT CAREFULLY
AND I AGREE TO COOPERATE WITH EACH AREA. I WILL BE RESPONSIBLE FOR
MAKING PAYMENTS AT THE BEGINNING OF EACH WEEK. I UNDERSTAND THAT MY
CHILD WILL NOT BE ALLOWED TO STAY IF PAYMENT IS NOT MADE WEEKLY.

Child's Name: _____

Parent's Signature

____/____/____

Date

Lee County Schools

Beulah Elementary Extended Day Registration Form 2023-2024

Child's Name: _____ Age: ____ Grade: ____ Homeroom Teacher: _____

Address: _____

Guardian 1 Name: _____ Home or Cell Phone # _____

Guardian 1 Place of Work: _____ Work Phone # _____

Guardian 2 Name: _____ Home or Cell Phone # _____

Guardian 2 Place of Work: _____ Work Phone # _____

Name and Phone # of persons to call if unable to reach parent(s):

1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

Persons with permission to pick up child/children (other than parent(s))

1. _____ Phone # _____

2. _____ Phone # _____

3. _____ Phone # _____

Medical Information

Is the child covered by insurance? Yes No

If yes- name of insurance: _____ Policy # and/or Group #: _____

Doctor's Name: _____ Phone #: _____

Permission to seek medical attention if parent(s) cannot be reached.... Yes No

Specific Medical Conditions/Problems: _____

Nosebleeds: Yes No Allergies: Yes No

If yes- what is the child allergic to? _____

Food restrictions: _____

Signature of Parent and/or Person Responsible for Tuition Payment: _____

Date: _____