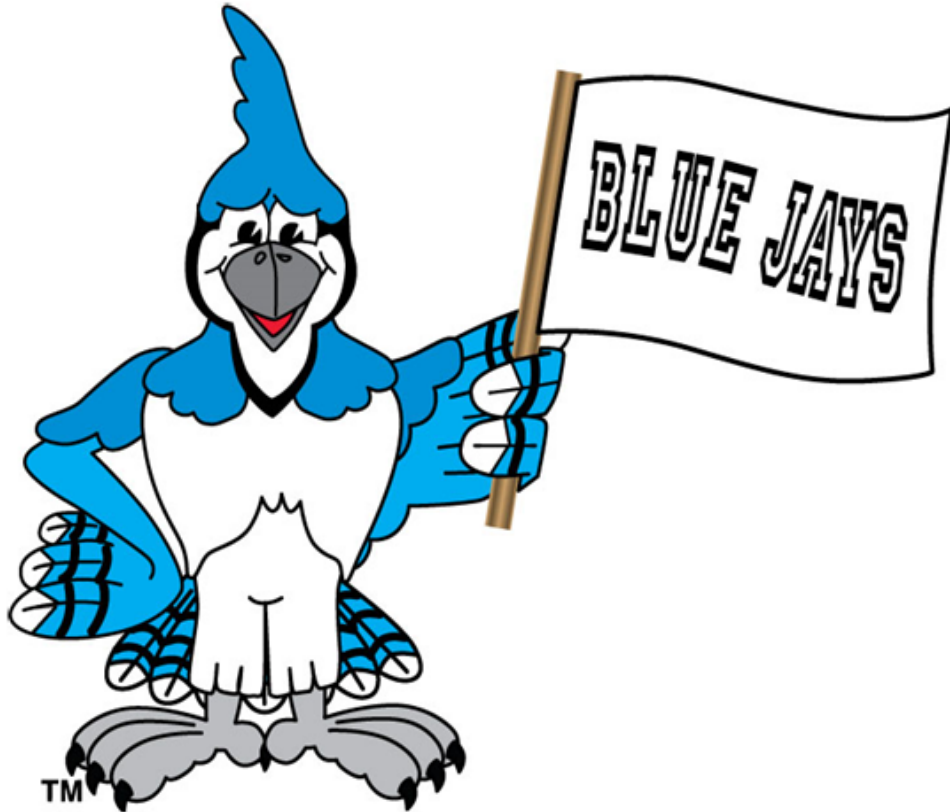


Cedarcrest Southmoor Elementary



Extended Day Coordinators – Cheryl Auzenne Brown

Contact Information: cbrown21@ebrschools.org

Mary Dunn-Young

Contact Information: MDunn-Young@ebrschools.org

School Phone: 225-293-9950

Remind Web Address: <https://www.remind.com/join/62bluejay>

Remind Messaging System- Text **@62bluejay** to the number **81010**.

Cedarcrest-Southmoor Elementary School Extended Day Program **Responsibility and Discipline Policy**

Program Goals

Cedarcrest-Southmoor Elementary is committed to providing a safe, structured, and supervised Extended Day Program. Students will be able to do their homework and participate in outdoor activities (when weather permits). Homework is not considered personal tutoring.

Daily Schedule (Morning)

- 6:45 a.m. - 8:00 a.m. (Students are not permitted to bring breakfast into the building)
- **Please do not drop students off in the morning before 6:45 a.m. Extended Day staff will not be available until 6:45 a.m.**

Daily Schedule (Afternoon)

- 3:40 p.m. - 5:30 p.m.
- Snack
- Homework/Alternative quiet activities
- Free play outside (weather permitting)

Program Operation

- Extended Day will begin on Monday, Aug 14, 2023 .
- Extended Day will end on Friday, May 17, 2024.
- Extended Day **will not** be provided on official school holidays or anytime the superintendent declares an emergency, such as weather related.
- Aftercare **will not** be provided on early release days. Morning care **will** be provided.
- Early Dismissal dates:
 - September 20
 - March 20
- Dates are subject to change. Parents will be notified as early as possible should this occur.

Payment Agreement Policy

- Weekly rate payments are due at the beginning of each week (Monday) by 11:59 p.m. Monthly payments can be made as well.
- Payments are to be made online.
- Go onto the Cedarcrest-Southmoor website (<http://cedarcrest-southmoor.weebly.com/>).
- Click on the online payment button and register online.

- When you go to “Checkout” you will have to “add student profile” and you will need your child’s student ID number. You can get this from the office if you do not have it already.
- Families with more than one child enrolled in the program will be given discounted rates (20%) for additional children. Family plan discounts will be available **only** to families who pay weekly rates.

Fee	Amount	Due
Registration Fee *one-time fee to be paid by regular and drop-in participants	\$30.00 (annual fee - 1 fee per family)	Time of registration
Weekly Rate Morning only 6:45 a.m. - 8:00 a.m.	\$35/week	11:59 p.m. on the first day of the week of participation (Monday)
Weekly Rate Afternoon only 3:40 p.m. - 5:30 p.m.	\$45/week	11:59 p.m. on the first day of the week of participation (Monday)
Weekly Rate Morning and afternoon 6:45 a.m. - 8:00 a.m. 3:40 p.m. - 5:30 p.m.	\$65/week	11:59 p.m. on the first day of the week of participation (Monday)

Family Plan

*Family plans are available for Weekly Rates only; not drop-ins.

Family Plan	First Participant	Each Additional Participant (20% discount)
Weekly Rate Morning only 6:45 a.m. - 8:00 a.m.	\$35/week	\$28/week
Weekly Rate Afternoon only 3:40 p.m. - 5:30 p.m.	\$45/week	\$36/week
Weekly Rate Morning and afternoon 6:45 a.m. - 8:00 a.m. 3:40 p.m. - 5:30 p.m.	\$65/week	\$52/week

Drop-in Plan

The extended day coordinator must be notified by email or remind once payment is made for drop-in.

Weekly Rate Morning only 6:45 a.m. - 8:00 a.m.	\$15/day	Morning of drop-in
Weekly Rate Afternoon only 3:40 p.m. - 5:30 p.m.	\$15/day	Before the end of school day 3:40 p.m. of the drop-in
Weekly Rate Morning and afternoon 6:45 a.m. - 8:00 a.m. 3:40 p.m. - 5:30 p.m.	\$15/day	Before the end of school day 3:40 p.m. of the drop-in

Parent Responsibility

Your cooperation is needed in the following ways:

- Please make payment each Monday by 11:59 p.m. If payment is not made at that time, you will incur a late fee of \$10.00. Your child will not be allowed to participate in the program until your account is paid in full.
- If your child participates in morning care, you must walk your child in and sign in. NO child is allowed to walk in unaccompanied by an adult or be dropped off.
- Pick up and sign out your child everyday by 5:30 p.m.
- If late pick/up is persistent, the child will face dismissal from the program.
- It is not the responsibility of the extended day teacher to ensure that students complete their homework during the Extended Day Program. To meet the needs of as many students as possible, the Extended Day teacher will provide guidance during homework time, but in no way does this supersede a parent's or guardian's involvement.

Student Responsibility

Your cooperation is needed in the following ways:

- Please come to Extended Day prepared to do your homework. Students will not be allowed to return to their classroom for forgotten items. If there is no homework on a particular day, you will be required to participate in an alternative quiet activity so that other students are able to complete their homework.
- Students may not bring toys, games, or other electronic devices to the program. Staff members will confiscate the item(s) from the student and return it to the parent/guardian at pick-up.

- The Extended Day Program is not responsible for any personal items brought to the program. Additionally, neither the program nor Cedarcrest-Southmoor will provide reimbursement for items that may be lost, broken or stolen.
- The rules that apply during the school day also apply to the Extended Day Program. Students must exhibit good behavior, self-control, and self-discipline.
- Behaviors such as constant behavioral disruptions, disrespectful behavior towards other students and/or staff, bullying, aggressive actions, profanity, verbal and/or physical threats to students or staff members are unacceptable.

Consequences

- Students whose behavior adversely affects the Extended Day Program and are unable to follow Extended Day rules will receive consequences in accordance with the severity of the offense, up to and including dismissal from the program.
- Parents/guardians will be notified of any discipline issues with their children and will be advised of consequences that will result if the behavior continues to occur.
- If a child chooses to repeatedly break the rules, a formal meeting with the parent or guardian will be set up. The school principal will be notified.
- If dismissal from the program is determined to be an appropriate course of action, refunds **will not** be issued.

Pick-up Policies

- Parents/guardians are expected to pick up their child(ren) by 5:30 p.m. For the safety of your child, only authorized individuals listed on the Extended Day enrollment form and school emergency contact form are allowed to pick up your child(ren).
- Everyday you (or the authorized representative) will be asked to sign out your child before he/she will be released. Staff may request photo identification to verify the identity of the person(s) authorized to pick up your child.
- In the case of emergency where a pick-up will be made by someone other the ones listed on your authorized list, you must contact the Coordinator, Mrs. Brown, to tell her who will pick up your child(ren). This individual must present proper picture identification.

***A late pick-up fee of \$1.00 per minute per child will be charged starting at 5:31 p.m. This fee must be paid at pick-up. If a child is not picked up by 5:30, staff will make every effort to contact you or the emergency contacts.**

REMIND APP

There is an Extended Day App that we recommend all Extended Day parents download on your phone. This app is of no cost to you. The app is used to provide easy

communication so that the Extended Day staff can keep parents informed in the event of an emergency, payment reminders, etc. It also provides a way for parents to communicate with staff as well. **Please use the link below to join the Extended Day group.**

<https://www.remind.com/join/62bluejay>