

# **Tuscaloosa County Schools Extended Day Program Parent Handbook 2015-2016**



**A tuition bearing extension of the Regular Instruction Program for students  
in kindergarten through grade eighth.**

Tuscaloosa County Board Of Education  
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Superintendent of Education  
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Senior Director of Human Resources, Extended Day  
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**TCSS Extended Day Directors 2015-2016**

**Big Sandy Elementary**

Ms. Alicia Nunn  
11950 Upper Hull Road  
Moundville, AL 35474  
(205) 342-6904

**Brookwood Elementary**

Ms. Lynn O'Bryant / Mr. Ryan Ballard  
16049 Highway 216  
Brookwood, AL 35444  
(205) 342-2668

**Buhl Elementary**

Ms. Tammy Plowman  
11968 Buhl School Road  
Buhl, AL 35446  
(205) 342-2640

**Cottondale Elementary**

Mr. Jamie Cox  
2301 Cottondale Lane  
Cottondale, AL 35453  
(205) 342-2642

**Crestmont Elementary**

Ms. Mishon Flanigan  
2400 34th Avenue  
Northport, AL 35476  
(205) 342-2695

**Englewood Elementary**

Ms. Laura Wilsie  
10300 Old Greensboro Road  
Tuscaloosa, AL 35405  
(205) 342-2644/342-2860

**Faucett-Vestavia**

Lynn O'Neal  
1150 Vestavia Circle  
Northport, AL 35473  
(205) 342-2646

**Flatwoods Elementary**

Ms. Pam Rogowski  
3800 66<sup>th</sup> Avenue  
Northport, AL 35473  
(205) 342-2648

**Holt Elementary**

Mr. Mark Davis  
1001 Crescent Ridge Road  
Tuscaloosa, AL 35404  
(205) 342-2650

**Huntington Place Elementary**

Mary Beth Thomas  
11601 Huntington Place  
Northport, AL 35475  
(205) 342-2652

**Lake View Elementary**

21610 Youngblood Parkway  
McCalla, AL 35111  
(205) 342-2951

**Maxwell Elementary**

11370 Monticello Drive  
Duncanville, AL 35456  
(205) 342-2656

**Myrtlewood Elementary**

Ms. Lillie Powell / Ms. Lisa Hill  
14701 Gainesville Road  
Fosters, AL 35463  
(205) 342-2658

**Northport Elementary**

Ms. Nancy Dunnaway  
13695 Frankie Thomas Trace  
Northport, AL 35475  
(205) 342-2862

**Taylorville Primary**

Mrs. Tina Turner  
350 Bobby Miller Parkway  
Tuscaloosa, AL 35405  
(205) 342-2939

**Vance Elementary**

Ms. Amanda Thurber  
18202 Hwy 11 North  
Vance, AL 35490  
(205) 342-2697

**Walker Elementary**

Ms. Lula Allen  
13051 Northside Road  
Northport, AL 35476  
(205) 342-2664

**Westwood Elementary**

Ms. Donna Latham  
11629 Westwood School Road  
Coker, AL 35452  
(205) 352-2666



August 7, 2015

Dear Parents:

The Tuscaloosa County School System is delighted to be of service to you in offering your child a wonderful opportunity in our system's Extended Day Program.

This handbook has been prepared to help you understand the program and feel the confidence that comes from familiarity with the kinds of experiences your child will have in our program.

We are excited about providing this opportunity county-wide again this year and we are anxious to hear any comments that you have concerning the program. Please feel free to contact your local Director when you have questions or suggestions about the Extended Day Program.

We are happy to have your child in this extension program of our regular school day. We trust that your child's experience will make a significant contribution to his/her growth and development.

Sincerely,

Allison Mays  
Senior Director of Human Resources

## **THE TUSCALOOSA COUNTY SCHOOL SYSTEM COMMITTS TO YOU THAT WE WILL:**

- Encourage staff-parent interaction.
- Balance activities to include structured and unstructured time, teacher directed and child-initiated experiences, and a wide variety of activities.
- Utilize community resources as much as possible.
- Capitalize on the interests of the children and develop opportunities for formal and informal learning.
- Employ a sufficient number of qualified, well-trained staff members.
- Provide indoor and outdoor space for active play and opportunities for socialization and independent learning.
- Communicate clear and consistent expectations of behavior to children and parents.
- Offer a safe environment that fosters optimal development.
- Maintain an environment that will enable all children in the program to maximize their learning time.

### **What is the Extended Day Program?**

The Extended Day Program is an extension of the regular school day that fulfills the after-school childcare needs of working parents. Each school offers a unique combination of activities which can include homework assistance, tutorial programs, and enrichment activities. Extended Day Programs in all Tuscaloosa County elementary and participating middle schools begin at the conclusion of the regular school day (around 3:00 p.m.) and end at 5:45 p.m. The program is in operation five (5) days a week through the school year, excluding holidays, teacher in-service days, and half days.

Some schools may offer a morning program before the regular school day begins. Please contact your school principal if a need arises at your facility.

## Curriculum

The Extended Day Program curriculum will vary by school according to student enrollment and interest. All programs will include homework assistance from a trained professional, a snack, recreational activities, and educational activities not generally available during the school day. Depending upon interest level, other Extended Day activities may include:

- Computer Instruction
- Homework Assistance
- Reading Programs
- Piano
- Group Interaction
- Public Speaking
- Creative Problem Solving
- Foreign Language
- Art
- Dance
- Gymnastics
- Movies
- Story Time
- Music/Chorus

## Registration and Tuition

The Extended Day Programs are tuition bearing and self-supporting. There is a \$12.00 registration fee per child per year. If a student changes schools during the school year, a \$12.00 registration fee will need to be paid to the new school program. This fee does not apply to tuition and is not refundable. Each child must have a completed registration form on file prior to entering the program. The registration fee is payable at the time the registration form is submitted. Tuition for the program is as follows:

\$35.00 per week for one (1) child\*

\$60.00 per week for two (2) children in the same family (\$30.00 a child)

\$75.00 per week for three (3) children in the same family (\$25.00 a child)

\$90.00 per week for four (4) children in the same family (\$22.50 a child)

\$15.00 per week for each additional child in the same family, exceeding four (4)\*

(No **daily** discounts are to be given. Discounts are only for students attending **weekly**.)

\*In order to receive a family discount, children must have the same parent or guardian and be living in the same household. Students do not have to be enrolled at the same school or in some cases, the same school zone in order to receive the family discount. It is the parent/guardian's obligations to inform the Extended Day Director when a child(ren) is enrolled in another after school program. Only this action will ensure that the appropriate discount is given. **NO REFUNDS, REIMBURSEMENTS, OR PRORATED PAYMENTS WILL BE MADE AFTER THE FACT OF FAMILY DISCOUNT HAS BEEN INTRODUCED AND SUBSTANTIATED.**

Daily tuition is \$8.00 (\$2.00 for the morning program) per child, payable in advance of day of stay. While this service is designed for families in need of single-day activities,

occasional or infrequent stays are always welcomed. **This \$8.00 fee per child cannot be reduced for the children of Tuscaloosa County School System employees.**

**There will be a \$10.00 late charge for each 5-minute period that any child is not picked up after the close of the program day at 5:45 p.m.**

### **Payment Procedures**

Tuition payments will be due every Friday for the coming week. Fees can also be paid in advance on a monthly basis. **Program participants will not be allowed to carry an outstanding balance.** Weekly tuition is not reduced on frequency of attendance. For example, during a shortened school week (Labor Day, Thanksgiving, etc.), all payments will be made at the daily rate (\$8.00 per child per day) unless the parent/guardian chooses to pay the family/multiple sibling rate for the week in question. **DAILY RATES ARE NEVER PRORATED DUE TO FREQUENCY OF ATTENDANCE OR SHORTENED SCHOOL WEEKS.**

Checks should be made payable to “Extended Day Program” and should be delivered to the director (or designee) of the Extended Day Program at the local school. The parent or guardian should identify the child’s first and last name on all tuition checks. Cash payments should only be made in an envelope marked with the child’s first and last name and date(s) for which the payment is being provided. You should receive a receipt when paying cash or check. **A fee will be assessed by *Accu-Check* for returned checks. ANY INDIVIDUAL PRESENTING MORE THAN TWO CHECKS FOR INSUFFICIENT FUNDS TO ANY TCSS EXTENDED DAY PROGRAM WILL BE REQUIRED TO MAKE ALL FUTURE PAYMENTS BY CASH, CASHIERS CHECK, OR MONEY ORDER.**

*The Tuscaloosa County School System Extended Day Program reserves the right to increase tuition as necessary.*

**When filing your income tax returns, please note that the Extended Day Program’s child-care tax identification number is 63-6001128. If parents are in need of an end-of-year tax statement, they may contact the local school program director.**

### **Withdrawals and Absences**

Our program is planned for an entire school year so that your child may receive maximum benefit.

There will be no refund or reduction of fees for prolonged absences, unless authorized by the Extended Day Director, the Principal, the Director of Community Relations and Community Education, and the Assistant Superintendent - Curriculum, Instruction, and Staff Development Services.

Fees that have been paid beyond the date of attendance may be refunded based on the number of school days enrolled, or may be credited to the child’s account.

## Arrival and Departure

All parents must sign students in for morning programs and out for afternoon programs. This should be done each day at the entrance to the Extended Day Program location. This is important for your child's safety and for your peace of mind. Children will be released only to persons indicated on the Extended Day registration form. If a person picking up is not on this list, written permission by the parent must be provided. Parents will be contacted if necessary to determine authenticity of written permission slip. We may ask to see a driver's license if we are not sure of the identity of the person requesting the child's release.

Parents must be certain that the Extended Day staff is aware that the child is leaving. When on the playground, children should not be picked up except when their departure has been properly and duly noted by the staff.

Designated Extended Day workers must remain on premises until all children are picked up. At 5:45 p.m., Extended Day personnel will call parents of a child/children still in attendance to ascertain time of pick-up. **The parents shall pay the Extended Day Staff a late fee of \$10.00 for each 5 – minute period their child is in the program after 5:45 p.m. at the time of pick up.** Should parents foresee a consistent problem with the 5:45 p.m. closing time, they should consider an alternate form of childcare.

## Emergency Plans

In case of a medical emergency, a staff member will call the person(s) indicated on the child's registration form. In the case of a storm, tornado, fire, or other emergency, the disaster plan of the local school will be followed. Drills are conducted during the regular school day at regular intervals. Should a disaster occur, only parents will be allowed to pick up children. The only exception to this rule is if the Extended Day Director grants permission, at the request of the parents, for another individual to pick up their child. **In the event of inclement weather, Tuscaloosa County Board policy will be followed. The Central Office will notify the local school director and principal as to the status of the Extended Day program.** Parents should call the school or listen to local media for information.

## Accident or Illness

In the event of an accident or illness, the Director and the staff will decide whether or not the symptoms warrant immediately notifying the parents. No child who appears ill shall be permitted to attend the Extended Day Program. With regards to the administering of medication, Tuscaloosa County Board policy will be followed. Contact your local school office for the appropriate forms.

Any evidence of suspected child abuse/neglect shall be reported to the appropriate authorities as required by the laws of the state of Alabama.

If a child cannot go outside to play, a note to that effect must be sent. Please do not ask us to keep a child inside for more than two days.

In the event of a Medical Emergency, appropriate guidelines will be followed by the Extended Day personnel or school nurse. If a student is transported to the hospital emergency room by EMS, the parent/guardian is responsible for the cost of such transportation.

## **Field Trips**

Occasionally, field trips may be scheduled for participants in the program. The Extended Day Program will provide transportation for these trips. The Extended Day Program will notify the parents of a scheduled activity that will occur away from the school. At this time, appropriate participation forms will be signed and collected from parents. After the field trips, students will return to school for pickup. Tuscaloosa County Board policies must be followed. Field trips may require fees in addition to normal tuition and regular fees.

## **Food**

No breakfast is served in the morning Extended Day Program. Please do not send food unless there is enough for all of the children enrolled in the program. For birthday parties, please talk to the teachers in advance about plans. All items must be store-bought with an attached label with ingredients. All Tuscaloosa County Board policies relating to child nutrition must be followed.

A hot lunch is served at school each day during the regular school day.

An afternoon snack will be served during the Extended Day Program. The snack will be a nutritious one provided by the Director or in cooperation with the Child Nutrition Program at the local school. Parents should notify staff of any food allergies a child may have.

## **School Visits**

Parents are encouraged to visit the Extended Day Program if they desire to do so. However, arrangements must be made through the Director.

## **Discipline and Safety Concerns**

Students enrolled in the Extended Day Program will be expected to act in an appropriate manner and to follow school regulations. Corporal punishment will not be allowed in the Extended Day Program. *THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM THE EXTENDED DAY PROGRAM FOR REPEATED FAILURE TO COMPLY WITH THE REGULATIONS.*

Safety and first aid procedure instruction are offered to all Extended Day employees.

## **Personal Belongings**

All personal belongings, such as jackets, backpacks, and school supplies, should be clearly labeled. The Extended Day Program will be unable to be held responsible for personal items. However, the staff will make every possible effort to safeguard a child's belongings. We discourage children from bringing important or expensive items to the program. Items not allowed at school by the code of conduct are similarly forbidden in the Extended Day Program.

I have read the Tuscaloosa County Schools Extended Day Program Handbook and I understand the requirements for my child to participate in the program.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's School \_\_\_\_\_

Child's Grade for 2015-2016 \_\_\_\_\_

Child's Homeroom Teacher for 2015-2016 \_\_\_\_\_



\*Please indicate how you would like your child (or children) to go home in case of an early school day dismissal.

\_\_\_\_\_ I would like my child (or children) to go home on the bus in case of an early school day dismissal.  
Bus Number \_\_\_\_\_

\_\_\_\_\_ I would like for my child (or children) to be a car rider in case of an early school day dismissal.

\_\_\_\_\_ Please call and confirm what method of transportation that my child will be using in case of an early school day dismissal.