

Tuscaloosa County School System
Extended Day Program Registration

2020-2021

Registration fee \$12

CASH

check (#)

Please clearly print all information and return this registration form to the school office. Please notify the school in writing of any changes in this information during the school year.

Student's Name: _____ (First) _____ (Middle) _____ (Last)

Age: _____ Grade: _____ School: _____ Teacher: _____

Student's Address: _____

City: _____ Zip: _____

Mother's/Guardian's Name: _____ Cell Phone: _____

Mother's/Guardian's Place of Work: _____ Phone: _____

Father's/Guardian's Name: _____ Cell Phone: _____

Father's/Guardian's Place of Work: _____ Phone: _____

Parent Email(s): _____

Describe any medical problems/allergies of this student:

Persons to contact in an emergency if parents cannot be reached. (These should be names and numbers of responsible individuals who can be reached between 3:00 p.m. and 5:45 p.m. each day in case of emergencies)

Name: _____ Phone: _____

Name: _____ Phone: _____

Doctor's Name: _____ Phone: _____

Does the school have permission to seek emergency medical treatment if parents cannot be reached? ___ Yes ___ No

Persons other than parents/guardians who are authorized to pick up the student from the extended day program:

Name: _____ Phone: _____

Name: _____ Phone: _____

Usual Mode of Transportation (check one): Bus: _____ Bus Number: _____ Car Pick-up at School: _____

Early School Dismissal- How will your child go home? Bus: _____ Bus Number: _____ Car Pick-up at School: _____

Which day(s) will your child be in the extended day program?

- My Child will be in the extended day program every day
- My Child will be in the extended day program on Mondays Tuesdays Wednesdays Thursdays Fridays
- My Child will be in the extended day program only as needed. (School to be notified in writing of days)

"I/we have read information published by the Tuscaloosa County School System regarding the operation of the Extended Day program. I agree to pay in full for the days that my child attends the program. I understand that my child will not be allowed to attend the Extended Day program if outstanding balances are not paid in full."

Parent/Guardian Signature: _____ Date: _____

Use an additional sheet and attach to the back of this registration form to write any information about your child that you would like the extended day staff to consider or be aware of as they plan and operate this program.

9/1/08

WHAT IS THE EXTENDED DAY PROGRAM?

The Extended Day Program is an extension of the regular school day, designed to offer tutorial programs, homework assistance, and enrichment programs for students and to meet after-school childcare needs of working parents. Extended Day Programs in the majority of the Tuscaloosa County elementary schools operate from the time school is out (around 3 p.m.) until 5:45 p.m. five (5) days a week through the school year, excluding holidays, teacher in-service or half days. If there is a need in your area, your school may elect to offer a morning program before the regular school day begins.

TUITION AND FEES

The Extended Day Programs are tuition-bearing and are self-supporting. There is a \$12.00 registration fee per child for either the afternoon/morning program. Tuition for the program is as follows:

- \$35.00 per week for one child
- \$60.00 per week for (2) two children in the same family (\$30.00 per child)*
- \$75.00 per week for (3) three children in the same family (\$25.00 per child)*
- \$90.00 per week for (4) four children in the same family (\$22.50 per child)*
- \$15.00 per week for each additional child in the same family, exceeding four*

(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 must be living in the same household. Qualifying students do not have to be enrolled at the same school or in some cases, the same school zone to receive the discount. It is the parent/guardian's obligation to inform the Extended Day Director when a child(ren) is enrolled in another after school program.

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 based on frequency of attendance.

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 with children in need of everyday after-school supervision, occasional or infrequent stays are welcomed.

Failure to pay promptly will result in withdrawal from the Extended Day program.

There will be a \$10.00 late charge for every 5-minute period that any child is not picked up by 5:45 p.m. at the close of the program. The late charge is due on the date that the late pick up occurs.

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. The school of enrollment reserves the right to dismiss a child from the Extended-Day Program for repeated failure to comply with the regulations. In order to contribute to a safe school environment, all Extended Day Program employees will be trained in safety and first aid procedures.

COVID-19 Procedures:

The Extended Day program will follow the same procedures of the school. Closures will be determined by the school's status and/or recommendations from health officials. At any point the Extended Day program is unable to provide services, parents will be notified immediately. The program is designed for students who attend school in-person daily and will not accept students who are enrolled in virtual learning.

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Extended Day Parent Handbook Signature Page
2020-2021 School Year

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 2020-2021 _____

Child's Homeroom Teacher for 2020-2021 _____

TUITION AND FEES

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

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

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

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

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

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 based on frequency of attendance.

Failure to pay promptly will result in withdrawal from the Extended Day program.

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. Repeated tardiness to pick up a child may result in the child's removal from the Extended Day program.

DISCIPLINE AND SAFETY CONCERNS

Students enrolled in the Extended Day Program will be expected to act in an appropriate manner. They are required to follow local school and Extended Day regulations including the TCSS code of conduct. *THE SCHOOL RESERVES THE RIGHT TO DISMISS A CHILD FROM THE EXTENDED DAY PROGRAM FOR FAILURE TO COMPLY WITH THIS PROVISION.*

COVID-19 Procedures:

The Extended Day program will follow the same procedures of the school. Closures will be determined by the school's status and/or recommendations from health officials. At any point the Extended Day program is unable to provide services, parents will be notified immediately. The program is designed for students who attend school in-person daily and will not accept students who are enrolled in virtual learning.

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Englewood Extended Day Policies

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Please initial by each policy indicating that you have read and understood it.

_____ **Balances are to be paid weekly.** Your child will not be allowed to carry over a balance each week. All payments must be paid Monday for that week, or Friday for that week. Your child will not be allowed to return to the Englewood Extended Day Program the next Monday if a balance has not been paid from the closest Friday. ***If your child only comes once a week, payment is due prior or on the day you pick your child up.*** If this is not paid, your child will not be allowed to attend until the balance has been paid. The Tuscaloosa County Extended Day Handbook states, "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.** If you choose to write a check, please make the check out to Englewood Elementary.

Payments are \$35/week or \$8/day

_____ **Englewood Extended Day ends AT 5:45pm.** This means that the director, Mrs. Wilsie or Mrs. Lewis, is ready to walk out the door AT 5:45pm. Should you arrive at 5:45pm or after, you will be charged \$10 extra for every five minutes that you are late. This being said, if you arrive between 5:45pm-5:49pm, you will be charged \$10 extra. If you arrive between 5:50pm-5:54pm, you will be charged \$20 extra, etc. We do understand that things arise, but the Englewood Extended Day director has a family to go home to also. Please make sure that you are courteous in picking your child up on time.

YOUR CHILD MAY NOT RETURN TO THE EXTENDED DAY PROGRAM UNTIL YOUR BALANCE, ALONG WITH YOUR LATE FEE BALANCE, HAS BEEN PAID IN FULL.

If your child has been two days(\$16) and you are five minutes late(\$10), you must pay the \$26 IN FULL before your child may be allowed to attend the Englewood Extended Day program.

_____ If you have been late to pick up your child **TWICE**, that means any time after 5:45pm, your child will no longer be allowed to attend the Englewood Extended Day program. Your balance will still need to be paid in full and you will need to make other arrangements for your child after school is over.

_____ Should your balance remain unpaid at any time, we will turn that information over to Small Claims Court.

_____ Your child will have at least 30 minutes to complete homework each day. This is done after snack. We have allotted Mondays, Tuesdays, and Thursdays for homework days. During homework time, students are placed strategically throughout the lunchroom to provide a quiet learning environment. If your child has no homework, they are responsible for bringing an AR/library book to read silently. The afternoon Englewood Extended Day workers will be glad to help your child with their homework if they have any questions or help.

_____ Your child is expected to follow the same rules at Englewood Extended Day as they do at Englewood Elementary during the day. Continuous misbehavior, three strikes, will result in not being allowed to continue with the Englewood Extended Day program.

Child name: _____ Parent Signature: _____
Date: _____

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Extended Day Discipline Procedure

Student Name: _____

School Name: _____

The goal of the Tuscaloosa County Extended Day Program is to provide students with a safe, enjoyable, and productive after school experience. In order to maintain a positive environment, proper discipline must be maintained. Students enrolled in the Extended Day Program are expected to abide by all rules and requirements of the Tuscaloosa County Code of Student Conduct. The school reserves the right to dismiss a child from the Extended Day Program for repeated failure to comply with the regulations. Students discipline infraction will be determined based on the severity and/or frequency of the behavior. Consequences can range from parent notification to dismissal from the Extended Day Program.

Date: _____

Offence: _____

Disciplinary Action: _____

Parent Signature: _____ Teacher Signature: _____

Date: _____

Offence: _____

Disciplinary Action: _____

Parent Signature: _____ Teacher Signature: _____

9/15/16

ENGLEWOOD EXTENDED DAY

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OVERDUE BALANCE LOG

DATE	WHO WAS CONTACTED	AMOUNT DUE	OUTCOME

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