



Extended Day Program

2017-2018

Extended Day Coordinator- Ms. Barber

Extended Day Co-Coordinator- Ms. Lirette

Principal- Mrs. Wilson

Hours:

Morning 7:00 am – 8:00 am
You MUST escort your child into Room 2 and sign them in.
Do not drop off in front of the school.

Afternoon 3:40 pm – 6:00 pm

Fees:

Fees must be paid the Friday before that week or your child will not be permitted to attend until payment is received in full.

Payments are to be dropped in the Extended Day Mailbox in the Library. Please make sure all payments are in an envelope that is labeled with the child's full name and amount being paid. These envelopes can be found outside of the office and ask one of the coordinators.

Payments are due the Friday of the week before.

Drop-Ins are to be paid the day of the drop-in service.

TYPE	AMOUNT DUE	WHEN DUE
Registration Fee (full-time/drop-in)	\$30.00	Time of registration
Weekly Rate: Morning Only	\$25.00	Friday of the Previous Week
Weekly Rate: Afternoon Only	\$45.00	Friday of the Previous Week
Weekly Rate: Morning/Afternoon	\$65.00	Friday of the Previous Week
Drop In Rate: Morning Only	\$10.00/day	Morning of drop-in
Drop In Rate: Afternoon Only	\$15.00/day	Afternoon of drop-in
Late Pick-Up Fee	\$1.00/ minute (per child)	Due when child is picked up.

Our Program Policies

A Registration form must be filled out and registration fee must be paid prior to any students attending the extended day program. Send all fees to school by the Friday of the previous week and drop in the Extended Day mailbox located in the Library or send in a labeled envelope to your child's teacher. Labeled envelopes can be picked up outside of the front office or from Extended Day staff. All payments must be in an envelope with the child's full name and the amount. Full time students must be paid in advance. If the accounts become past, the student will be dropped from the program immediately. An account receiving an NSF check will have to pay by cash or money order the remainder of the year. Children will not be allowed in campus before 7:00AM. If early arrival or late pick-up is persistent, the child will be dropped from the program immediately.

Family Plans are available for Weekly Rates Only!

Plan	Fee First Child	Fee Each Additional Child
Weekly-Morning Only	\$25.00	\$20.00
Weekly-Afternoon Only	\$45.00	\$40.00
Weekly-Morning/Afternoon	\$65.00	\$60.00

Program Description

The Extended Day Program is divided into two parts- morning and afternoon.

Morning: Students will report to Room 2 and are taken to the cafeteria for breakfast at 7:45. Students report to class at 8:00 a.m. when the bell rings.

Afternoon: Students report to the cafeteria at dismissal time and are given a snack at 3:40 p.m. From 4:00-4:20 the students will play outside. Students will then return to classrooms where they will be given the opportunity to work on their homework and participate in enrichment activities.

Extended Day Dismissal Procedure

Early check-out for students end at 2:45PM each day; Therefore, you must wait until 3:40PM to pick up your child. After 3:40 pm you may pick up your child at any time by going to the front office. At 5:40PM all students will be brought to the front of the school for dismissal. Please make sure that anyone that is picking up your child is on the list and has a photo ID with them. Your child will not be released to anyone that is not on the list or cannot show a photo ID. If something happens and you need to send someone not on the list, we will call from the office. If we are unable to reach you, your child will not be released.

Behavior Expectations

All of the students are expected to follow regular school behavior expectations. Any child who displays inappropriate behavior will not be allowed to remain in the Extended Day Program.

Late Pick-Up Fees

Please remember that we do not like to charge anybody late fees, BUT you will be charged \$1.00 per minute after 6:00. This fee is to be paid at the time of the late pick up. If a child has been picked up late three times, they may be put out of the program. Later fees are calculated from the school clock, not your cell phone, car, or watch.

Miscellaneous Reminders

Any notes regarding a child staying for Extended Day or catching the bus MUST be sent to the child's teacher separate from payment. If you write it and send it with your payment, then the note may not be sent to the teacher in time. Our bookkeeper does not work every day, so your note will remain in the mailbox. You may call the front office at (225)753-7301 to confirm that the note was delivered to ensure the safety of your child.

If you have any questions, please send a note or leave a message with the office for the coordinator and we will return your call at our earliest convenience.

Extended Day Registration

Child's Name: _____ Grade: _____ Teacher: _____

Address: _____ Home Phone _____

Mom's Name _____ Cell Phone _____

Mom's Work _____ Work Phone _____

Dad's Name _____ Cell Phone _____

Dad's Work _____ Work Phone _____

Emergency Contacts:

Name: _____ Phone _____

Name: _____ Phone _____

Name: _____ Phone _____

The following adults are authorized to pick up my child from Extended Day:

Please check the programs your child will attend:

A \$30.00 registration fee for each child must accompany each application. Make check payable to Wedgewood Elementary School. This fee is Non-Refundable.

Starting Date: _____

_____ Morning Program (\$25.00/week)

_____ Afternoon Program (\$45.00/week)

_____ Morning and Afternoon Program (\$65.00/week)

_____ Morning Drop-In (\$10.00/day)

_____ Afternoon Drop-In (\$15.00/day)

My signature indicates that my child and I agree to follow Wedgewood Elementary School's Extended Day program policies and procedures.

Parent's Signature _____

Student's Signature _____