

Sumner County Schools Extended Day Programs Handbook

Purpose of Programs

Sumner County Schools (SCS) Extended Day Programs provide safe, enriching, and high-quality before and/or after school care for students in grades K-5. Program activities are based on developmentally appropriate educational practices. Programs provide opportunities for creative activities, such as arts and crafts, as well as games, active play, and snacks. Also, time is set aside for students to complete homework as needed. Programs are directed by trained staff and planned to meet the educational, social, physical, and emotional needs of children.

Non-Discrimination Policy

Sumner County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to all programs and youth groups. Extended day programs will make reasonable accommodations in practices or procedures when these are necessary to afford childcare services and facilities to children with disabilities unless the accommodations would fundamentally alter or place an undue burden on the programs. ***If your child has special needs, please discuss with the director to determine if the program can meet them.***

Smoke-free Environment

SCS recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. Therefore, no student, staff member, or school visitor is permitted to use any tobacco product at any time on the school campus.

Program Hours

SCS Extended Day Programs offering morning care will open at 6:00 or 6:30 a.m. (check with director). All programs close promptly at 6:00 p.m. Students should be picked up and signed out by 6:00 p.m. or a late fee will be charged (e.g., \$1 a minute per child for the first five minutes; after that, \$5 per child for each minute late). This fee must be paid for the student to continue in the program. After two incidents of late pickup without valid (director-approved) reasons for it, a student may be dismissed from program.

Programs are not open on inclement weather days when schools are closed. In addition, if schools close early due to weather, then students must be picked up within one hour of the school closure time. If schools open late, programs will follow the district schedule.

Enrollment

To enroll in an extended day program, students must have a completed application, a signed notice of program policies (last page of this handbook), and a TN Dept. of Health Official immunization record/health history on file with Sumner County Schools.

All parents must participate in an on-site visit of the program to review the facility and the program's policies and procedures prior to enrolling a child. Emergency preparedness plans are in place for all programs and may be reviewed upon request.

Program Fees

Program fees must be paid by check or money order. No cash is accepted. Please write your child's name and your phone number on checks or money orders. Programs also have an online payment site where you may pay fees for a small additional charge by the vendor. Please ask the program director for more information.

Extended day programs do not receive funding from the school system or county government. The

funds for providing activities, snacks, and other needs, as well as paying for staff salaries, is generated solely through fees collected from parents/guardians. Therefore, payments are due each Friday for the following week. If a child is enrolled in an extended day program, then fees are charged whether the student attends or not. The only days that are not charged for are three or more consecutive inclement weather days. We must require payment even for absences because the programs must staff for the expectation of services.

If fees are not paid on time, then a \$10 late fee will be charged. After one week of no payments, your child will be dismissed from the program. A student may not return until fees are paid or a payment plan is arranged. If the fees go unpaid, the account will be sent to a collection agency.

Sign In/Sign Out for Students

For your child's safety and supervision, a parent/guardian or designated person on the registration form must escort and sign in your child each morning (if program has morning care) and sign out the student in the afternoon. A student will not be released to any person other than those listed on the registration form. Children are not allowed to wait for parent/guardian in the parking lot. If someone other than those authorized on the registration form come to pick up a child, the program must have the request in writing. This may be by email or note.

Release of Students to Persons Exhibiting Erratic Behavior

Children will not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in immediate or possible risk. If a person attempting to pick up a child displays erratic behavior or appears to be under the influence of alcohol or drugs, the TN Dept. of Education and Dept. of Human Services requires extended day programs to immediately call 911, the local law enforcement agency, or other emergency services numbers prior to the release of children. If the person displaying risky behavior is not the parent, the program shall not release the child to that person, and the custodial parent/guardian will be called immediately.

Behavior, Rewards, and Consequences

The mission of SCS Extended Day Programs is to provide a safe, wholesome, and enriching environment for children. Staff members work to assist children to develop a sense of responsibility and self-discipline. When a child makes a poor behavior choice, staff will guide them to understand why it was inappropriate or unsafe. Therefore, warnings, conferencing, redirection, reinforcing appropriate behaviors, and time outs are some of the behavior techniques used. Good behavior is recognized with positive rewards.

However, continued inappropriate behavior and failure to follow program rules will result in consequences. All programs have a disciplinary action plan which includes behavior logs, warnings, letters or phone calls to parent/guardian, intervention by school principal if necessary, suspensions, and a plan of action for dismissal from the program when the misbehavior continues or becomes severe.

Additional disciplinary information:

- If a student willfully or maliciously damages any property or equipment the program uses, the child/parent/guardian will be responsible for the cost of replacement.
- Program directors and staff are responsible for appropriate discipline of students enrolled in the program. Therefore, a parent/guardian may not question or discipline children who are not their own. The first time this occurs, the director may conference with parent regarding program rules. However, if it happens again, the program will no longer be available to that parent/ guardian's child/ren.
- Programs follow SCS Board policies concerning grounds for suspension, including but not limited to violence, fighting, damage to self or property, alcohol, drugs, weapons (including toys), immoral conduct, and battery to staff.

- Program suspensions may occur for any of the inappropriate behavior by an enrolled student:
 1. Being totally disruptive and uncontrollable
 2. Inappropriate child to child contact
 3. Harming a staff person or another child; physical violence
 4. Stealing
 5. Damaging property
 6. Continued usage of vulgar or profane language
 7. Bullying
- Program expulsions/dismissals may occur when:
 1. Inappropriate behavior continues to occur after three interventions for the identified behavior.
 2. Safety of other students or staff continues to be jeopardized.
 3. Behavior of child becomes detrimental to self and others.

Health and Safety with Students

Illness--Staff shall make every reasonable attempt to notify a parent/guardian immediately when a child shows signs of serious illness, including but not limited to, elevated temperature, disorientation, coughing, vomiting, severe difficulty breathing, seizure, etc. to arrange for emergency treatment.

When a child has a temperature of 100.4 or higher, the parent/guardian will be notified. Arrangements should be made by family to pick up your child as soon as possible because fever usually means the child is developing an illness. If the program is unable to reach you when your child is running a fever, then those on your emergency contact list will be called. A child may return to the program when he/she has been without a fever, with no medications, for 24 hours.

If a child is vomiting due to signs of illness, the parent/guardian will be notified to pick up your child as well. A child may return once vomiting has not reoccurred for 24 hours.

Extended day programs are only able to provide emergency medication such as inhalers, Epi-pens, or glucagon.

Injuries--If a significant injury to a child occurs, the emergency will be dealt with promptly through appropriate action by the program director or staff. This action may include sending the child to a hospital or summoning an ambulance or medical aid. In addition, the program staff shall make every reasonable attempt to notify parents/guardians when a child sustains serious injury/injuries. However, in case a parent/guardian is unable to be reached and emergency treatment is needed, programs require parents/guardians to provide them with medical authorization which shall contain the following information:

1. Parents/Guardians location and phone number during the school day
2. The name and phone number of the student's primary care physician
3. Information needed regarding any physical disability or medical condition the
4. Signed form that allows program to seek emergency care (e.g., ambulance, hospital, etc.) if needed

Cell Phone/Technology Usage in Programs

We understand some students have cell phones. However, during program hours, phones/Apple watches/any communication devices should be in your child's backpack and turned off unless he/she is given permission to use it by program staff. If a phone is found in use without permission from the staff, then it will be confiscated and held by the director or staff until day's end and parent/guardian requests its return. If there are continued issues with a cell phone, a student may be suspended or expelled from the program.

Occasionally, programs will have a Technology Day. Students may bring technology devices to use on those designated days. Please note that the program staff cannot guarantee the devices won't get lost or damaged and will not be held responsible. If a child is using a device inappropriately, he/she will lose the privilege of its use.

Child Abuse Awareness

Extended day programs are required to provide an abuse prevention awareness program or prevention awareness information to parents yearly. SCS programs provides a pamphlet at registration to meet that requirement. Students received education on child abuse awareness and prevention through the counselors at their schools.

Additional Information

The extended day programs struggle with staffing the same as many businesses. Therefore, the programs can only accommodate as many students as they have staff to meet TDOE ratios of caregiver to children. When that ratio is met, the program will start a waiting list for students in need of care. Parents/Guardians will be contacted when/if a spot becomes available.

The next three pages (registration form, behavior policy, and the policies and procedures acknowledgment form) should be completed and returned to the extended day program director or staff along with any fees required.

Sumner County Schools Extended Day Programs
Behavior Policy regarding Suspensions and Expulsions

The mission of SCS Extended Day Programs is to provide a safe, wholesome, and enriching environment for children. When a student makes good choices and exhibits appropriate behavior, he/she will receive praise and positive rewards. However, when students show inappropriate behavior, program directors and staff will provide discipline through guidance such as warnings, conferencing, redirection, time away from preferred activities, etc.

To provide consistency for all students, the behavior policy for SCS Extended Day Programs will be as follows:

1. First offense: Student will receive a warning in regard to the inappropriate behavior or a verbal reminder of the appropriate choice to make.
2. Second offense: Student will be redirected to the appropriate behavior and/or have time away from the preferred activity.
3. Third offense: Student will have a defined time in a “Think About It” area and will have a conference with the program director. The student will be asked to explain the actions and come up with a solution that would have been more appropriate than the choice made. At this time, parent/guardian will receive a behavior incident report. A parent/guardian and student signature will be required.
4. If/When a child receives three incident reports within the year, the child will be suspended from the program for a minimum of one day. If the inappropriate behavior continues, then more days of suspension or possible dismissal from the program may occur.
5. A hit-to-hurt incident will result in an automatic suspension of three days. However, to continue to keep your child’s spot in the program, the days of suspension will be days that fees are charged.
6. The SCS Extended Day Programs Handbook outlines many of the behaviors that may lead to suspension and dismissal/expulsion from the program. The decisions on how to address each situation lies with the Program Director and/or Principal. A parent/guardian’s signature on the *Acknowledgment of the Policies and Procedures* of the program means you understand the expectations of behavior for a child to participate in the before/aftercare program and remain enrolled.

I have read and understand the behavior policy for the Extended Day Program.

Parent/Guardian Signature

Date

Student Signature

Date

Acknowledgment of SCS Extended Day Programs' Policies and Procedures

Please initial each item and sign/date at bottom of document.

_____ I understand that I am responsible for paying my child's fees every week. I know that my child may be dismissed from the program for failure to pay, and a collection agency may be used to collect unpaid fees. ***Anyone registering a child in a program must provide a driver's license and date of birth for enrollment to occur.***

_____ I know the opening time for the extended day program, and that it closes at 6:00 p.m. My child should be picked up and signed out by 6:00, or I will be responsible for paying any late fees incurred.

_____ If my child is picked up late more than twice, he/she may be dismissed from the program.

_____ I have been offered the opportunity to visit the program's facility.

_____ I understand an adult on my registration form must drop off/pick up my child each day. My child must be signed in and out of the facility. My child will not be released to anyone unless that person is on the registration form, or I send written communication (note, email, text, or Remind message) to the program director. The director must acknowledge the communication to confirm the release.

_____ I give permission for my child to attend field trips. I will be notified of all field trips in writing in advance.

_____ I understand the program staff will make all reasonable attempts to not release my child to anyone whose behavior may place him/her in immediate or possible risk. If a person attempting to pick up a child displays erratic behavior or appears to be under the influence of alcohol or drugs, I understand the program staff will contact 911 or local law enforcement.

_____ I understand the behavior, rewards, and consequences section of the handbook and that my child may be suspended or dismissed from the program if he/she displays continued inappropriate behavior as outlined in the handbook.

_____ I give permission for my child's name or picture to be used in the program's (parent/guardian access only) social media sites such as Facebook or news sites.

_____ I will explain to my child that cell phones are not to be used while in the program. I will also inform my child that technology may only be used on special days that will be identified by the program director.

_____ I understand the health and safety procedures in the handbook and am providing medical authorization and information when signing this document. I give permission for the program staff to seek medical care for my child in my absence.

_____ I have received the TDOE Summary of Child Care Program Guidelines.

Phone number where you may usually be reached: _____

Primary care physician's name and phone #: _____

I understand and acknowledge each of the items above.

Student name: _____

Parent/Guardian name: _____

Signature: _____ **Date:** _____

Completion of this form does not guarantee services. Space in the program may not be available. The program director will confirm if your child has a spot in the program.

Student ID # _____

Enrollment Option _____

Sumner County Schools Extended Day Programs

STUDENT INFORMATION (Please print.)

Student Name _____

First

Middle

Last

Date of Birth _____ Age _____ Grade _____ Male _____ Female _____

Address _____
Street City State Zip Code

PARENT/GUARDIAN INFORMATION

Mother/Guardian Name _____

Mother/Guardian Driver's License/Date of Birth _____

Mother/Guardian Phone # _____ Cell # _____

Mother/Guardian Employer _____ Work Phone _____

Mother/Guardian Email Address (for receipts/statements) _____

Father/Guardian Name _____

Father/Guardian Driver's License/Date of Birth _____

Father/Guardian Phone # _____ Cell # _____

Father/Guardian Employer _____ Work Phone _____

Father/Guardian Email address (for receipts/statements) _____

In whose custody is the student: _____ Both Parents _____ Mother _____ Father _____ Other

If "Other" is marked, please explain: _____

Primary Contact _____ Are custody papers on file with the school? ___ Yes ___ No

EMERGENCY CONTACT/PICK UP INFORMATION (If parent/guardian cannot be reached or is unable to pick up child, the following people may pick up child or provide assistance.)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Is there anyone who we should be aware of who should not be coming to the school because of legal matters: _____

Allergies or Medical Conditions _____

Medication taken _____

Does child have a: _____ 504 plan _____ IEP _____ Behavior plan