

J. E. Turner Elementary School Extended Day Program



Dear Parents,

Thank you for registering for our program. We strive to provide an enriching, pleasurable experience for our children. This handbook outlines the policies of the Extended Day Program which is operated by J. E. Turner Elementary School. As part of the Mobile County Public School System, we are regulated by the Board of School Commissioners and the State Board of Education. These policies reflect the requirements and assessed needs of these agencies. Please read this handbook carefully with your child. Also, sign and return the last page of this packet so we will know that you and your child understand our policies. You may keep the packet for future reference. If you have any questions, call J.E. Turner Elementary School at 251-221-1285.

Sincerely,
Glenda L. Warren, Principal
Tonya Wooley, Extended Day Coordinator

REGISTRATION

1. Completed and signed registration form
2. Updated medical information/immunization (on file in the school office)
3. Emergency contact person(s) other than the parents
4. Parents listed on registration form
5. Registration fee paid
6. Regular fee for one week paid (must be with registration form)
7. Make checks payable to J. E. Turner Elementary (Please write "Extended Day Program" on the bottom left corner of your checks. Also, write your Driver's License # and two phone numbers.)

ARRIVAL/DEPARTURE

1. Children enrolled in the Extended Day Program will assemble in the assigned room immediately following dismissal.
2. Parents must come into the school and pick up your child after 3:00pm in order not to block the bus line. If you come before 3:30, please go to the carline.
3. No other person will be allowed to pick up your child except those you have listed on the registration form.

4. The Extended Day Program will close promptly at 6:00p.m. each day. There will be a late charge of \$1.00 for each minute past 6:00p.m. that the child remains at the school. These charges are to be paid at the time the child is picked up.

ABSENCES

The parent must notify the Extended Day Program as soon as possible if a child is going to be absent. Money cannot be refunded for absences, as this program is self-supporting.

SICKNESS

Students who are sick will not be admitted to the Extended Day Program. Parents will be called and informed of the child's condition and requested to pick the child up as soon as possible. No medication can be given to the student.

EMERGENCY PLAN/CANCELLATION OF SCHOOL/HOLIDAY SCHEDULE

The Extended Program will follow all procedures recommended for the school in the event of an emergency. Extended Day will be cancelled when the regular school day is cancelled due to inclement weather. During school holidays, there will be no Extended Day Care.

TUITION

Tuition is due on Monday of each week for then next week. Fees not paid by Monday will be assessed a \$25.00 late fee after 2nd week. Children will be dismissed from the program after 3rd week of non-payment of fees. Please make all checks payable to J.E. Elementary. Please write "Extended Day Program" on the bottom left corner of your checks.

DISCIPLINE

Discipline shall be fair and consistent according to the policies of the Mobile County School Public System and J. E. Turner Elementary School. Parents will receive written communication of their child's undesirable behavior. If after communication in writing and a scheduled meeting, (it is the parents responsibility to attend) acceptable behavior is not achieved, the child will be dismissed from The Extended Day Care Program. (See MCPSS Code of Conduct.)

DROP INS

Please provide 24 hours' notice when a child registered as a drop-in plans to attend the program. Please send a note to your child's teacher to notify of planned attendance. Payment for drop-ins is expected on the day of attendance.

MEDICAL/ALLERGIES

Please inform the Extended Day Coordinator in writing if your child has any medical needs or allergies.

Extended Day
Turner Elementary
2020-2021

All safety rules will be taught during the first two weeks of school during daycare hours. All safety rules will also be shared with families.

All CDC guidelines will be followed as follows:

- Students will enter and exit separate doors
- Students will wear mask and stay 6 feet apart at all times
- 6 ft markers will be placed accordingly for all areas of use; plexi glass dividers will be placed on all tables as another means of protectant
- Legos and other items will be placed individually in bags and sprayed at the end of the day.
- PPE will be available as needed for all staff
- All staff will be mandated to watch virtual health training in dealing with COVID
- CDC posters will be visible
- A designated area for any child showing signs of any illness (MCPSS protocol will be followed)
- PH7Q Dual concentrated neutral disinfectant will be present for regular cleaning.
- Hands will be washed regularly
- Tuition monies may be placed in a drop box; mask and gloves will be used when handling all monies; monies will be sprayed with disinfectant
- Parents will not enter the building; parents will drive to the back door and students will be escorted out.
- Snacks are provided daily in the afternoon; all snacks are individually wrapped; individual water bottles will be provided in the afternoon also (again MCPSS directives will be followed)

J.E. Turner Elementary School

Extended Day Program

Dear Parents,

We are delighted that your child is enrolled in our Extended Day Program this year. We can look forward to an exciting and fun filled year.

As we firmly believe that life-long success depends on self-discipline, we have developed an Extended Day Discipline Plan that gives each student the opportunity to manage his/her own behavior. Your child deserves a positive environment in which he or she may enjoy activities to improve socialization and academic skills. Therefore, this plan will be in effect at all times.

Extended Day Rules

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Walk quietly in line.
4. Speak quietly inside.
5. Use and put away materials carefully.
6. Show respect for yourself and others.

To encourage students to follow the Extended Day rules, we will reinforce appropriate behavior with the following: verbal praise, special privileges, certificates and small prizes. If a student chooses to break a rule, the consequences will be the following:

- 1st time -- warning
- 2nd time -- 10 minutes "time out"
- 3rd time -- 20 minutes "time out"

Continued infractions of rules will warrant a conference with the parents, the principal will be informed and/possible dismissal from the program.

We have discussed the Extended Day Discipline Plan with the students, but we would appreciate it if you would review the plan with your child, then sign and return the form below. We will be communicating with you frequently throughout the year to make you aware of your child's progress. Please feel free to contact us when needed.

Extended Day Staff

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I have read, understand, and discussed with my child the Extended Day Discipline Plan.

Parent Signature

Child's Name

Date