

# Amador County Elementary School Extended Learning Program HANDBOOK

Welcome to your Amador County Extended Learning Program!

*Our Mission statement is:*

“ The Amador County Extended Learning Program will establish and maintain an educational environment, which provides all individuals the tools necessary to become life long learners. This quality program will ensure each child the chance to participate responsibly in our changing society. Our philosophy is to develop a partnership with the parent/guardian and to provide, in their absence, a safe, nurturing, educational and fun program in a child centered environment.”

## General Policies

Enrollment is open to all district children up to age 12, provided the program can meet the needs of that child. It has long been a policy of the County Office of Education that children with special needs would not be denied child care services **unless** it was clear that their needs could not be met within the parameters of the program **as established**. A trial period is provided to determine whether the Extended Learning

Program (ELP) can appropriately and safely meet the needs of any child. Part of our consideration is an evaluation of any placement in the program in terms of other children and ELP staff utilization. Unfortunately, it does occur from time to time that the Extended Learning Program is not appropriate for a particular child.

### **Statement of Non-Discrimination:**

Enrollment in the ELP Program shall be granted without discrimination in regard to sex, race, color, creed, or political belief.

## CENTER HOURS

Amador County Extended Learning Program (ELP) will be open Monday through Friday. Our hours of operation vary according to each school site's hours.

<b>AFTER SCHOOL CARE:</b>	11:00 a.m. ~ 6:00 p.m.
<b>INSERVICE DAYS:</b>	7:00 a.m. ~ 6:00 p.m.
<b>INTERSESSION:</b>	7:00 a.m. ~ 6:00 p.m.

**(ALL SITES ARE CLOSED DURING WINTER BREAK)**

Snow days and/ or severe weather days:

The ELP sites will remain open whenever possible. If the school closes prior to, during, or after the normal school day (due to weather or school site emergency), the Extended Day Program will also close.

Should hazardous conditions develop during the day, parents are to call ELP to determine if and when ELP will be closing. Please be ready to cooperate should early closure be necessary to maintain the safety of the children and our staff. Always keep your emergency card up-to-date with correct phone numbers and persons authorized to pick up your student.

There will be no credit for childcare fees for snow days.

Parents and/or emergency contacts will be contacted, in this event, by the site personnel to pick up the child(ren).

**NOTICE:** If a school closes BEFORE Extended Learning opens, children DO NOT go to Extended Learning.

## HOLIDAYS

Amador County E.L.P. will be CLOSED on the following days:

1. Independence Day
7. Christmas Day

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|------------------------------|----------------------------|
| 2. Labor Day                 | 8. New Year's Eve          |
| 3. Veteran's Day             | 9. New Year's Day          |
| 4. Thanksgiving Day          | 10. Martin Luther King Jr. |
| 5. Friday after Thanksgiving | 11. Lincoln's Birthday     |
| 6. Christmas Eve             | 12. President's Day        |
|                              | 13. Memorial Day           |

## CONTRACTS AND FEE SCHEDULES

- Contract fees are based on a minimum enrollment of 25 hours per month at \$2.70 per hour.
- Contracts of 40 hours per month or more, the rate is \$2.45 per hour.
- A 10% discount will be given to the sibling with the fewest contract hours.
- Contract hours will be totaled by day.
- Non-school fees are \$11 for ½ day and \$18.50 for full day.
- Enrollment is limited to space available.
- Prior notice must be given for each child to attend on a non-contracted day. Additional daily fees will be charged for the extra hours/days and are due upon receipt of your “additional hours” bill.
- Children ARE NOT accepted on a drop-in basis.
- No refund given for unused hours and/or switching days.
- Varied schedules (times or days) are available with approval for families who do NOT have a set work schedule i.e. substitute teachers, “on call” employees, etc. Varied schedules are NOT for families who use our Extended Learning Program regularly. It is the site and the District Office’s responsibility to assess when the parent should move to a regular contract.
- Contracts may be changed up to three times per year with a two weeks advance notice. A \$10.00 charge per contract change will result after the third time.

**\*\*No credits, refunds for unused contracted hours and/or switching times/days\*\***

## LATE FEE

1. Amador County E.L.P. charges a late pick up fee. If a parent/guardian fails to pick up a child within five minutes after 6:00p.m. a late fee of \$25.00 will be charged. If, after 30 minutes no one has contacted the center and no emergency contacts has been reached, the Sheriff's Department and/or Child Protective Services may be contacted.
2. If a parent/guardian is habitually late, more than three times, it may result in termination from the program.

## REGISTRATION/PAYMENT

1. Registration is done on a yearly basis. August 1st will serve as the beginning date for the new year. A \$25.00 non-refundable registration fee is required for each child. Registration packets must be completed prior to the first day of attendance.
2. A tuition fee schedule is printed on each child's contract. All fees are due and payable in advance by the tenth day of each month. Parents/guardians are required to pay their monthly contract even if the child is absent or uses the facility for a small amount of time.
3. A \$25.00 late fee will be added if payment is not received by the tenth of each month. Failure to make payments on time will result in termination from the program. It is important that the fees are paid on time and on a consistent basis.

4. If your account becomes past due, the Amador County Office of Education may be forced to take legal action. In addition, your child will not be permitted to attend ELP and will be sent to the school office.
5. Should the bank not honor any check, there will be a \$25.00 processing charge.
6. All checks are to be made payable to Amador County Office of Education (ACOE). Checks or money orders may be mailed to the Extended Learning Program at 217 Rex Avenue, Jackson, Ca. 95642 Attn: ELP. Please do not take payment to the E.L.P. Instructor or to the E.L.P. site, they WILL NOT accept payment.

## DROP OFF & PICK UP

1. Upon your child's arrival and/or departure, it is required that you sign your child in and/or out. ELP STAFF CANNOT SIGN YOUR CHILD OUT FOR SPORT, WALKING HOME, ETC. You will find your child's monthly sign-in sheet in alphabetical order in the attendance book. This procedure is necessary for record keeping. It would also be used in case of emergency evacuation, to take into account all students present. Please do not drop off or take your child from the E.L.P. center, without signing him or her in and out and without notifying a staff member you have arrived or are leaving.
2. Identification of all persons picking up your child from the center is required. Please be aware that all people may be required to show picture identification. When you find it necessary for someone other than the person included on your child's emergency registration form to pick up your child, please call or send a written consent. E.L.P. Staff are NOT permitted to transport your child to or from the center.
3. No one under 16 years of age will be allowed to pick up/drop off or sign-in/sign-out a student from the Extended Learning center.
4. If your child does not attend school for the day, he/she may not attend ELP.

5. It is the parent/authorized person's responsibility to sign out their student. If the sign out time is left blank, a 6:00 time will be applied to that day.

## WITHDRAWAL

Notice must be given to the District Office in Jackson at least two weeks in advance if you wish to withdraw from the program in which billing fees will be charged.

## VACATION

1. Each family is allowed to take one week off (in a one week increment) during the school year for vacation if your student has been in the Extended Learning Program for one year (12 consecutive months) per child and not be charged for the time off. Please notify the staff in advance so adjustments may be made to our schedule. **CREDIT WILL NOT BE GIVEN IF ADVANCE NOTICE IS NOT RECEIVED.** If a child on vacation does not return as scheduled and staff is not notified, he/she may be dropped from the program.

## ABSENCES

1. A drink and/or snack are provided for each child each day. When you enroll, you are reserving the time, space, staffing and provisions for your child whether or not he/she attends.
2. For the safety and welfare of your child, you are required to call the center when your child will not be attending. We expect notification if your child will not attend even if it will be for only one afternoon. Time and attention are taken away from the other children when a staff member is attempting to call parents.
3. A credit may be given if your child is out ill for four or more days and notice was given to the E.L.P. staff on the first day of the illness.

## HEALTH

Illness- It is the parent/guardian's responsibility to verify that children are healthy before sending them to the E.L.P. The staff is required to send all children home that are ill. The Instructor/Staff Member has the authority to refuse any child who shows signs of illness. The Instructor's/Staff Member's judgment is final.

Phone- It is important to inform the E.L.P. staff when your child is ill or when your child will not be attending Extended Day. The phone number is\_\_\_\_\_.

Contagious illness- If your child becomes ill with a contagious illness you need to notify the Extended Learning center. It is your responsibility to keep your child at home during the contagious period and until the illness is no longer present.

Medication- The E.L.P. staff cannot give your child medication unless we have a completed Medication in School form on file. In order for medications to be administered, Education Code states that the Extended Learning Program must receive the Medication in School form with a Doctor's authorization. All medication must be in the ORIGINAL PHARMACY CONTAINER WITH THE PHARMACY LABEL ATTACHED.

It is the parent's responsibility to transport medication and authorized form to all Extended Learning Sites, as necessary. This form may be obtained from any E.L.P. staff member or from the school site.

Allergies- Please inform the E.L.P. staff of any allergies or allergic symptoms prior to your child's admittance to extended day. This should include food and medication allergies.

Toilet Training-Children must be completely potty trained and must be able to use the bathroom independently. We cannot risk contamination of surfaces that other children touch if a child has an "accident" at ELP. You will be contacted to pick up your child and must pick up immediately.

## EMERGENCIES

Emergencies- Should we have a fire or any other type of emergency, we will take all children to the field area. Should your child need medical attention, an attempt will be made to notify parent/guardian. If you cannot be reached, medical attention will be sought at a local hospital.

## BEHAVIOR EXPECTATIONS

The Extended Learning Program operates under the following policies and general expectations for behavior:

1. Students will maintain an attitude of courtesy and respect toward other students, staff, and physical surroundings at all times.
2. The following behaviors will not be tolerated:
  - a. Verbal or physical aggressiveness and/or excessive physical contact
  - b. Defiance of authority
  - c. Inappropriate behavior and/or language
  - d. Disruptive or out of control behavior
  - e. Lack of consideration and rudeness towards others

Also,

- f. Electronic devices, expensive or valuable toys are prohibited unless preauthorized as an exception by the Instructor, Supervisor or Director. ELP is not responsible for loss or breakage.

The Instructor or Director will be contacted to determine continued participation in ELP.

## DISCIPLINE POLICY

Children must comply with all regular school rules and with the directions of after school staff.

The Instructor will post site rules and discuss them with the children. ELP's guidelines are as follows:

1. Student will have a verbal warning with a staff/child conference.
2. Time out
3. Written/verbal parent notification
4. A conference with staff and/or district representative for ongoing unacceptable behaviors.
5. Parent/Guardian notification to remove child from facility
6. Possible suspension
7. If a child demonstrates excessive, malicious, or dangerous behavior, the parent OR emergency contact must be available to pick the student up, IMMEDIATELY.

The Director of the Extended Learning Program may suspend or terminate any student if it determined that an unsafe situation for children and/or staff exists. An unsafe situation is when it is a threat to the health, safety, and well being of the children and/or staff.

A family will be terminated for using abusive, intimidating or threatening behavior to an employee or child of the Amador County Office of Education/Extended Learning Program.

To ensure the safety of all students and/or staff, any threat will be taken seriously and a referral may be made to law enforcement.

The Extended Learning Program has an obligation and takes pride in providing a safe environment for those who use our program. We also take pride in promoting good behavior through praise, recognition and positive reinforcement.

## **EMERGENCY CONTACT**

Your emergency form must have the names, addresses and phone numbers (work and home) of local people you wish us to contact in any emergency when we cannot reach you, the parent or guardian.

These are the only people we will release your child to. The form is not considered complete without at least two (2) local people and their home and work phone numbers. Only the contracted parent can submit the emergency form with the names and phone numbers of the authorized persons allowed to pick up the child(ren). Any custodial parent may pick up at any time unless stipulated by court order or restraining order against such authorization. These orders must be on file with the center to be in effect. PLEASE BE CERTAIN YOUR EMERGENCY FORM REMAINS CURRENT AND UP-TO-DATE.

In addition, an emergency contact may be contacted if a parent appears to be under the influence of drugs or alcohol. Staff members are prohibited to release any student(s) and authorities may be notified.

## PARENT/GUARDIAN INFORMATION

Each site will have an INFORMATION BULLETIN BOARD. We will post general information, special notices, reminders and pertinent information for you here. Be sure to check each day! IT IS THE PARENT'S RESPONSIBILITY TO REVIEW THIS BOARD.

## CONCERNS

Open communication is important for the best interest of your children. If you have any questions or concerns with the child care please feel free to discuss them with the Instructor and/or our Program Director, Margie Plant.

Questions concerning accounts should also be directed to the E.L.P. Office at (209) 257-5423 or (209) 257-5396  
The E.L.P. staff is always open to new ideas or suggestions submitted by parents/guardians.

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