



Dear Extended Day Program Families,

Welcome to the Decatur Public Schools (DPS) Extended Day Program. We are excited that you have chosen to use this district provided resource. As parents, you should expect a quality program for your children to participate in while your child is in the district's care.

Program Overview:

In an attempt to bridge the childcare need for district families with intentional academic support opportunities beyond the school day, DPS is collaborating with Decatur Education Association (DEA) to develop a program that supports district students and provides a childcare option for working families. ***The DPS Extended Day Program*** will open registration for the fall 2023-24 school year on July 10th, with the first day of programming to begin on August 14th and ending on the last day of the school year in May 2024.

The extended day program has three required elements: (1) providing a safe, secure and supportive environment for students that includes snack and dinner, (2) academic assistance with homework; and (3) enrichment and physical activities. The academic assistance with homework must provide support for students and be in alignment with the school day academic program requirements.

Academic Assistance: After school programs shall include homework support, if homework is available. If no homework is available, students enrolled in Extended Day will be assigned skill-based work during the academic time.

- **Enrichment and Physical Fitness:** After school programs must provide an enrichment element that offers a broad array of additional services, programs and activities that are designed to reinforce and complement the regular program. Proposed enrichment activities may include, but are not limited to, the following:
 - Service-learning/project-based learning
 - Art
 - Music
 - Physical Fitness
 - Recreational activities
 - Character education
 - STEM activities.

Extended Day Program Goals & Objectives:

To ensure a safe environment

- Perform criminal and child abuse background checks on all employees.
- Require photo ID.

To provide quality child care

- Develop, conduct, and analyze surveys for parents, staff and school faculty.



- Provide regular opportunities for staff development
- Provide snacks and dinner
- Maintain safe staff/child ratios.

To promote development of life skills

- Provide field trips that introduce recreational and cultural learning experiences
- Plan activities and provide materials and supplies that promote literacy, STEM, creativity, problem solving, and social skills.

To support student achievement

- Provide opportunities for students to learn through use of technology
- Implement academic assistance and homework time.

The Extended Day Program is not a mandated program and participation is considered voluntary.

Daily Schedule – School Year:

Before school care is meant to be a calm transition into the school day. A sample before school day schedule may include:

6:00 am - 8:00 a.m.	<ul style="list-style-type: none"> ● Interest Areas ● Homework
8:00 a.m. - until 15 minutes before school begins	Clean-up and dismiss to class

After school, children check-in and have snack time. Each building will work to develop their program structure based on the building's need and program staff's input.

After school - 5:30 p.m.	<ul style="list-style-type: none"> ● Welcome activities ● Snack ● Outdoor (as weather permits), gross motor activities ● Homework assistance
4:30 p.m. - 5:30 p.m.	<ul style="list-style-type: none"> ● Theme related activities ● Project based learning ● Closing activities

Enrollment Policy for Children with Special Needs:

The Extended Day Program is responsive to individual differences among children. Students who reside in Decatur Public Schools Boundaries are eligible to enroll. The Extended Day Program staff will work with the Macon Piatt Special Education Department to ensure staffing is secured to meet the individual needs of each child by working closely with families, teachers and specialists. Providing special materials, defining a behavior plan, training staff, adjusting ratios and adapting the space are just a few of the ways the Extended Day Program meets the needs of individual children.



Hours of Operation:

Before School: 6:00 a.m. until 30 minutes before school begins.

After School: After school until 5:30 p.m.

[Follow this link](#) to our website for the current academic calendar.

Full Day Care:

A **FULL DAY** occurs when school is closed for teacher workdays and/or staff development. Extended Day programming will follow the District's holiday, and school breaks schedule for students at which time there will be no Extended Day programming (please refer to the 2022-23 academic calendar for District holidays and school break schedule). The Extended Day hours, during full day programming, will be 6:00 AM- 5:30 PM and will follow the drop off/pick up schedule at each site. Parents are **solely** responsible for drop-off and pick-up transportation.

****Extended Day is non-operational during breaks when there is no school (week of Thanksgiving, winter, spring etc.).****

Half Day Care (Early Release):

A **HALF DAY** occurs when school is dismissed early for teacher collaboration or parent conferences and the Extended Day Program remains open for care.

Inclement Weather:

On inclement weather days, the Extended Day Program will follow the guidelines of the district. If DPS announces an early closing during the school day due to inclement weather, there will be no PM Extended Day programming. Parents will be notified, if the need arises, for children to be picked up from the school before the normal closing time.

Pick-Up:

Children must be picked up by an adult 18 years of age or older. If a person arrives to pick-up a child and the staff have reason to believe that the person is under the influence and it is deemed that the child would be in danger if transported by that person, staff will address the concern with that person. Staff will contact someone else on the pick-up list to come get the child. If the person refuses to wait and takes the child, 911 will be called.

In the event you are called to pick up your child due to illness or behavior concerns, the expectation is your child will be picked up as soon as possible. If your child is not picked up within a reasonable period of time, Extended Day reserves the right to contact someone on your pick up list to pick up your child.



Late Pick-Up:

The Extended Day Program closes promptly at 5:30 p.m. Excessive late pick-ups (3) may result in termination of program usage.

Release of Children:

All children must be signed in and out each day. Children may only be picked up by an adult (18 years of age or older) authorized either on the enrollment form or with a written notice to staff members. If you have a last-minute change, call the Site Coordinator and let them know.

If someone other than yourself will be picking up your child, staff will require the adult to know the password and show a picture ID. In the event the adult picking up your child does not have identification; the child will not be released until staff has contacted a parent or legal guardian.

Legal documentation must be provided if a parent is not allowed to pick up a child.

Electronic Sign In and Sign Out:

For legal reasons, it is a requirement of our program that all children are signed in and out every day by an adult over the age of 18. Each adult will have their own PIN number to electronically sign in/out the child. Parents may not share the same PIN number. Each PIN is the parent's electronic signature. Children MAY NOT sign themselves in/out.

Communication:

Communication between parents and staff is vital. Open Houses and on-site registration events are held to help assimilate parents into the program. This is an opportunity for parents to meet the staff, visit the program and have any questions or concerns addressed.

Site Coordinators will distribute a monthly newsletter, written notices and reminders. E-mail is used as the Extended Day Program's main communication tool. Please make sure the email address is always current on your account.

Concerns are to be directed to the Site Coordinator. If resolution is not found, parents may then contact the Program Coordinator. The Coordinator will personally talk to each parent regarding concerns. Concerns and resolutions are recorded and filed for future reference.

Urgent Communication:

If events at school require urgent communication home to families, please know that DPS will always do its best to be as timely as possible. The speed of texting and social media often means news breaks quickly, not allowing the district an opportunity to inform families and staff before local media has it online or on TV. Our first priority is always to ensure students and staff are safe. Once we know the people in



our buildings are okay, our next priority is informing families of the situation as we know it, and that all is well.

We often work in partnership with local law enforcement in these types of situations. When law enforcement is involved, the district follows their lead and releases information at their discretion. We will always share as much information as we can, as quickly as we can. However, at times this is not always possible. Ideally, the first details families receive would come from the school and/or district, but our need to provide accurate information often means Facebook, Twitter, local media and text messages will be sharing the news before district communication has gone out. Thank you for understanding any perceived delay in notifying families as we work through our processes and procedures.

Health Care Procedures:

If your child is ill or has had a fever within the past 24 hours, please **DO NOT** bring him/her to the Extended Day Program. Should your child become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.

Illnesses include, but are not limited to, vomiting, diarrhea, and communicable diseases. Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.

In the case of an accident or injury, parents will be notified immediately. If they cannot be reached to make necessary arrangements, or in a critical emergency requiring immediate medical care, staff will call a private ambulance service to transport the child to the hospital designated on the child's enrollment form that is signed by the parent or legal guardian. Parents are responsible for all ambulance service costs and any medical care and/or treatment provided to their child.

Medication:

Any child taking medication should follow the established district policy procedures. On full days, Extended Day nursing staff are responsible for providing students with medications which have been logged at their home school and medication authorization forms are on file. The parent and physician must sign a medical authorization form. Only nursing staff will administer medication. Medication will be administered and stored within district guidelines.

Chronic Health Issues:

Parents will inform staff of any chronic health conditions on the child's enrollment form. Condition and treatment will be clearly stated by the parent on the health form. Staff will give medical care according to the instructions given by the parent or physician **within district guidelines**.

The Extended Day Program staff are not registered nurses, and therefore, cannot administer medications. Staff may not perform medical procedures such as injections, catheterizations, calculating insulin dosage, or other procedures that are normally administered by a registered nurse. **School Nurse positions will be hired and staffed for the program as available. See Student Health Guidelines for more information.**



Safety:

The utmost priority of School Age Child Care is to provide a safe environment for your child. We have procedures in place for your child's protection such as checking ID's and passwords, maintaining a 1:15 staff-to-child ratio, using safety cards on site and practicing monthly tornado, fire and lock-down drills, and conducting yearly safety audits. All employees have criminal background and child abuse checks.

Discipline:

The Extended Day Program will adhere to the district's Code of Conduct for all major infractions.

Parents please Note: We do not anticipate many behavior issues; however, please encourage your child to be on their best behavior. A signed Code Of Conduct must be completed by parent and student before starting the program.

Children with discipline problems will:

- a. be asked to stop
- b. be asked to talk about the problem
- c. be asked to discuss other options
- d. be redirected.

A three strikes rule (**depending on the severity of the infraction**) exists within the Extended Day Program (**each incident will be reviewed on a case-by-case basis**).

1. To encourage an environment of learning, most issues will be handled by coaching. If based on the behaviors of the student, coaching is not resulting in sustained change in behavior a verbal warning will be issued in writing (at the discretion of the Site Coordinator or Staff).
2. The second warning for the same offense is a written warning. When a written warning is issued, a parent contact will be made.
3. Further Code of Conduct infractions will result in removal from the program.

DEFINITIONS OF CONSEQUENCES

Written Warning: Participants are sent home with a letter that states the incident and the action being taken.

Parent Contact: Parent is notified of the discipline concern by phone, email, or in person.

Expulsion: The student is removed from the program.

DISCIPLINE VIOLATIONS (not all inclusive)

1. Disruptive behavior/horseplay
2. Verbal abuse/profanity/obscenity to anyone
4. Willful defiance of authority
5. Physical confrontation/Physical violence with staff or student
6. Theft



- 7 Use or possession of alcohol, tobacco, illegal drugs, or weapons
8. Vandalism.

The nature and the severity of the offense could result in immediate removal. Bold items and similar infractions will result in immediate removal. **The final determination will be made by the Innovative Programs Supervisor and the Extended Day Program Coordinator.**

Situations may happen at home that affect your child's behavior. Please feel free to discuss these matters with staff members if you think awareness of home issues may be helpful.

Respect:

The cooperation and support from all parents are essential. Staff and parents are expected to demonstrate mutual respect. Parents who are abusive, uncooperative or disrespectful may be asked to make other child care arrangements.

Harassment:

The Decatur Public School District is committed to providing a school environment that is free of all forms of harassment. Harassment includes verbal abuse, physical threats and visual displays. The District does not condone and will not tolerate the sexual harassment of students or a school classroom environment, which promotes or encourages sexual harassment. Sexual harassment of a student is defined as the creation of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This racial/ethnic harassment of or by any district student will not be tolerated. Violation of this policy will result in disciplinary action.

Rights and Responsibilities:

Children's Rights –

- To be respected.
- To have a choice of activities and ample supplies.
- To have a safe and reliable environment.
- To have equipment in working order with all pieces.
- To express their creativity.
- To express emotions in an appropriate manner.
- To have staff members who care about and enjoy them.

Parent's Rights –

- To attend program orientation.
- To share special skills, experiences, or talents.
- To be respected.
- To visit the site at any time.
- To know their children are safe.
- To voice concerns about the program or activities.
- To know if their child is misbehaving.
- To know about field trips and volunteering opportunities.



- To have open communication with the site coordinators and staff.
- To receive modification for their child with disabilities.
- To be notified if accommodations cannot be made for your child due to the availability of qualified staff.

Staff's Rights –

- To be respected by children, parents, and coworkers.
- To give input into the program.
- To express their creativity.
- To have a safe, comfortable work environment.

Children's Responsibilities –

- Taking care of supplies and equipment.
- Cleaning up.
- Sharing equipment with others.
- Keeping their hands and feet to themselves.
- Using appropriate language.
- Treating staff with respect.
- Reporting to the program directly after school to check-in.
- Finishing what they start.
- Being responsible for all personal belongings, including toys and money.
- Leaving all toy weapons at home.

Parent's Responsibilities –

- Signing their child(ren) in and out.
- Picking up their child on time.
- Treating staff members with respect.
- Bringing concerns to staff.
- Notifying staff of changes in pickup arrangements.
- Knowing about changes in policy.
- Informing staff of a child's contagious illness.
- Notifying the Site Coordinator regarding changes in enrollment information such as contact name and numbers or changes in enrollment status – dropping, changing sessions, absence days, etc.

Staff's Responsibilities –

- Treating children, parents, and coworkers with respect.
- Providing a safe and warm environment.
- Providing a variety of interesting activities.
- Keeping parents informed.
- Keeping accurate records.
- Being a good role model for the children.
- Discouraging play with weapons as well as discouraging children from making toy weapons.
- Following all safety guidelines and procedures.
- To complete and maintain all required training.



AGREEMENT:

I have read and understand the Code of Conduct and discipline policy **and** agree to abide by the rules and consequences outlined.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Extended Day Staff: _____ Date: _____

****Copies of this Code of Conduct will be distributed to all parties and filed. ****