

# Extended Day Option



## Ann Arbor Public Schools

2011-2012

## Parent Handbook

Extended Day Option offers morning kindergarten and afternoon tuition based childcare consistent with the requirements of the Child Care Organization Act, MCL § 722.111, et seq. EDO provides a nurturing and enriching experience for five and six year old students. The program is self-supporting and operates under guidelines and exemption from the Child Care Organization Act (P.A. 116, and in compliance with Section 380.1285a, Public Act 451 of 1976, as amended, of the Revised School Code). All children in this program must be registered and must use the program every day that it meets throughout the school year.

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## PHILOSOPHY

The philosophy of the Extended Day Option (EDO) is to provide a stimulating, safe, and secure environment in the same setting where the child attends kindergarten. The morning reflects a rich, exemplary kindergarten program which is a hallmark of the Ann Arbor Public Schools. The afternoon reflects the best in developmentally appropriate childcare. The Extended Day Option Director will be the kindergarten teacher. The kindergarten curriculum will be delivered in the morning only. This program will provide an atmosphere that will be conducive to meeting the physical, socio-emotional, and cognitive needs of the children it serves. The program will exist in an open, relaxed, yet structured setting that is flexible enough to meet the individual needs of each child.

## CALENDAR AND HOURS

EDO will begin the first full day of school and will operate during the school year according to the school calendar from 8:48 a.m. to 3:42 p.m. (i.e. during the hours of the district's normal full school day).

Children are expected to attend the program on the days that it meets. This commitment has been established to provide consistency for the children, programming, and staffing.

Parents are responsible for payment whether or not the enrolled child attends. There will be **no refund** for snow days, national holidays, sick days, personal vacation days, building problems or acts of God.

When families sign up for EDO, they are also enrolled as School Age Childcare families. This entitles them to several benefits:

- Eligibility for enrollment in "Fun Days" (care on days when there is no school)
- Eligibility for enrollment in Break Camps (usually provided during mid-winter and spring breaks)
- Eligibility for "drop-in care" if parents have an unexpected need for child care before or after school 7:15 a.m. to 6:00 p.m. (This benefit does not apply to childcare programs run by Community Day Care at Burns Park and Lawton, or by King Care at King.)

## HEALTH AND SAFETY

All children attending EDO are required to have a completed health form on file in the school office and a child information card on file. This card must be kept on file in the classroom. All immunizations must be up to date. The child information card is very important in case an emergency occurs at school and contact with parents is a necessity. All phone numbers—including cell phones—and doctor information must be up to date in order to facilitate our contacting you. Please notify us of any changes that may occur throughout the year. In the event of injury or illness, every effort shall be made to notify the parents/guardians or designated person indicated on the child information card. EDO staff should be notified in writing of any medical concerns your child may have, including those areas noted on the enrollment and health forms.

Please notify the EDO Director the day before in writing if there will be any changes in your child's schedule. **Unless notified in writing, the Director will only release your child to an authorized person as indicated on the child's emergency card and dismissal form. If staff does not recognize the adult picking up your child at dismissal time they may ask to see a picture ID.**

## ADMISSION, FEES AND PAYMENTS

The Letter of Agreement, signed at time of registration, is the binding agreement.

## EXTENDED DAY OPTION FEE

The fee for the 2011-2012 Extended Day Option is \$4450 (plus a \$45 registration fee). This annual fee is calculated and based upon full participation of students registering and enrolling in the program. By registering and enrolling your child in the program, you are agreeing to pay the full fee regardless of whether you subsequently withdraw your child from the program at any time or for any reason, and whether your child may be suspended from the program by the Ann Arbor Public School District for disciplinary or other reasons. The Ann Arbor Public School District at its sole discretion reserves the right to waive all or partial program fees or to modify payment arrangements based upon hardship or other considerations.

## PAYMENT TERMS

The first payment of \$490 (\$445 plus \$45 registration fee) is due upon registration in the program, and must accompany the completed Registration form and signed Letter of Agreement. ***This first payment and registration will be collected by Community Recreation and Education at 1515 S. Seventh, Ann Arbor, Michigan 48103.*** In the event that the Ann Arbor Public School District cannot accommodate your child's enrollment in the program due to insufficient participation or if the program is full, the initial payment of \$490 will be refunded to you, and you will have no continuing obligation. If the Ann Arbor Public School District enrolls your child in the program, you will receive a complete registration packet to be filled out and returned to our office. Your tuition payments will thereafter be due on the 15<sup>th</sup> of each month beginning September 15, 2011 through May 15, 2012 in the amount of \$445 per month. Community Education and Recreation will invoice families for these payments.

## METHOD OF PAYMENT

The annual EDO cost is divided into 10 equal payments. The Community Education and Recreation office will make every effort to send invoices by the first of each month, two weeks in advance of the payment due date on the 15<sup>th</sup>. However, it is the responsibility of the designated payor to pay the monthly expense on time. Automatic monthly payments to a credit card can be arranged.

- Checks must be made payable to the ANN ARBOR PUBLIC SCHOOLS, and must be received by the due date at the Community Education and Recreation office, 1515 S. Seventh, Ann Arbor, MI 48103. VISA and MasterCard charge cards are accepted for payment.
- If you have questions regarding payments, your account status, or need a receipt, call (734) 994-2300.

## LATE PAYMENTS

Payments must be received by the Community Education & Recreation office no later than the 15<sup>th</sup> day of each month. A \$15 late fee will be assessed for late payments. You are responsible for paying all late payment fees.

## DELINQUENT ACCOUNTS

In the event that the Ann Arbor Public School District does not receive two (2) or more monthly payments, along with any late fees due, your child will be suspended from participation in the afternoon program. It may be necessary to transfer your child to another kindergarten in the school.

If your child is suspended by reason of delinquent payments and your account is not subsequently paid in full, you remain responsible for the entire program fee of \$4450 plus late fees, as set forth above. Failure to pay any outstanding balance will preclude your child from participating in any other childcare or other fee-based program offered by the Ann Arbor Public School District. Failure to settle account balances may result in transferring your child to a half-day program to make an EDO seat available to another child on the school's waiting list.

## COLLECTION

If the Ann Arbor Public School District is required to initiate any collection proceedings, including but not limited to small claims or other court action, you will be liable for the costs and other fees incurred by the Ann Arbor Public School District in conjunction with collection proceedings, in addition to fees due under this Agreement.

## LATE ENROLLMENT

If a child is allowed to enroll in the program following the start of the 2011-2012 school year, the program fee will be prorated according to the number of days remaining in the school year. Otherwise, the terms and conditions set forth in this Agreement shall control.

## ARRIVAL AND DISMISSAL

Children enrolled in EDO will remain in the same classroom when the morning kindergarten session is over. They will be escorted to the lunchroom. At dismissal children being picked up or walking home will leave at 3:42 p.m. (i.e. the regular afternoon dismissal time). Parents must complete the form stating their preference for dismissal procedures.

**Children will only be released to parents or authorized persons on the child's information card.** Children staying for School Age Child Care must be enrolled in the aftercare sessions.

## WITHDRAWAL

The EDO Director and Principal reserve the right to remove a child from the program if his/her presence is deemed harmful to the welfare of the other children. At the discretion of the Director and Principal, a student who has been removed from the program may be permitted to return on a probationary basis. A parent may elect to remove his/her child at any time by informing the building principal in writing. The parent remains responsible for the remaining balance of the full tuition.

## DISCIPLINE

Discipline will be handled on an individual basis with patience and understanding. Staff regards discipline as an opportunity to use positive reinforcement to teach appropriate and accepted interpersonal skills. Skills that students will develop are self-discipline, appropriate peer interaction, and mutual respect for one another. Safety, respect for people and property, and kindness through actions and words will be the goals of the center. Staff will encourage and praise appropriate behavior. If it becomes necessary to implement a discipline plan the following steps will be taken:

- Staff will speak with the child or children
- Staff will redirect the child's activity
- Staff will separate playmates by assigning them to a different activity or play area in the classroom, if necessary
- Staff will give a short "time out"
- Staff will notify the parent if the inappropriate behavior persists
- Staff will work with the parent to create a consistent plan that will help the child
- Staff will remove a child from the classroom if his/her actions pose a threat to the safety of others. Parents will be notified.

*\*All rules and guidelines will be consistent with those in the K-5 program and the School Age Child Care Programs.*

## QUIET TIME

The children have Quiet Time everyday. This lasts approximately 20-30 minutes.

No child is required to sleep, but some do. Music is played and the children are allowed to look at books. Rest mats are provided, and the children may bring their own sheets or blankets.

## OUTSIDE TIME

The children play outside every day, weather permitting. Extremely cold or rainy days are the only exceptions to this practice. Children need to have appropriate clothing. Boots are needed frequently due to the muddy playground. In cold weather, snow pants, hats, gloves and a warm jacket are necessary to keep the children warm and dry.

## LUNCH

Parents may purchase a nutritious and kid-friendly school lunch or provide a bag lunch with a drink in a non-breakable container. EDO students will eat lunch in the cafeteria with the other elementary school children. The EDO students will be monitored by their EDO classroom assistant and/or the noon hour supervisor during lunch time and lunch time recess.

## SNACK

The children will have a snack on occasion. Parents will be asked to contribute group snacks occasionally. If your child is on a special diet or is allergic to any types of food, please let the staff know in writing as soon as possible so they can avoid any complications. Children with severe food allergies should bring their own snacks from home.

## ENRICHMENT ACTIVITIES

Resource people and field trips are used as a part of our program. Activities will be presented in both small and large groups as well as on a one-to-one basis. Time for children to explore and play both indoors and outdoors will be available each day. Experiences provided will take into consideration all areas that are important to the development of young children.

A sample schedule of the EDO childcare routine is as follows:

11:51 a.m.	Lunch and Outdoor Play
12:40 p.m.	Quiet Time
1:00 p.m.	Meeting/Story
1:30 p.m.	Free Exploration of Math Materials
2:15 p.m.	Center Time/Snack
2:45 p.m.	Stories, Drama, Poems
3:15 p.m.	Community Circle
3:25 p.m.	Recess
3:42 p.m.	Dismissal

## ENROLLMENT NUMBERS

If more than 20 families register by the initial deadline date, a lottery will be conducted by Community Education and Recreation personnel. Those children not placed by the lottery process will be waitlisted and contacted in order as openings occur. After the initial deadline date in the spring, any vacancies in the program will be filled on a first-come first-served basis. Additional slots will be made available in order to maintain equitable class sizes between EDO and other kindergarten options at the school. It has been the district's experience in the EDO programs that classes have balanced by a natural process. The district does reserve the right, under unusual circumstances, to adjust the enrollment process in order to balance the class.

When determining the EDO class enrollment, an application will be considered once the attached enrollment papers and required first installment of the tuition is received. The Community Education and Recreation office will be open daily to receive tuition/enrollment applications from 8:00 a.m. – 5:00 p.m. (a 24-hour drop box is available).

PLEASE NOTE: The **EDO Letter of Agreement** and the **'11-12 EDO Program Enrollment Form** are accompanying documents to this handbook.