

WESTMINSTER ELEMENTARY SCHOOL



Extended Day Program **Handbook & Registration** **2023-2024**

ENROLLMENT AGREEMENT

1. I understand that I am enrolling my child: _____ for the current school year. He/she will attend:
 _____ Before Care only
 _____ After Care only
 _____ Before and After Care
2. I understand that the Program is open according to the official school calendar of Westminster Elementary School, and is closed during vacations, and inclement weather days.
3. I understand that I am responsible for payment of weekly fees in the amount of \$ _____ for after school, \$_____ for Before School, or \$_____ for both, which are due by the Friday prior to the due week.
4. I understand that extended day fees are **NON-REFUNDABLE**, if my child never attends (as they are paying for a spot) or if my child is absence and days are cancelled by EBRPSS.
5. I will update my child's file information as outlined in the Parent Information pamphlet.
6. I am required to give the Extended Day Program a **30-day written notice** upon withdrawing my child from the program to allow time for my child's spot to be filled.
7. The Program staff will assume full responsibility for my child from the time he/she arrives at the program until my child leaves the program according to the written instructions for departure.
8. If a medical emergency arises, the Program staff will first attempt to contact me. If I cannot be reached, the staff will contact the person(s) on my emergency list. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
9. It is your responsibility to contact the Extended Day Coordinator either by phone (927-2930) before 3:40p.m., written note or fax (927-4009) or email if your child is to be picked by someone other than one of the specified persons on the registration form.
10. All students must be picked up by 5:30p.m. Emergency contacts will be notified for any child who is not picked up by 5:30p.m. A late penalty of \$1.00 per minute will be assessed. If a parent continues to violate this rule and habitually leaves a child after 5:30p.m., this may result in the child being removed from the program.

I agree to adhere to the stated policies and procedures of the Before and After Care Program as stated in the Parent Information pamphlet, and give my child permission to participate fully in this program.

DATE

SIGNATURE

Relationship to Child

Submit this completed statement accompanied by the enrollment fee, first week, and completed enrollment forms to the Extended Day Coordinator/Front Office.

PROGRAM USE ONLY	Date of receipt:	First day of attendance:
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REGISTRATION AND ENROLLMENT POLICIES

Registration: The parent must complete the registration form and submit it with a **\$25.00 NON-REFUNDABLE REGISTRATION FEE** to the Extended Day Coordinator/Front Office. Children who cannot be immediately enrolled will be placed on a waiting list.

Eligibility: Children, who are enrolled in Westminster Elementary School, in grades Pre-K-5th Grade, may be registered for enrollment in the program at any time.

Enrollment:

1. Parents will be provided with a set of enrollment forms for each child. All forms must be completed and returned to the Extended Day Coordinator/Front Office before the child's first day of attendance.
2. Parents will pay a **non-refundable enrollment fee and a one-week fee** before the child's first day of attendance.
3. Children will be allowed to attend the program only after all forms have been completed and returned, and payments have been submitted.

*I have read and understand, the policies above and would like to register my child for enrollment in the program. I have attached the **\$25.00 non-refundable registration fee.***

Parent Signature

Date

DISCIPLINE POLICY/GUIDELINES

The discipline guidelines for the Extended Day Program are contained in Student Handbook, which is kept on file at each program site. These guidelines will be reviewed with parents during Open House. In addition, the following behaviors could lead to dismissal from the program:

- Does not follow directives
- Disrupts activities
- Displays unacceptable behaviors

Student Attendance Guidelines

The following guidelines pertain to the Extended Day Program:

1. All students are expected to be present each day. Fees are not waived for days missed.
2. All students are expected to be on time each day.
3. A student may be removed from the program if he or she has excessive absences.
4. Any student removed from the program may be replaced by a student on the waiting list.

STUDENT NAME: _____

We agree to the above Policy and Guidelines.

STUDENT SIGNATURE: _____ DATE _____

PARENT SIGNATURE: _____ DATE _____

Westminster Elementary School accepts cash or money order for extended day payments. You may also pay through our online payment center.

Extended Day Schedule

Before Care	7:00am-8:00am
After Care	3:40pm-5:30pm
Snacks	EBR Parish School Food Service will provide a nutritious snack at no additional cost to the students

Extended Day Fees

Registration	\$25 Per Student
Before Care	\$35.00/weekly
After Care	\$50.00/weekly
Before & After Care	\$70.00/weekly
Drop-In Care (Before Care)	\$10.00 per drop-in (only allowed 2 per month) Due at the time of service. (3 or more days is considered full time)
Drop-In Care (After Care)	\$12.00 per drop-in (only allowed 2 per month) Due at the time of service. (3 or more days is considered full time)
Late Fee	\$1.00 per minute

*Registration fee and 1st payment MUST be paid upon submitting registration packet. NO EXCEPTIONS. Registration Fees are non-refundable. Students WILL NOT be able to begin the Extended Day Program without registration packet and payment being submitted.

Fees are due every Friday by 5:30p.m., and are paid a week in advance. NO EXCEPTIONS.

Discount options:

Full Payment- a discount of 10% is given if you pay in full for the month. Payments must be received by the due date to receive the discount. Discount will not be applied if paid online.

Sibling Rates- a discount of 10% is given if you register more than one child in the Extended Day Program. Discount will not be applied if paid online.

Extended Day Fees are **non-refundable and cannot be applied to future days**. Credit will not be given due to student absences or non-attendance in before and/after care. Credit will not be given for students who participate in extracurricular activities on our school campus. Unexpected cancellations of afterschool activities by the EBRP School Board are non-refundable.

REGISTRATION FORM

Child's Name: _____ Date of Birth: _____
Sex: _____ Grade: _____ Teacher: _____
Address: _____ Phone: _____

Parent(s) / Guardian(s) / Custodian(s) Identification:

Name: _____ Relationship to child: _____
Address: _____ Home Phone: _____
Employer: _____ Department: _____
Work Phone: _____ Work Hours: _____
Child resides with above? (Circle) Yes No
Please explain arrangements if applicable: _____

Parent's Status: Is there is a separation, divorce or custody agreement in which the program staff should be aware?
Yes _____ No _____ If yes, please explain: _____

The Extended Day Program will not become involved in any divorce issues. The involved parties will reconcile and determine the responsible party on the account. Unresolved accounts will result in the child being terminated from the program regardless of who is responsible for the balance due.

EMERGENCY CONTACT INFORMATION

These should be local persons who may be notified in case of emergency or illness.

Name: _____ Relationship to Child: _____
Work Phone: _____ Home/Cell: _____
Address _____

Name: _____ Relationship to Child: _____
Work Phone: _____ Home/Cell: _____
Address _____

Name: _____ Relationship to Child: _____
Work Phone: _____ Home/Cell: _____
Address _____

EMERGENCY CONTACT INFORMATION CONTINUED

My child may leave the Program with the persons listed above under emergency contact?
(Please check below)

_____ Yes, he/she may depart with any of the persons listed.

_____ No, he/she may not leave with the following persons (Include persons not listed above):

Medical Information:

1. Allergies (food, medication, bees) _____

2. Chronic or recurrent illnesses or disorders: _____

3. Does your child take medication for #2 above? If yes, please state the name and dosage. _____

4. Will the medication need to be given during program hours? If yes, when will it need to be given? No_____ Yes

5. What should we do if your child has a problem related to his/her medical condition during program hours?

RELEASE FORM

_____I DO _____I DO NOT (Circle one) give permission to have my child appear in any media coverage.

Approved by the _____ Before and After-School Program.

DATE

Signature of Parent/ Guardian/ Custodian

Westminster Elementary School Extended Day Program



Extended Day Coordinator: Mrs. Teacia Madison

Extended Day FAQ:

Is registration still open? Yes, registration is open throughout the school year, unless we reach capacity at which time a waiting list will begin.

When will Before and After Care begin? Extended Day Program will begin on the first day of school, Wednesday, August 9, 2023.

Will Extended Day be offered to PK students? Yes, the program is offered to all students in grades PK-5. However, all PK students must be potty trained to attend.

Will Extended Day be offered on PK & K stagger days? Yes, it will be offered on stagger days.

Will my child have to attend every day? No, your child does not have to attend every day. However, payment is still required to remain in the program.

How do I cancel? Please give 30 day written notice to withdraw from the program.

Is Extended Day available on early dismissal days? No, Extended Day is not available on early dismissal days.

If you have any additional questions regarding our Extended Day Program, please contact Mrs. Teacia Madison- Extended Day Coordinator or Mrs. Tashae Harris- Executive Secretary@ 225-927-2930 or by email: tmadison@ebrschools.org or tharris2@ebrschools.org