

# **WESTMINSTER ELEMENTARY SCHOOL**



## ***Extended Day Program* 2024-2025 Handbook**

# **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 monthly fees for after school, before school, or both, which are due by the 5<sup>th</sup> of the month.
4. I understand that extended day fees are non-refundable for my child's absences and days cancelled by EBRPSS.
5. I will update my child's file information as outlined in the Parent Information pamphlet.
6. I will 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.

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<b>DATE</b>	<b>SIGNATURE</b>	<b>Relationship to Child</b>
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Submit this completed statement accompanied by the enrollment fee, first week, and completed enrollment forms to the Extended Day Coordinator/Front Office.

<b>PROGRAM USE ONLY</b>	<b>Date of receipt:</b>	<b>First day of attendance:</b>
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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. **Extended day has moved to a monthly payment system.** All payments are due on the 1<sup>st</sup> and must be paid by the 5<sup>th</sup> or each month. **Any payment received after the 5<sup>th</sup> will be assessed a \$10 late fee.** If a payment is not received by the 10<sup>th</sup> the student will be withdrawn from the program.

**Eligibility:** Children, who are enrolled in Westminster Elementary School, in grades Pre-K-5<sup>th</sup> Grade, may be registered for enrollment in the program at any time as long as space is available.

## **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 the **monthly 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.
4. **Extended day fees are non-refundable and cannot be applied to future days.** Credit will not be given due to student absence or non-attendance. Credit will not be given for a student who participates in extracurricular activities on our school campus. Unexpected cancellations of afterschool activities by the EBRP School Board are non-refundable.
5. Westminster Extended Day Program will not become involved in any separation/divorce issues with regards to past due balances regardless of the responsible party. Unresolved accounts will result in the child being terminated from the program.

***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.***

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**Parent Signature**

**Date**

# **DISCIPLINE POLICY/GUIDELINES**

The discipline guidelines for the Extended Day Program are contained in Student Handbook and the EBRPSS Rights & Responsibilities Handbook, which is kept on file at each program site. Westminster reserves the right to dismiss a child from the Extended Day Program for non-payment and or/disciplinary issues if, in the sole opinion of the program, it is in the best interest of the child and/or 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 Policies and Guidelines.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## **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 RATES**

**A \$10 late fee will be assessed on all payments received after the due date.  
Fees are due on the 1<sup>st</sup> of each month.**

Month	Before care	After care	Before & aftercare	No Aftercare Scheduled
August	\$140/month	\$200/month	\$280/month	Before & Aftercare begins August 8 <sup>th</sup> for K-5 <sup>th</sup> grade students. PK students may begin on their stagger day.
September	\$140/month	\$200/month	\$280/month	09/02-No School; 09/18-Early dismissal No aftercare
October	\$175/month	\$250/month	\$350/month	10/11 & 10/14 No school
November	\$105/month	\$150/month	\$210/month	11/05 No School 11/25-29 No School
December	\$105/month	\$150/month	\$210/month	12/23-31 No School; 12/18-20 Early dismissal No aftercare
January	\$140/month	\$200/month	\$280/month	01/1-3 No School; 01/20 No School
February	\$140/month	\$200/month	\$280/month	02/19-Early dismissal No aftercare
March	\$140/month	\$200/month	\$280/month	03/3-5 No School
April	\$140/month	\$200/month	\$280/month	04/18-25 No School
May	\$70/month	\$100/month	\$140/month	05/19 last day for aftercare; 05/22 last day for before care

## **DROP-IN RATES**

Drop-In Care (Before Care)	\$10.00 per drop-in (only allowed 2 per month) Due at the time of service. If payment is not current student will not be allowed to make activity purchases or receive report card.
Drop-In Care (After Care)	\$12.00 per drop-in (only allowed 2 per month) Due at the time of service. If payment is not current student will not be allowed to make activity purchases or receive report card.
Late Fee	If the child is picked up after 5:30 pm you will be assessed a \$1.00 per minute charge.

\*Registration fee and 1<sup>st</sup> 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.

### **Discount options:**

A discount of 10% is given if you register more than one child in the Extended Day Program.

# **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):

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### Medical Information:

1. Allergies (food, medication, bees) \_\_\_\_\_

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2. Chronic or recurrent illnesses or disorders: \_\_\_\_\_

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

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4. Will the medication need to be given during program hours? If yes, when will it need to be given? No \_\_\_\_\_ Yes \_\_\_\_\_

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

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## **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. Ebony Mitchell**

## **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, Thursday, August 8, 2024.

***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. Ebony Mitchell- Extended Day Coordinator or Mrs. Tashae Harris- Executive School Secretary@ 225-927-2930 or by email: EMitchell2@ebschools.org or tharris2@ebschools.org***