



Extended Day Program
2023-2024
PARENT HANDBOOK

Proudly serving families with children currently attending:

- Crooked River Elementary (912)510-2209
- David L. Rainer Elementary (912)729-3795
 - Kingsland Elementary (912)729-8413
- Mamie Lou Gross Elementary (912)576-4801
- Mary Lee Clark Elementary (912)882-1648
- Matilda Harris Elementary (912)510-2489
 - St. Marys Elementary (912)882-7615
 - Sugarmill Elementary (912)576-5871
 - Woodbine Elementary (912)576-5982

DR. TRACOLYA GREEN, SUPERINTENDENT OF SCHOOLS
MRS. LOU W. DURBIN, EXTENDED DAY PROGRAM COORDINATOR

HOURS OF OPERATION*

Before School 6:30am - 8:30am After School 3:30pm - 6:00pm

*Limited to days in which school is in session.



EXTENDED DAY PROGRAM MAIN OFFICE

(912)729-8301

311 S. East Street

Kingsland, GA 31548

edp@camden.k12.ga.us

SCHOOL HOLIDAYS 2023/2024

September 1- Teacher Workday (No School)

September 4 – Labor Day (No School)

October 6- Teacher Workday (No School)

October 9 – Columbus Day (No School)

November 10 – Veteran’s Day Holiday (No School)

November 20-24 – Fall Break (No School)

December 18- January 1 – Winter Break (No School)

January 2-3 – (Teacher Workday/Student Holiday)

January 15 – Dr. Martin Luther King, Jr. Day Holiday (No School)

February 15 – (Teacher Workday/Student Holiday)

February 16-19 – Presidents Day Holiday (No School)

April 1-5 – Spring Break (No School)

May 22– Last Day of School

Note: To view the Official 2023/2024 School Academic Calendar please visit: www.camden.k12.ga.us

Mission Statement

The Extended Day Program’s central purpose is the enhancement of the overall educational program of the students. We strive to provide a time and place for children to enjoy their childhood so that they may desire to

develop their intellectual, personal, and social potentials to the fullest degree possible.

Licensing Information

The Extended Day Program is exempt from state licensing through Bright from the Start/DECAL per Rule 591-1-1.46 (1)(b)(1) and is not required to be licensed by the state because it is an after-school program that is operated by a school system. The Extended Day Program voluntarily complies with state licensing regulations for daycare centers and the program provides continual training, throughout the school year, that exceeds the required 10 hours for childcare professionals. All staff are trained in First Aid/CPR/AED.

EXTENDED DAY PROGRAM RATES FOR 2023-2024

ANNUAL REGISTRATION FEE:

\$50 PER CHILD OR \$100 PER FAMILY OF 3 OR MORE CHILDREN

(Registration fees are non-refundable)

WEEKLY RATES:

PART TIME AM: \$50

PM ONLY: \$65/WEEK

FULL TIME AM AND PM: \$75/WEEK

(Extended Day does NOT offer prorated weeks)

FEES FOR 2023-2024:

ALL PAYMENTS ARE DUE ON THE FRIDAY BEFORE EACH WEEK OF SERVICE.

IF YOU DON'T MAKE PAYMENT BY FRIDAY AT 6 PM YOUR ACCOUNT WILL BE PUT ON HOLD. AND YOU WILL HAVE TO MAKE OTHER ARRANGEMENTS.

PLEASE NOTE: IF YOUR PAYMENT GETS DECLINED MORE THAN 2 TIMES, YOUR CHILD/CHILDREN WILL GO BACK ON THE WAIT LIST.

LATE PAYMENT FEE:

A \$5.00 LATE FEE WILL BE ADDED DAILY TO YOUR ACCOUNT IF WEEKLY PAYMENT IS NOT RECEIVED BY CHILD'S FIRST DAY OF ATTENDANCE THAT WEEK.

A Past Due/Drop Notice will be issued for the account and the child will be excluded from attendance in Extended Day until past due balance is paid in full and the next week's fees are paid in advance. **On the fourth late fee notification, your child maybe withdrawn from the Extended Day Program.**

(Adjustments cannot be made for days the child is absent for illness or suspension.)

RETURNED CHECK FEE:

THERE WILL BE A FEE OF \$22.00 PER RETURNED CHECK.

If a check is returned, all future payments must be made in cash or certified funds.

LATE CHILD PICK-UP FEE:

\$10.00/FIFTEEN MINUTES PER CHILD WILL BE CHARGED IF A CHILD IS PICKED UP AFTER 6 P.M.

Child may be withdrawn from EDP with 4th late pick up.

COPYING SERVICE FEE:

THERE IS A \$1.00/PAGE FEE FOR COPYING DOCUMENTS.

Parents who need copies of forms for legal purposes must give the Extended Day Program Office advanced notice and be prepared to pay the fee for copying in full at time of pick up.

CAMDEN COUNTY SCHOOLS EXTENDED DAY PROGRAM

*If your child(ren) don't attend daycare in 2 weeks, they will be put back on the waitlist (unless you notify us of their extended absence from daycare).

NEW SIGN-IN/SIGN-OUT PROCEDURES FOR 2023/2024

-Everyone will be asked to provide picture identification every time they sign in/sign out in order to drop off or pick up children.

-Children will only be released to the parents and/or responsible persons authorized on enrollment form by the parents.

-Children will not be allowed to sign themselves out of the Extended Day Program or to walk home.

-Extended Day Staff are prohibited from signing children out.

ILLNESSES AND EMERGENCIES

- Children who are ill (running nose, continuous cough, red throat, unexplained rashes, swollen glands, head or stomachache, or a temperature that exceeds one hundred degrees) may not attend the Extended Day Program. *A child should be free of fever for at least twenty-four hours before returning to the program. Children who have head lice must be nit free before returning to the Extended Day Program...*
- When a child becomes ill while attending Extended Day, the parent will be notified and expected to pick the child up within 30 minutes. **Failure to pick up a sick child upon notification from Extended Day staff may result in dismissal from the program.**
- If a child needs to receive prescription medication while at the Extended Day Program, the parent must complete an "Authorization for Medication" form and return it to the Extended Day Program Site Manager at your school. Parents may get this form from the Site Manager or the School Nurse. The original prescription container listing the child's name and the prescribing physician's name must be given to the Site Manager along with any equipment required to administer the medication (e.g., a teaspoon).

- Non-prescription medications will be administered at the Extended Day Program if the parent has completed an “Authorization for Medication” form, labeled the child’s medicine, and provided any necessary equipment required to administer the medication.
- In the case of a medical emergency, as determined by the Extended Day staff, the paramedics will be called, and the parent will be notified immediately. If the child needs to be transported to the hospital, the Site Manager will accompany the child in the ambulance.
- *It is important that parents keep emergency contact numbers up to date with Extended Day Site Managers.*
- **Parents will be responsible for any related medical cost.**
- **In the case of severe weather or community crisis, the Superintendent of Schools may decide to close the schools early. If this happens during the school day, the Extended Day Program will not be in operation. If the emergency occurs during the Extended Day’s operating hours, parents will be called to pick up their children from the Extended Day Program. If parents are aware that severe weather is in the area, they can tune into K-Bay 106.3 FM to hear any public announcements regarding schools. If parents fail to pick up their children within 30 minutes of notification of these emergency circumstances, their child (ren) may be dropped from the Extended Day Program.**

AUTHORIZATION FOR MEDICATIONS

If a child needs to receive prescription medication while at EDP, the parent/guardian **MUST** complete an **AUTHORIZATION FOR MEDICATION** form and return it to Extended Day.

All Medications **MUST:**

- ✓ Include the original prescription container listing the child’s name and the prescribing physician’s name or the original over-the-counter packaging.
- ✓ Be given to the Site Manager along with any equipment required to administer the medication.

NOTE: Staff cannot administer non-emergency injections such as insulin.

In the case of a medical emergency, as determined by the Extended Day staff, the paramedics will be called, and the parent will be notified immediately. If the child needs to be transported to the hospital, a member of the Extended Day Program staff will accompany the child in the ambulance.

SNACKS

A snack pack will be given after school to each child in EDP. This snack pack includes one 100% Fruit Juice and one healthy food item.

Children may NOT bring food from home unless there is a documented medical reason.

Please inform the Extended Day Program staff of any food allergies or special dietary needs in person, as well as noting it on the Enrollment Form and completing a Food Allergy Form.

The Extended Day staff kindly would like to notify all parents & guardians of the following:

- The use of profanity, swearing, vulgarity and/or obscenities by adults or children is not allowed. Violence against children is not allowed. Be aware that staff members are required to report violent actions to law enforcement.
- Completing homework is the child's responsibility. EDP staff will provide 30 minutes of quiet time with minimal assistance and additional supplies will be available. Please be aware there are no true quiet spaces in the Extended Day Program, so concentration will be difficult for those children who are easily distracted.
- Personal items (cellphones, electronics, toys from home, etc.) are not allowed in daycare. The only items children may remove from their backpacks are the items necessary to complete homework assignments.
- The Extended Day Program provides many messy open-ended art and science opportunities throughout the program daily. So, it is prudent to dress children appropriately in easy care, washable fabrics. Parents are welcome to send an art smock for their own child if they wish.
- Children cannot make or receive phone calls while at the Extended Day Program.
- Children should not bring cellphones and smartwatches to daycare.

DISCIPLINE

A primary focus of the Extended Day Program is to assist children in learning how to make appropriate decisions about their own behavior. The safety and well-being of each child in our program is our priority. We maintain this by using the following methods:

- ❖ Positive reinforcement is used to help our children develop positive patterns of behavior with themselves, with other children, and with the adults in the program.
- ❖ Redirection, natural and logical consequences are other methods used within the program to guide children's behaviors as needed.
- ❖ Sometimes parents may be called on to participate in a disciplinary partnership to resolve special situations.

EXTENDED DAY PROGRAM



Behavior Guide for Children

Be Responsible

You must decide how you will act.
If you don't follow the rules, there
will be consequences. You are in
charge of what you do and how you act!
Be responsible.

Be Respectful

How do you want people to treat you?
Do you like it when people yell at you?
Do you like to be hit by other people?
Do you like it if others make fun of you?
You should treat people the same way
you want them to treat you.
Be polite.

Be Safe

Some of the daycare rules are.
Planned to keep you safe from
harm. If you don't follow
those rules, you might get hurt.
Be safe.



WHAT HAPPENS IF YOU DO NOT FOLLOW EXTENDED DAY RULES?

- You will receive a verbal warning from the staff (unless you hit or hurt someone).
- If you repeat the inappropriate behavior or cause harm to others, you will go to the Site Manager's desk to complete a Peace Table Discussion about your behavior and how to improve it with a staff member and the injured child.
- You will receive a Discipline Form if you hit or hurt others. There will be no verbal warning. You and your parent will sign and discuss this form with the Site Manager. Be aware that you will accumulate discipline points when you receive this form.
- If you receive enough discipline points during the school year - you will be suspended from the Extended Day Program.
 - Pre-K and K 15 points
 - 1st and 2nd grades 10 points
 - 3rd, 4th, and 5th grades 5 points
 - *Note: the first suspension will be for 3 successive school days, with additional days added for every 3 points earned afterwards.*
- If you are suspended, you and your parent will have to meet with the Extended Day Program Coordinator and Site Manager to discuss appropriate behaviors in the Extended Day Program before you may return.
- If your behavior is disruptive in the Extended Day Program and you refuse to follow staff directions, your parents will be contacted for immediate pick up.
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What does it mean to be responsible?

- Being responsible for your own behavior.
- Keeping your hands off of things that do not belong to you.
- Following directions given by staff.
- Respecting school property and using school restrooms and play equipment appropriately.
- Cleaning up your own messes and placing trash in the trash can - this includes picking up toys when you have finished playing with them.
- Keeping personal belongings in your backpack (this includes food and toys brought from home. **Video games are not allowed in school.**)
- Storing your backpack neatly in the designated storage area.
- Taking care of your homework papers and supplies and returning them to your backpack for safe keeping.
- Honoring your parent's and teacher's directions for completing assigned homework.
- Informing staff of your concerns over the unsafe actions of others.
- Reporting to the Site Manager when school or your extracurricular activity is dismissed.
- Collecting all your personal possessions and leaving with the adult who has signed you out.

What does it mean to be respectful?

- Treat other people as you wish to be treated. Playing rough games, *harming others* with words or by hitting, kicking, tripping, shoving, etc. *is not acceptable*.
- Be respectful when others are speaking. Listen quietly and expect others to listen quietly while you are speaking.
- Respect on-going activities. Ask politely to join in or ask a staff member for help in finding the activities you will enjoy.
- Respect school, the Extended Day Program, and the personal property of others. The consequence for destroying property is that you will have to pay to replace it.
- Respect the privacy and personal space of others at all times.
- While indoors use "inside voices".
- Use "quiet voices" when in the hallways. School staff are still at work.



What does it mean to be safe?

- Stay with your group unless you have asked a staff member to escort you to another program area. *For example: Indoors or outdoors or to the gym or to the restrooms- when they are in another section of the school.*
- Walk while indoors. Keep your feet on the floor while sitting at the tables.
- Stay out of the kitchen - this is not a safe place for children.
- Stages and teachers' lounges may be used only when staff are present to supervise.
- Protect your feet by wearing your shoes at all times. Sandals and flip-flops do not protect your feet during active play.
- Wash your hands before eating and after using the restrooms.
- Stay seated until you have finished eating. Check for spills before you leave your seat.
- Use toys and equipment correctly. Throwing toys or equipment could hurt someone. Jumping off of equipment could cause you harm.
- Follow the directions of the staff quietly and quickly when you have a fire or tornado drill. These drills are practiced to keep you safe.

