



Extended Day Learning (EDL) Parent/Guardian Handbook

Revised 6/22/2017

**1406 Frederick Avenue
Jeffersonville, IN 47130
Phone: 812.280.0028
Website: cisofclark.org
E-mail: cis@cisclark.org**

Our Mission

The mission of Communities In Schools of Clark County is to surround students with a community of support, empowering them to stay in school and achieve in life.

The Five Basics:

Communities In Schools of Clark County's work is guided by the "Five Basics" – a set of essentials that every child needs and deserves:

- A one-on one relationship with a caring adult
- A safe place to learn and grow
- A healthy state and a healthy future
- A marketable skill to use upon graduation
- A chance to give back to peers and community

Program Policies

Hours of Operation:

6:30 am – 8:30 am and 3:30 pm – 6:00 pm Monday through Friday. A charge of \$5 for every fifteen (15) minutes past 6:00 pm will be imposed and due to the CIS of Clark County office immediately. **Continued tardiness in picking up your child(ren) could result in dismissal from the program.**

The Extended Day Learning program is designed to focus on educational as well as quality child care. Students will be working on homework or other academic

activities from school dismissal until 5:00 pm each day. From 5:00 pm – 6:00 pm enrichment activities are provided. Activities vary from site to site.

CIS of Clark County Extended Day Learning Program will also operate for students at **Wilson Elementary** at 2915 Charlestown Pike Jeffersonville, Indiana 47130 for the 2017 – 2018 school year for snow days (from 6:30 am – 6:00 pm) on the following days:

Snow days (as long as there are no snow emergencies)

- Any snow day, when school is cancelled, CIS of Clark County will provide services at one site (Wilson Elementary). Staff will be there at Wilson from 6:30 a.m. – 6:00 p.m. Services will be provided in the cafeteria (located where the larger playground area is in the back of the school). Students will need to bring a lunch.

State of Emergency Declaration for extreme weather

- When citizens are asked not to be out driving because conditions are dangerous, CIS of Clark County will not provide services.

Delay Days

- This service is provided **ONLY** to schools that offer morning services.
- Care will be available at your child's school from 6:30 am until school starts, at no additional charge to you.
- In the event that Greater Clark County Schools (GCCS) would initially call for a delay then at the last minute cancel school altogether, students onsite (at their school) will be transported by GCCS (with parent/guardian permission) to Wilson Elementary. CIS of Clark County will provide childcare onsite until 6:00p.m.
- Lunch will be provided.

Early Dismissal for extreme weather

- In the unlikely event that there will be an early dismissal, CIS of Clark County staff will be at your child's elementary site to provide service. Services will be provided up until 4:00 p.m.

We will be providing Intersession care at Wilson Elementary School. For further information concerning this please call our office at 812-280-0028.

Fall Break/Spring Break

Fall Break (October 2-13)

- The tuition fee for Fall Break is \$125 per week, \$25 each additional child
- Student will need to bring their lunch

Spring Break (March 19 – March 30)

- The tuition fee for Spring Break is \$125 per week, \$25 each additional child
- Student will need to bring their lunch

Please note: a minimum of 15 children must be pre-registered and prepaid in order for Communities in Schools of Clark County to offer programming on Fall Break and Spring Break. In order to accommodate your child you MUST register in advance by calling our office!!!

A responsible adult should always escort the children into and out of the building. All children **must be signed in and out** on a daily basis.

A parent/guardian or an authorized adult must pick up each child. No child should be removed from the building without program staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent/guardian will be picking up the child. A person, who is not known at the site, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. **No child will be released to an unauthorized adult.**

Eligibility – Children in grades K-5 may enroll. 6th graders are eligible for the program but because special transportation needs to be made, please contact the CIS of Clark County office. Our goal is to help students get homework completed, but we strongly encourage parents/guardians to check your child's homework due to time and staffing.

Tuition Fees and Payment – Fees are subject to change with written notice.

Tuition is to be deducted weekly (through direct debit) on Friday afternoon for the following week's care and will most likely show up on Monday in your checking or savings account.

If you know:

- 1. Your child (ren) will not be using our services for a particular week**
- 2. If you have signed up for full-time services but will need part time services for a particular week**
- 3. If you just need before or after care services for a particular week**

Please let the Extended Day Learning (EDL) Director know that Friday morning before 9:00a.m. either by email nstone@cisclark.org or by phone (812) 280.0028 so that adjustments may be made to your account. Otherwise changes will not be made and you will be charged your normal rate.

Tuition fees are posted according to the child's enrollment and are not prorated for absences.

Note: If the account is not current by the 1st Monday of each month, your child may no longer be eligible to attend until the account is at a \$0 balance.

Withdrawal – The program requires a two week notice of the child's permanent withdrawal from the center. Accounts will continue to accrue unless notice is given.

The program reserves the right to remove a child from the program if the child is unable to adjust and function within the program.

Each family MUST have signed a state required discipline form that must remain on file in our office before the child can attend.

All children will be given a snack provided by Greater Clark County Schools that meets the USDA federal food guidelines.

A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.

Transportation: CIS of Clark County does not provide transportation service.

Discipline: In order to maintain a safe and fun environment for all students, each Extended Day Learning site has a positive-reinforcement behavior management system in place. Some sites use a token economy, some use sticker charts, others have come up with their own system. In situations of theft, fighting, or extreme disrespect to staff or other students, the following consequences will occur at all Extended Day Learning sites:

1st Occurrence: Conference with student and Site Coordinator. Behavior will be documented in a note home or on weekly communication form.

2nd Occurrence: Site Coordinator will conference with parent/guardian via phone or face to face meeting.

3rd Occurrence: Conference with parent/guardian and 2 day suspension from the program.

4th Occurrence: Possible expulsion from the program.

Steps may be skipped depending on severity of the offense.

Communication: CIS of Clark County Extended Day Learning considers it essential to work with the home as a partner to encourage the maximum growth in all areas of your child's development. It is vital for parent/guardians to check in with CIS of Clark County staff regularly to stay informed. Weekly reports will be available. If there are concerns, we will be happy to schedule a conference with you. We would prefer not discussing behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you. Program staff cannot accept verbal messages from children. Please send a note or telephone the program office at 812-280-0028.

Accidents or emergencies: In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be **UP TO DATE AT ALL TIMES**. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parent/guardians as well as an alternate contact person is vital.

Release of Liability: As stated on the student registration form, I release CIS of Clark County and individuals from liability in case of accident during activities related to CIS of Clark County, as long as normal safety procedures have been taken.

Permission: As stated on the student registration form, I give CIS of Clark County permission to have access to information regarding my child's report card, test scores, demographic information, student ID #, IEP's, and any other information needed for CIS of Clark County report forms.

I give permission for CIS of Clark County to use my child's photograph and/or work in any media format.

Illness: Children with any form of illness should remain at home. If a child arrives at the school with a temperature, the parent/guardian will be asked to return and take the child home. A child may return to the Extended Day Learning when they have been fever free for at least 24 hours. When a child becomes ill at the center, the parent/guardian will be notified. A parent/guardian will be asked to pick up a child who is vomiting or has a temperature of 100* or more.

Medication: No medication will be dispensed on site by the CIS of Clark County employees.

Fire, tornado, earthquake: Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parent/guardians and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

**NO TOYS, ELECTRONIC DEVICES, CELL PHONES, ETC ARE
ALLOWED AT ANY EXTENDED DAY LEARNING SITE.**

**CIS OF CLARK COUNTY WILL NOT PROVIDE CARE ON FEDERAL
HOLIDAYS AND ON OAKS DAY, MAY 4TH**

LABOR DAY- SEPTEMBER 4TH

THANKSGIVING BREAK- NOVEMBER 22ND -24TH

WINTER BREAK- DECEMBER 20TH – JANUARY 2ND

MARTIN LUTHER KING DAY- JANUARY 15TH

PRESIDENT'S DAY- FEBRUARY 19TH

MEMORIAL DAY- MAY 28TH