



CHARTER SCHOOL OF INQUIRY

Extended Day Program Policy

(Agenda Item #2017-080817-9a)

The Charter School of Inquiry (CSI) offers an Extended Day Program from 3:30 pm to 5:30 pm on all days when school is in session. The Extended Day Program is part of the core design of CSI; its primary purpose is to provide a longer period of instruction for children, including homework help and remediation. It is also a time for children to be engaged in learning through extracurricular and educational enrichment activities. In order for children to get the intended benefits of the program, and to maintain eligibility for the program, we expect children to be in regular attendance for the full extended day session on all days possible within the school year.

CSI's Extended Day Program is voluntary and free of charge. Parents choose whether or not they want their child(ren) to attend. However, rules of the program, including regular attendance, must be adhered to in order for a child to attend. This policy provides guidelines for registration, hours of operation, services and conditions that must be followed for a child to be admitted to the program or to continue in the program.

EXTENDED DAY PROGRAM POLICIES

Registration

All children attending the Extended Day Program must be registered prior to the start of the school year. For children who are enroll at CSI in the middle of a school year, an Extended Day Application must be completed. All forms, once completed, must be returned to the school before a child can attend the Extended Day Program

Transportation. Bus transportation is available in the morning to bring children to school, and in the afternoon to bring children home from the regular day program if they meet the distance or special needs requirements for eligibility. Bus transportation is *not* available to bring children home from the Extended Day Program.

Hours/Days of Operation

The school calendar will be followed in all instances. **There will be no Extended Day Programs on holidays, snow days, teacher development days, or days when school is dismissed early due to inclement weather.** The hours of operation are from 3:30 until 5:30 p.m.

Children are released from the program at 5:20 pm and must be picked up by that time. As it puts a burden on the school and staff when children are not picked up on time, **failure to pick up a child by 5:20 pm will result in dismissal from the Extended Day Program.** If a child is not picked up by then and attempts to reach the parent/guardian are not successful, it may be necessary to contact additional resources to assist in transporting the child home.



Snack

A nutritious snack is available each afternoon. If your child has a food allergy that should be clearly indicated on the application form. If a food substitution is necessary, written documentation from a physician is required.

Absences

Parents should contact the school if a child will not attend the Extended Day Program on a regularly scheduled day. Please send a note to the student's teacher, contact the main office, or leave a message with the school prior to Extended Day hours. As noted above, regular full attendance in the program is expected.

Behavior Management

Children are expected to comply with all regular school rules and regulations in addition to the School's Discipline Policy. Discipline will be handled by the Extended Day Team Leaders or by the Head of School.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are encouraged to collaborate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline, understand the consequences of their behavior, and give them choices whenever possible.

Limits are set on behavior in order to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

Since attending the Extended Day Program is a privilege, a child may be immediately suspended or dismissed from the program if the child's behavior during the regular school day or during the Extended Day program is determined to be detrimental to the child or to the well-being of others in the program. All adults, including parents, are expected to model the desired behavior that is set forth in CSI's Code of Conduct.

A child who is dismissed due to behavior issues may no longer be eligible to attend the Extended Day Program for the remainder of the school year.

Academic Support and Enrichment

The Extended Day Program is an academic support and enrichment program offered to all students. At no cost to families, participants will have structured homework help, attend events, learn from community partners, and enjoy literacy and Character Education initiatives.

Opportunity is given for children to work on homework during extended day time. However, it is still the responsibility of the parent to ensure that a child's homework is completed.



Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program. Any contagious illness may require a doctor's note for re-admission. Staff is expected to instruct children on State Regulations for washing hands as posted in an effort to reduce contagious illness. A child who is absent from school during the school day, or who has been picked up due to illness, may not attend the Extended Day Program that day.

Medication

Students are not permitted to take medication during the Extended Day program.

Medical Emergencies

In the event of a medical emergency that cannot be handled by the staff, EMT personnel will be called, as well as the Parent or Guardian or Emergency Contact Person. **It is imperative that each parent provide to the school current contact numbers so that they can be reached in the event of an emergency involving their child.**

Bathroom Accidents Policy

Children are given scheduled group bathroom breaks and individual ones when requested. If your child has a bathroom accident we will call you. You will be expected to pick up your child or arrange for pickup within one hour.

Sign Out Procedure

Parents **must** sign out with the date and time for their child each day.

A child will be released only to the person(s) (minimum 18 years of age) designated by the parent/guardian on the enrollment form. Once a child is signed out by a parent/guardian the Extended Day Program is no longer responsible for that child. Failure to properly sign in or out may result in dismissal.

Checking Identification

No child will be released from the Extended Day Program to anyone who is not on the list of people authorized to pick up the child, unless the parent or guardian calls or writes a note authorizing such a pickup. While Extended Day Staff will come to recognize parents or guardians who are authorized to pick up their child, anyone who picks up infrequently (even if authorized on the child's application) should be prepared to present identification.

Parent/Guardian Under the Influence of Drugs or Alcohol

Extended Day Program staff cannot release a child to a person who is suspected to be under the influence of drugs or alcohol. The staff will contact the Head of School or Extended Day Coordinator if this occasion arises. The program coordinator will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, school staff will call proper authorities.



Weather/Emergency Closings

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, local radio and television stations will make the announcements. **If school is closed or dismissed early because of weather conditions, the Extended Day Program will not operate that day.**

If school is dismissed for any reason during the school day, the Extended Day Program will not operate. **It is important to keep the school updated with current contact information.**

If the weather becomes hazardous after 3:00 p.m., parents are encouraged to pick up children within 30 minutes of notification.